

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

March 17, 2010
7:00 p.m.

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

Roll Call

Commissioners

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

Staff

- Peter Grenell, General Manager
- Marcia Schnapp, Director of Finance
- Marietta Harris, Human Resource Manager
- Robert Johnson, Harbormaster
- x Dan Temko, Harbormaster
- Marc Zafferano, District Counsel
- Debbie Nixon, Deputy Secretary

x-absent

Public Comments/Questions — None.

Staff Recognition- None.

Parravano stated that item 3 would be put over until the next meeting.

Parravano stated that Closed Session would be held after item 5 and then the Commission would continue with items 6–8 once it adjourned back into Open Session.

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 3, 2010**
REPORT: Draft minutes
PROPOSED ACTION: Approval

Action: Motion by Tucker, second by Padreddii to approve item 1. The motion passed.

Ayes: 3
Nays: 0
Absent: 2 (Campbell and Lundie)

Public Hearing –

- 2 TITLE: **Draft Preliminary Operating and Capital Budget for Fiscal Year 2010-11**
- A. Declare Hearing Open: Acting President Parravano
 - B. Report of Notice Given: Grenell
 - C. Staff Report and Recommendation: Schnapp, Draft Preliminary Budget FY 2010/11
 - D. Public Testimony:
 - E. Harbor Commission Questions:
 - F. Close Public Testimony: Acting President Parravano
 - G. Commission Deliberation:
 - H. Recommended Commission Action: To Be Determined

Grenell stated that notice had been given.

Schnapp clarified that Grenell informed her that the sale of the Median Strip should close by the end of FY2009/10, and so \$660,000 would be removed from the draft FY 2010-11 budget.

Parravano closed Public Testimony; there was none.

Action: Motion by Tucker, second by Padreddii to continue this item until the next meeting. The motion passed unanimously.

Continued Business

- 3 TITLE: **Accept Final Financial Statements and Independent Auditors' Report and (B) Recommendations to Management for Fiscal Year Ended June 30, 2009**

REPORT: Schnapp, Memo
PROPOSED ACTION: To Be Determined

Action: Motion by Tucker, second by Padreddii to carry this item over to the next meeting. The motion passed.

Ayes: 3
Nays: 0
Absent: 2 (Campbell and Lundie)

New Business Continued

- 4 TITLE: **Proclamation for Dan Temko**
REPORT: Proclamation
PROPOSED ACTION: Approve Proclamation

Temko was not present at the time. This item was put over.

- 5 TITLE: **Proclamation for Marcia Schnapp**
REPORT: Proclamation
PROPOSED ACTION: Approve Proclamation

Grenell stated the Schnapp was leaving the District in a matter of days and he wanted to present her with a proclamation to recognize her contribution to the Harbor District.

Action: Motion by Tucker, second by Padreddii to approve proclamation. The motion passed.

Tucker stated that he had the pleasure of being Treasurer when Schnapp started with the District and that she had come to us at the right moment.

Padreddii stated that he is sad to see her leave but commended her on a job well done and wished her good luck.

Parravano stated that when he was Treasurer he was impressed with how well Schnapp kept her files and that her department ran very smoothly. He appreciated her dedication and her guidance in moving the District forward in this economic crisis.

Schnapp stated that she was honored and it was a great privilege to work with the Commission, the General Manager and staff. She gave special recognition to Galarza, Valdez, and Cruz and stated that they are the unspoken heroes.

Cassandra Clark spoke regarding Closed Session item 17. She stated that she had updated plans to share with the Commission and has been meeting with Grenell and Johnson. She is looking forward to bring the look of the Oceano Hotel & Spa's new glassed-in mall down to the Harbor. She proposed having a glass-enclosed sun room which will be prefabricated and will attach to the facility easily. The company that installs the sun room is in charge of obtaining all permits which makes the process more cost efficient. She thanked Grenell for all his time spent on this project. She has also been working with Johnson to ensure that this project coincides with the sidewalk project.

Tucker asked Grenell if he thought a decision could be made tonight regarding the lease for Mavericks Surf Company, LLC.

Grenell stated yes and asked Clark to stay in case there were any other questions that needed to be answered.

Action: Motion by Tucker, second by Padreddii to adjourn to closed session. The motion passed unanimously at 7:16 p.m.

The Commission resumed open session at 7:48 p.m.

There was no reportable action from closed session.

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|----------|-------------------------|--|
| 6 | TITLE: | Termination of Romeo Pier License Agreement |
| | REPORT: | Grenell, Memo, Attachment |
| | PROPOSED ACTION: | To Be Determined |

Grenell stated that Tucker had asked him if there was a need to continue paying Romeo Packing Co. if the District has closed the Romeo Pier. The License Agreement terms state that District can terminate the Agreement at any time. Grenell confirmed that there is no reason why the District would need access to the pier anymore, and if we do, it can be by boat.

Tucker stated that it is a health and safety issue.

Action: Motion by Tucker, second by Padreddii to terminate the Romeo Pier License. The motion passed.

Ayes: 3
Nays: 0
Absent: 2 (Campbell, Lundie)

- 7 TITLE: **CSDA Board of Directors Call for Nominations Seat B**
REPORT: Grenell, CSDA Memo
PROPOSED ACTION: To Be Determined

There were no recommendations by the Commission.

URGENCY ITEM

TITLE: **Resolution 03-10: CitiBusiness General Deposit Resolution for Public Entities**
REPORT: Grenell, Resolution 03-10
PROPOSED ACTION: Adopt Resolution 03-10: CitiBusiness General Deposit Resolution for Public Entities which replaces former Human Resource Manager Eileen Wilkerson as a signatory with current Human Resource Manager Marietta Harris.

Action: Motion by Tucker, second by Padreddii to add item to the agenda. The motion passed unanimously.

Grenell stated that this is essentially a consent item. We need to remove Wilkerson and add Harris as signatory.

Action: Motion by Tucker, second by Padreddii to remove Wilkerson and add Harris. The motion passed unanimously.

Parravano asked why we were not removing Schnapp as a signatory. Grenell stated that she still was an employee. Tucker stated that we should remove Schnapp at this time since she only has a few days left. The Commission agreed.

Temko appeared at the meeting. The Commission then took up item 4.

Grenell stated that Temko is retiring and the District has a proclamation for him.

Action: Motion by Tucker, second by Padreddii to approve the proclamation for Temko.

Temko thanked everyone and stated that it has been a pleasure working with everyone.

Parravano stated that the news was a shock to him but he understands that there are many things that Temko wants to explore and wished him the best of luck.

Tucker stated that he always appreciated Temko's professionalism and even though there were times they did not see eye to eye, he felt that Temko always had the best for the Harbor at mind.

Padreddii wished Temko the best of luck on his retirement and commended him on a fantastic job over his tenure.

- 8** **TITLE:** **Bills and Claims in the Amount of \$95,530.39**
 REPORT: Bills and Claims Detailed Summary
 PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in
 the amount of \$95,530.39 to cover payment of Bills and
 Claims

Tucker stated that he reviewed the bills and claims and found them in order. He recommended approval.

Action: Motion by Tucker, second by Padreddii to approve the bills and claims. The motion passed unanimously.

Ayes: 3
Nays: 0
Absent: 2 (Campbell, Lundie)

Reports for Possible Discussion/Action Administration and Finance

9 General Manager - Grenell

Grenell stated that on April 1, 2010 he will attend the congressional Salmon Summit at Fort Mason in San Francisco. He has been asked to sit on a panel and speak about the economic impact the 2-year salmon fishing closure has had on Pillar Point and other harbors. Parravano will assist with preparing important bullet points.

10 Director of Finance - Schnapp

Schnapp stated that she didn't have anything new to add.

11 Human Resources Manager - Harris

Nothing further to add to written report.

Operations

12 Oyster Point Marina/Park - Johnson

Johnson thanked Temko for his professionalism over the years that they have worked together and wished him enjoyment in his retirement.

13 Pillar Point Harbor – Johnson

Board of Harbor Commissioners

14 A. Committee Reports

None.

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.

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

Closed Session

- 16 TITLE: **Conference with Real Property Negotiator: Pursuant to Government Code Section §54956.8**
PROPERTY: **“Post Office” Parcel, Northeasterly corner of Obispo Road and Avenue Portola, El Granada, San Mateo County, APN: 047-261-030**
REPORT:
NEGOTIATING PARTIES: SMCHD, KN Properties
UNDER NEGOTIATION: Lease Price, Terms and Conditions
- 17 TITLE: **Conference with Real Property Negotiator: Pursuant to Government Code Section §54956.8**
PROPERTY: **Parcel 5, One Johnson Pier, Lessees Building, APN 047-083-060, Pillar Point Harbor, El Granada, San Mateo County**
NEGOTIATING PARTIES: San Mateo County Harbor District and (1) Cassandra and Jeff

Clark, Mavericks Surf Shop, LLC

UNDER
NEGOTIATION:

Lease Price, Terms and Conditions

Action: Motion by Tucker, second by Padreddii to adjourn to open session. The motion passed unanimously at 8:07 p.m.

Adjournment

Action: Motion by Tucker, second by Padreddii to adjourn the meeting. The motion passed unanimously at 8:08 p.m.

The next scheduled meeting will be held on April 7, 2010 at the Comfort Inn, 2930 Cabrillo Highway, Half Moon Bay at 7:00 p.m.

Debbie Nixon
Deputy Secretary

Sally Campbell
President