

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

April 4, 2012
7:00 p.m.

Comfort Inn
2930 Cabrillo Highway
Half Moon Bay, Ca. 94019

Roll Call

Commissioners

- James Tucker, President
- x Leo Padreddii, Vice President
- Robert Bernardo, Treasurer
- Pietro Parravano, Secretary
- x Sally Campbell, Commissioner

Staff

- Peter Grenell, General Manager
- Genevieve Frederick, Director of Finance
- Marietta Harris, Human Resource Manager
- Jean Savaree, District Counsel
- Debbie Nixon, Deputy Secretary
- Charles White, Assistant Harbor Master (OPM)
- John Draper, Assistant Harbor Master (PPH)

x-absent

Public Comments/Questions — Lisa Ketcham asked if the documents that support each agenda item are located on the District's web site. Nixon stated that they are not, but she is more than happy to provide her with whichever items she needs. Ketcham stated that she is concerned with the plans for paid parking at the harbor and the fees that are currently being charged at the Surfer's Beach day use lot. She stated that the day use lot is almost empty on a daily basis. Ketcham encouraged the Board to include the Princeton shoreline in the Surfer's Beach improvement project.

Merrill Bobele stated that he had some follow up questions from items discussed at the March 7th workshop. He stated that at that meeting there was discussion of long term planning and/or the Master Plan and wanted to reminded the Board about that. He stated that he is concerned with beach replenishment. He stated that there was a stakeholders meeting that was held on March 28th for the Coastal Regional Sediment Management Plan for the San Francisco littoral cell. He stated it was an advisory group meeting which included rather extensive regional planning for San Francisco that he said related to some issues that face the Harbor District such as the effect of the breakwater on beach erosion and what to do with the

dredging material. He stated that there was an opportunity to for the Harbor District to participate but that time has now passed.

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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:** **Authorized Updated List of Signatures for the San Mateo County Harbor District's Accounts at the San Mateo County Treasurer's Office**
REPORT: List of signatures, Resolution 03-12
PROPOSED ACTION: Adopt Resolution 03-12 to authorize the updated list of signatures for the San Mateo County Harbor District's accounts at the San Mateo County Treasurer's office
- 2** **TITLE:** **Minutes of Meeting March 7, 2012**
REPORT: Draft minutes
PROPOSED ACTION: Approval
- 3** **TITLE:** **Minutes of Meeting March 21, 2012**
REPORT: Draft minutes
PROPOSED ACTION: Approval

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

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

Public Hearing –

- 4** TITLE: **Lease Proposal from Half Moon Bay Sportfishing for Parcel 4, Concessionaires Building, Pillar Point Harbor, El Granada, San Mateo County, APN 047-083-060**
- A. Declare Hearing Open: President Tucker
 - B. Report of Notice Given: Grenell
 - C. Staff Report and Recommendation: Grenell, Memo
 - D. Public Testimony:
 - E. Harbor Commission Questions:
 - F. Close Public Testimony: President Tucker
 - G. Commission Deliberation:
 - H. Recommended Commission Action: To be determined

Grenell stated that he received a request from the lessee to put the item over to the next meeting. He stated that Mr. Ingles is out of town and therefore is not able to be present to properly represent Half Moon Bay Sportfishing.

The item was put over to the April 18th Board meeting.

- 5** TITLE: **Draft Preliminary Operating and Capital Budget for Fiscal Year 2012/13 and Rates & Fees**
- A. Declare Hearing Open: President Tucker
 - B. Report of Notice Given: Grenell
 - C. Staff Report and Recommendation: Frederick, Draft Preliminary Budget FY 2012/13 and Rates & Fees
 - D. Public Testimony:
 - E. Harbor Commission Questions:
 - F. Close Public Testimony: President Tucker
 - G. Commission Deliberation:
 - H. Recommended Commission Action: To be determined

Frederick stated that there were a couple of minor modifications to the budget, one being that the salary for the new Harbor Master was built into the budget. She clarified a couple of

language changes to the preliminary Rates and Fees Schedule: the item titled ‘crab pot deposit’ has been converted to crab pot storage and has a \$300 proposed fee, there is an additional transient rate, she added a land use vehicle fee, and added a charge for electronic media. Frederick also stated that there is a correction to berth fees at Pillar Point Harbor. She stated that the berth fee for vessels on docks A-C should be \$5 more than those on docks D-H.

Bernardo asked Frederick how Oyster Point Marina/Park and Pillar Point Harbor compare to other harbors. Frederick stated that Coyote Point did a fee survey. She stated that comparing berthing fees, which is where most of the District’s operating income comes from, that Oyster Point Marina/Park is toward the bottom and Pillar Point Harbor is in the middle.

Tucker asked Frederick why under Fund Balance there was \$600,000 in “Committed” and \$2.6 million in “Unassigned”. He asked that the monies in “Unassigned” be moved into “Committed”. He stated that the word “Unassigned” gives the impression that the District has a huge surplus of money, when in actuality we don’t. Frederick stated that this year GASB has required that the budget show those five categories. Tucker requested that she move the \$2.6 million in “Unassigned” into “Committed”. Frederick stated that if the “Unassigned” balance is zero, there is a possibility that she will have to bring an item to the Board to transfer funds back into “Unassigned” to pay bills and process payroll. Tucker stated that he is fine with that as long as his colleagues were as well.

Bernardo stated that he understands Tucker’s logic behind transferring the funds from “Unassigned” to “Committed” and supports his suggestion as long as it doesn’t become a problem for staff.

Grenell asked Frederick if it was possible to move \$1.6 million to the “Committed”. She stated that she could, but would need to bring an item back to the Board mid-year to ask that more money be transferred back. Parravano stated that he was fine with the decision as long as the Director of Finance was. Frederick stated that she would move the monies.

Action: Motion by Parravano, second by Bernardo to continue the public hearing at the next meeting. The motion passed.

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

Continued Business

- 6 TITLE: **Site Selection for District Multi-Use Building**
REPORT: Grenell, Memo, Attachments
PROPOSED ACTION: Approve a portion of Pillar Point Harbor Parking Lot B as the site for a new District multi-use building, and authorize the General Manager to publish a Request for Proposals (RFP) for architectural services to design the building

Grenell stated that there has been a lot of preparatory work on this project since the October 3, 2011 public meeting. He stated that at that meeting, there were a number of public comments urging the District to look into different site locations to build the multipurpose building. He stated that a particular comment at that meeting suggested a particular site which was Pillar Point parking lot B or some of it. He stated that the investigation of a new site location is now complete and half of parking lot B is the preferred site. He stated that it is off the beach and doesn't block any views. Grenell stated that with the potential of the Gulf of the Farallones National Marine Sanctuary visitor center occupying space in the new multipurpose building, the location in the harbor is ideal. He recommended approving the site location for the District's multipurpose building.

Tucker stated that on behalf of the Committee (he and Parravano), he stated that although the Commission thought that placing the building on Perched Beach was a good idea at the time, but the community asked that other options be considered and after doing so, he feels that B lot is a good site for the new multipurpose building and hopes the community is pleased with that decision.

Merrill Bobele reminded the Commission that in the past the Harbor District applied for building permits from the County for another location for a multipurpose building for approximately the same square footage that is mentioned in the report for item 6 and that was in 2002, and then in 2005 the request was modified for a smaller building. He stated that since there were plans for those buildings and money spent in terms of planning, he wanted to know if the District had any savings.

Grenell stated that the District did save monies by not proceeding with either of the proposals from 2002 or 2005. He stated that the second one actually went to bid and the bid came in at \$1.9 million and the Board decided that was too much money for the project and chose not to proceed. Grenell stated that the existing restroom, located across from the Harbor Master's office, was renovated for under \$200,000.

Bobele clarified that he was asking if there would be any savings in development expenses that will occur with the new project. Tucker stated that won't be known until the process gets underway. He stated that the two proposals in 2002 and 2005 were for a second story on the existing restroom, and this project is different from that.

Dan Haggerty stated that he is extremely fond of the harbor. He stated that he noticed at times the parking lot is full. He stated that he is in favor of having the multipurpose building in the harbor, however he is very concerned about the parking. He asked what the width of the new parking stalls is going to be and stated that the parking stalls are parallel and not diagonal. Grenell stated that the width will be the County standard. Haggerty stated that the new County standard is smaller than what it used to be when the current parking stalls were done. Grenell referred to the diagram in the board packet and stated that the new building would go on only a portion of parking lot B, meaning that the rest of the existing parking would be available. He stated that if the building is built as it is pictured, then it would have to conform to whatever the County requires. Tucker stated that the design could change as it is just a conceptual design. He stated that the District is always looking for ways to make it work. Grenell stated that there will be more public meetings held in the future.

Lisa Ketcham stated that she would like to see Perched Beach remain a beach and that the District is planning to still build a bulkhead on the beach. She stated that there is a vague commitment from the Gulf of the Farallones National Marine Sanctuary and they have no immediate plans to occupy space in the new multipurpose building. She stated that Lot B is quite higher than the concessionaires building, she was concerned with a two story building blocking views. Tucker stated that once the architect's rendering is done, there will be a better feel for the height of the building.

Action: Motion by Parravano, second by Bernardo to approve the site location and authorize the General Manager to publish a Request for Proposals (RFP) for architectural services to design the building. The motion passed unanimously by a roll call vote.

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

New Business

- 7 TITLE: **Commercial Activity Permit for Action Sports SF dba Kite415: Exclusive Right**
REPORT: Grenell, Memo, Application
PROPOSED ACTION: Do not approve exclusive right

Grenell stated that this is a request from a current Commercial Activity Permit holder. His request is for exclusive rights to be the sole operator of a kite board lesson business at Oyster Point Marina/Park. Grenell stated that past District practice has been to not give exclusive rights. He stated that at this time there are no pending requests for permits of this nature. He recommended not approving exclusive rights.

Action: Motion by Parravano, second by Bernardo to approve staff recommendation and not approve the request for exclusive rights. The motion passed.

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

- 8 TITLE: **Draft Recommendations to Management for Fiscal Year Ended June 30, 2011**
REPORT: Frederick, Draft Recommendations
PROPOSED ACTION: Accept recommendations to management

Frederick stated that there are two recommendations from the auditors which are for the District to update its policies and procedures and to discuss any building projects with them.

She recommended accepting the recommendations to management. Tucker stated that the letter stated the District is in compliance.

Action: Motion by Bernardo, second by Parravano to accept draft recommendations to management for fiscal year ended June 30, 2011. The motion passed.

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

- 9 **TITLE:** **Bills and Claims in the Amount of \$114,285.59**
 REPORT: Bills and Claims Detailed Summary
 PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in
 the amount of \$114,285.59 to cover payment of Bills and
 Claims

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

Action: Motion by Bernardo, second by Parravano to approve the bills and claims. The motion passed unanimously by a roll call vote.

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

Reports for Possible Discussion/Action

Administration and Finance

10 General Manager - Grenell

Grenell stated that there will be a blessing of the fishing fleet at Pillar Point Harbor on April 23, 2012. He stated that U.S. Representative Jackie Speier will be attending. He stated this is the first anticipated salmon fishing season in four years.

Grenell stated that at a previous meeting, a member of the public suggested posting the Harbor District's Agenda at the El Granada Post Office and on Coastside.net. He stated that was a great suggestion and the Agenda is now posted at both locations.

Grenell stated he received official notice from WETA that the inauguration of the Ferry Terminal will be on June 4, 2012.

11 Finance Report - Frederick

Nothing further to add to written report.

12 Human Resources Manager – Harris

Nothing further to add to written report.

Operations

13 Oyster Point Marina/Park – White

Nothing further to add to written report.

14 Pillar Point Harbor – Draper

Nothing further to add to written report.

Board of Harbor Commissioners

15 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.

Parravano stated that there have been a few tragedies at Pillar Point Harbor. He stated that this is a sad part of being a Harbor Patrolman.

Action: Motion by Bernardo, second by Parravano to adjourn to closed session. The motion passed unanimously at 7:50 p.m.

Closed Session

- 16 TITLE: **Conference With Legal Counsel--Existing Litigation (Subdivision (a) of Section 54956.9) Name of case: San Mateo County Harbor District vs. Mark McCawley; San Mateo Superior Court Case No. CIV511864**

Action: Motion by Bernardo, second by Parravano to adjourn to open session. The motion passed unanimously at 7:58 p.m.

Open Session

There was no reportable action from closed session.

Adjournment

Action: Motion by Parravano, second by Bernardo to adjourn the meeting. The motion passed at 7:59 p.m.

The next scheduled meeting will be held on April 18, 2012 at the Municipal Services Building, 33 Arroyo Drive, South San Francisco at 7:00 p.m.

Debbie Nixon
Deputy Secretary

James Tucker
President