

# San Mateo County Harbor District Board of Harbor Commissioners Minutes

September 5, 2007  
7:00 p.m.

Coastside County Water District Office  
766 Main Street  
Half Moon Bay, CA 94019

## Roll Call

### Commissioners

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

### Staff

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

## Public Comments/Questions - None

**Public and Staff Recognition-** Temko recognized the entire Pillar Point Harbor staff for their hard work over the busy Labor Day weekend. He added that Deputy Harbormaster David Arington was able to stop a boat in the Harbor from sinking by quickly notifying the owners and getting pumps on the boat.

## 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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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:	<b>Minutes of Meeting August 15, 2007</b>
	REPORT:	Draft minutes
	PROPOSED ACTION:	Approval

**Action:** Motion by Campbell, second by Parravano to approve Item 1. The motion passed.

Ayes: 4

Nays: 0

Item 3 was taken up.

## **Public Hearing –**

- 3 TITLE: Oyster Point Marina/Park Breakwater  
Reconfiguration Project: Negative Declaration and  
Notice of Determination**
- A. Declare Meeting Open: President James Tucker
- B. Report of Notice Given: Grenell, Resolution 28-07
- C. Staff Report and  
Recommendation: Adopt Resolution 28-07 to Approve and Make Findings of No  
Significant Impact, Certify Negative Declaration and Authorize  
Filing of Notice of Determination
- D. Public Testimony:
- E. Commission Questions:
- F. Close Public Testimony: President James Tucker
- G. Commission Deliberation:
- H. Recommended  
Commission Action: Adopt Resolution 28-07 to Approve and Make Findings of  
No Significant Impact, Certify Negative Declaration and  
Authorize Filing of Notice of Determination

Grenell informed the Board that proper notice was given and no public comments were received.

**Action:** Motion by Parravano, second by Padreddii to approve Item 3. The motion passed.

Ayes: 4

Nays: 0

## **New Business**

- 2 TITLE: Presentation of Water Quality Project by Kellyx Nelson,  
Director of San Mateo County Resource Conservation  
District (RCD)**
- REPORT: Nelson
- PROPOSED ACTION: To Be Determined

Campbell informed Nelson that she is very pleased to see this project moving forward.

Nelson stated that there have been a lot of theories about the sources of contamination in the Harbor. She informed the Board that the goal of this project is to assess and identify sources of fecal pollution in Pillar Point Harbor and recommend opportunities for remediation. Nelson said the primary foci are on Capistrano Beach, which has well documented levels of fecal pollution. The secondary focuses are the five other beaches and live-aboard boats in the Harbor. Nelson said that they may not find a single source of contamination, but the information they collect will be informed rather than just assumptions. Nelson concluded they will try to identify the animal source of fecal contamination by doing genetic testing.

Schnapp asked if the study included checking sources that originate east of the Highway. Nelson clarified that part of the study would include checking on creeks East of the Highway 1.

Padreddii told Nelson the report was well done.

The Board thanked Nelson for her efforts with this project.

## Public Hearing –

- |          |                                 |  |
|----------|---------------------------------|--|
| <b>4</b> | <b>TITLE:</b>                   | <b>Amendment to Ordinance Code Section 3.2 to Provide for Event Permits</b>                            |
| A.       | Declare Meeting Open:           | President James Tucker   |
| B.       | Report of Notice Given:         | Grenell, Resolution 24-07  |
| C.       | Staff Report and Recommendation | Adopt Resolution 24-07 to Approve Amendment to Ordinance Code Section 3.2 to Provide for Event Permits |
| D.       | Public Testimony:               |  |
| E.       | Commission Questions:           |  |
| F.       | Close Public Testimony:         | President James Tucker   |
| G.       | Commission Deliberation:        |  |
| H.       | Recommended Commission Action:  | Adopt Resolution 24-07 to Approve Amendment to Ordinance Code Section 3.2 to Provide for Event Permits |

Grenell informed the Board that proper notice has been given.

Wilkerson stated that since the report was written she had worked with Campbell while Parravano and Zafferano worked together to clarify the types of events to be included in the permit, the fee administration and expanded costs. Zafferano thanked Campbell and Parravano for their excellent comments as they went through the language of the ordinance to complete this ordinance amendment.

**Action:** Motion by Campbell, second by Parravano to approve item 4. The motion passed.

Ayes: 4

Nays: 0

## Continued Business

- 5 TITLE: **Pillar Point Harbor Restroom Renovation Project: Approval of Plans and Specifications and Authorize Issuance of Sealed Construction Bid Notice**
- REPORT: Staff Report, Attachments
- PROPOSED ACTION: Approve Plans and Specifications and Authorize General Manager to Publish Bid Notice

This item was moved to the September 19, 2007 Agenda.

## New Business, Continued

- 6 TITLE: **Limited Commercial Activity Permit for Half Moon Bay Coastside Chamber of Commerce “Rock the Dock” Event at Pillar Point Harbor**
- REPORT: Application
- PROPOSED ACTION: Approve Limited Commercial Activity Permit for Half Moon Bay Coastside Chamber of Commerce “Rock the Dock” Event at Pillar Point Harbor

Grenell informed the Board that this is a repeat event from last year’s Rock the Dock event. He added that the Harbor District lessees and fishermen are actively involved and directly benefiting from this event.

Campbell stated that the flyers for the event focus on Sam’s Chowder House. She said that next year the District should be the primary focus on the brochure since the District is supplying the establishment. The Board agreed.

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

Ayes: 4

Nays: 0

- 7 TITLE: **Limited Commercial Activity Permit for Grays Harbor Historical Seaport Authority at Pillar Point Harbor: Tall Ships Visit**
- REPORT: Application
- PROPOSED ACTION: Approve Limited Commercial Activity Permit for Grays Harbor Historical Seaport Authority at Pillar Point Harbor

Temko stated that Grays Historical Seaport Authority has used Pillar Point in the past for the public to sail on tall ships, tour the vessels and for educational purposes. He added that they have been very well received. Temko requested that the application fee be waived because a large amount of the public attends these educational sails and tours which are beneficial to the Harbor.

**Action:** Motion by Campbell, second by Parravano to approve Item 7. The motion passed.

Ayes: 4

Nays: 0

- 8 TITLE: Resolution 29-07 Regarding Application for Grant from Coastal Conservancy for Oyster Point Marina/Park Water Trail in the Amount of \$200,000**  
**REPORT:** Memo, Draft Resolution 29-07  
**PROPOSED ACTION:** Adopt Resolution 29-07 to Authorize Application for Grant from State Coastal Conservancy for Oyster Point Marina/Park Water Trail in the Amount of \$200,000 and Authorize General Manager to Execute an Agreement with Coastal Conservancy

Grenell stated that Johnson has been on a planning committee for the San Francisco Bay Water Trail. The plan was recently released by BCDC. The Coastal Conservancy will begin to distribute \$2 million in grant funds. Grenell said he and Johnson contacted the Coastal Conservancy and did a walk through of Oyster Point with one of their representatives. Grenell added that the grant application for \$200,000 is being completed. The \$200,000 grant funds would reduce the District's expenditures on the boat launch ramp project.

Padreddii complimented Grenell for being aware of the grant funds and applying for them.

**Action:** Motion by Padreddii, second by Parravano to approve Item 8. The motion passed.

Ayes: 4

Nays: 0

- 9 TITLE: Classification Study**  
**REPORT:** Staff Report  
**PROPOSED ACTION:** To Be Determined

Grenell stated that he views this item as the beginning of a process of intensive review and discussion. He suggested that this item be placed on the next few Agendas for Commission review and comment.

Tucker stated that too much information was put into this report for him to vote on it right now. He added that he wants the item put on the next few Agendas. Campbell added that she will need to absorb the information further and separate her thoughts before taking any action.

Parravano thanked Wilkerson for all of her time and research that she put into the study.

This item will be continued to the September 19, 2007 Agenda.

- 10** TITLE: **June 30, 2007 Quarterly District Investment Balances Report**  
REPORT: Report  
PROPOSED ACTION: Accept June 30, 2007 Quarterly District Investment Balances Report

Schnapp reported that \$10,767,655.52 reflected the June 30, 2007 report and the budget had projected it to be \$9 million. She added that the District is getting slightly more on return on bank reports.

Campbell asked if there is a payment due to DBAW in December. Schnapp said yes.

- 11** TITLE: **Bills and Claims in the Amount of \$112,117.12**  
REPORT: Bills and Claims Detailed Summary  
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$112,117.12 to cover payment of Bills and Claims

Campbell questioned the charge under Pillar Point to Dave Spurr. Temko explained that Spurr did underwater demolition work on a vessel in the Harbor.

Padreddii stated 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 \$112,117.12. The motion passed.

Ayes: 4

Nays: 0

## **Reports for Possible Discussion/Action**

### **Administration and Finance**

**12** **General Manager - Grenell**

Grenell informed the Board that Leland Parsons needs a three month extension of time to use Pillar Point Harbor to restore the fishing vessel *IRENE*. Campbell suggested that six months might be prudent. This will be on the September 19<sup>th</sup>

Agenda.

Grenell stated that Proposition 1B has grant funds available that now include small harbors and ports. He said guidelines and criteria need to be created by the State Department of Homeland Security, and once that is done the District can apply for funds.

Campbell stated that she has someone who is interested in the empty premises at Pillar Point if Franco Carrubba backs out. Grenell said he recently met with Carrubba; Carrubba has requested a few revisions with the lease, but no changes to the terms and conditions.

Grenell concluded that he plans to schedule a concept designs meeting of the Committee and lessees by the end of September.

**13 Director of Finance - Schnapp**

Schnapp said the Finance department is currently working on closing the books for the 2006-2007 fiscal year. She added that they expect to be done by mid-October.

**14 Human Resources Manager - Wilkerson**

Wilkerson informed the Board that the Employee Assistance Program they approved in 2005 had increased usage from District employees for a good reason. She said employees are using it more for life skills, elder care and financial and legal services.

## **Operations**

**15 Oyster Point Marina/Park - Johnson**

Johnson said that he spent the morning at the Dredged Material Management Office where the dredging sample plan for the East Basin was approved. He said it went very well.

**16 Pillar Point Harbor – Temko**

Temko stated that the Labor Day weekend at Pillar Point was extremely busy. He said there were reports of a sinking boat, a boat on fire, and a school of approximately 50 small sharks near the launch ramp. He added that there were about 70 transient boats and approximately 100 vessels in the outer harbor. There were no complaints that he heard of. Temko read an email into the record that was written to Deputy Harbormasters Randy Bankord, Gary Stern and Cary Smith thanking them for helping rescue them and their vessel from sinking.

## Board of Harbor Commissioners

### 17 A. Committee Reports

#### **Oyster Point Ferry Terminal** (Campbell, Padreddii)

Campbell informed the Board that she met with Padreddii and Grenell earlier that evening regarding the WTA project. She said that Grenell wrote a letter to WTA informing them that WTA was incorrect on re-doing part of the East Basin parking lot. She added that the Committee wants Grenell to find out an exact date of when WTA will provide the District with the payment of funds agreed to at the previous Liaison Committee. This will be discussed further in closed session.

### 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 said he went to Pillar Point on Sunday morning of Labor Day weekend and could not believe how many sailboats were on the water. He suggested developing an educational program to help people who visit the Harbor better understand fishing, sailing, and marine conservation. Campbell suggested the possibility of printed material with the history of the harbor.

Campbell stated that she would like to review the Ketch Joanne lease with Parravano and Grenell and hopes to have a decision at the September 19<sup>th</sup> meeting.

Tucker welcomed David Smydra from the Half Moon Bay Review.

**Action:** Motion by Parravano, second by Padreddii to move to closed session. The motion passed unanimously at 8:06 p.m.

- 18 TITLE: Identify Real Property Negotiator Pursuant to Government Code §54956.8**  
REPORT: Zafferano  
PROPOSED ACTION: Identify Real Property Negotiators Peter Grenell



## Closed Session

- 19 TITLE: **Conference with Real Property Negotiator: Certain Parcels of Real Property and Water Area Situated in the City of South San Francisco, County of San Mateo, Consisting of APN 015-010-060, 015-010-210, 015-010-270, 015-010-600, 015-190-170, 015-190-190, including area identified in the Oyster Point Marina Specific Plan, September 1983 as Remainder Parcel 1. Negotiating Party Water Transit Authority (WTA): Regarding Lease Terms and Conditions Pursuant to Government Code Section §54956.8**
- REPORT: WTA Letters  
PROPOSED ACTION: To Be Determined
- 20 TITLE: **Public Employee Performance Evaluation: General Manager, Pursuant to Government Code Section §54957.6**
- REPORT: None  
PROPOSED ACTION: To Be Determined

**Action:** Motion by Campbell, second by Parravano to adjourn to Open Session. The motion passed unanimously at 9:16 p.m.

## Open Session, Continued

There was no reportable action from closed session.

- 21 TITLE: **Oyster Point Ferry Terminal: Agreement with San Francisco Bay Regional Water Transit Authority Regarding Financial Reimbursement to the District**
- REPORT: Grenell  
PROPOSED ACTION: To Be Determined

**Action:** Grenell will send a letter as requested as requested by WTA acknowledging the understanding of the financial arrangement cited in Castleberry's letter of August 15, 2007, and state that the District's lease with the WTA will specify the date for receipt of the WTA's single lease payment by the District.

22 TITLE: **General Manager's Compensation**  
REPORT: None  
PROPOSED ACTION: To Be Determined

**Action:** Motion by Campbell, second by Parravano to extend Grenell's contract for thirty (30) days beyond the current situation. The motion passed unanimously.

## **Adjournment**

**Action:** Motion by Parravano, second by Padreddii to adjourn. The motion passed unanimously at 9:19 p.m.

APPROVED BY:

*James Tucker*

---

James Tucker  
President

ATTESTED BY:

*Theresa N. Hayes*

---

Theresa N. Hayes  
Deputy Secretary