

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

February 16, 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
x Julie Turner, Director of Finance
Marietta Harris, Human Resource Manager
Robert Johnson, Harbormaster
Jean Savaree, District Counsel
Debbie Nixon, Deputy Secretary

x-absent

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

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|----------|------------------|--|
| 1 | TITLE: | Minutes of Meeting February 2, 2011 |
| | REPORT: | Draft minutes |
| | PROPOSED ACTION: | Approval |

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

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

Public Hearing - None

New Business

- 2 **TITLE:** **Appoint Jean B. Savaree as District Legal Counsel**
 REPORT: Grenell, Resolution 04-11
 PROPOSED ACTION: Adopt Resolution 04-11 to appoint Jean B. Savaree as District
 Legal Counsel

Grenell stated that it is past practice to adopt a Resolution to appoint Legal Counsel.

Action: Motion by Padreddii, second by Tucker to appoint Jean B. Savaree as District Legal Counsel. The motion passed.

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

- 3 **TITLE:** **Bills and Claims in the Amount of \$253,158.83**
 REPORT: Bills and Claims Detailed Summary
 PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in
 the amount of \$253,158.83 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 Bernardo to approve the bills and claims. The motion passed unanimously.

Tucker questioned the reimbursement to Lundie. Padreddii stated that it was reimbursement from December. Tucker asked why it was being paying two months later. Harris clarified that it is his December medical reimbursement and he just submitted the claim.

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

Reports for Possible Discussion/Action Administration and Finance

4 General Manager - Grenell

Nothing further to add to written report.

5 Director of Finance - Turner

Nothing further to add to written report.

6 Human Resources Manager - Harris

Nothing further to add to written report.

Operations

7 Oyster Point Marina/Park - Johnson

Nothing further to add to written report.

8 Pillar Point Harbor – Johnson

Nothing further to add to written report.

Board of Harbor Commissioners

9 A. Committee Reports

District Organization (Parravano, Tucker)

Grenell stated that he and Harris met with the committee to give them a progress update. He stated that staff will resume cross training efforts and will have both Oyster Point Marina/Park and Pillar Point Harbor Patrol switch duties. He stated that they will begin with the Lead Maintenance Specialist having the Pillar Point Harbor Lead Maintenance Specialist go over to Oyster Point Marina for a one month orientation. After the Lead Maintenance Specialist then the Deputy Harbormasters will begin to switch. There was

talk about switching two employees at a time, but after speaking with Harbormaster Johnson and Assistant Harbor Master, Grenell concluded, it will be less disruptive to do one person at a time. Grenell stated that the process to create a certified list for the Accounting Technician/Administrative Assistant position has begun. He stated that it will be more effective and economical to have the position at each facility. The position is accounting-related, over the counter customer service and administrative assistant to the Harbormaster, which will alleviate some tasks from the Harbormaster.

Tucker stated that having a Accounting Technician/Administrative Assistant at each location will also free up a harbor patrolman. He stated that the big issue is having one or two Harbormasters and he isn't ready to move forward on making that decision. The Commission agrees that they do not want to burden the current Harbor Master anymore than he already has been, and a plan is in place for him to take some time off.

Padreddii asked if the union has been notified that employees are going to be transferred from one location to another. Harris clarified that no one is being transferred, it is a cross training exercise and it is temporary. Tucker stated that the employees work for the District and when employees are hired, they are told that they are coming to work for the agency. Padreddii stated that his concern is that this is the first time the District has done an exercise like this and that some employees might not be happy with the decision and can foresee a possible issue.

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.

None.

Closed Session — None.

Adjournment

Action: Motion by Tucker, second by Bernardo to adjourn the meeting. The motion passed unanimously at 7:19 p.m.

The next scheduled meeting will be held on March 2, 2011 at the Mavericks Lodge and Event Center, 107 Broadway Avenue, Half Moon Bay, Ca. at 9:30 a.m.

Debbie Nixon
Deputy Secretary

Pietro Parravano
President