

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

**May 3, 2006
7:00 p.m.**

**Coastside County Water District Office
766 Main Street**

Half Moon Bay, CA 94019

Parravano called the meeting to order at 7:04 p.m.

Roll Call

Commissioners

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

Staff

Peter Grenell, General Manager
Eileen M. Wilkerson, Human Resource Manager
Marcia Schnapp, Director of Finance
Robert Johnson, Harbormaster
Dan Temko, Harbormaster
Michele Shahrok, Deputy Secretary
Marc Zafferano, District Counsel

X Absent

Public Comments/Questions-Public and Staff Recognition

No public comments.

General Manager Grenell recognized the management team for “taking care of things” during his absence. He will return to full-time status Thursday, May 11, 2006.

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 *Special* Meeting of April 19, 2006**
 REPORT: Draft Minutes
 PROPOSED ACTION: Approval

- 2 TITLE: **Minutes of Regular Meeting of April 19, 2006**
 REPORT: Draft Minutes
 PROPOSED ACTION: Approval

Action: Motion by Tucker, second by Campbell to approve Items 1 and 2. The motion passed.

Ayes: 2
Nays: 0
Abstentions: 1 Parravano

New Business

- 3 TITLE: **Right of Entry for Water Transit Authority for Preliminary Dredge Study at No Cost to San Mateo County Harbor District**
 REPORT: Johnson
 PROPOSED ACTION: Approve recommendation

Tucker advised that in the WTA authorization letter a provision should be included that the District will have access to the data compiled from the structural design studies.

Action: Motion by Tucker, second by Campbell to approve right of entry for Water Transit Authority for preliminary dredge study at no cost to the District. The motion passed.

Ayes: 3
Nays: 0
Abstentions: 0

- 4 TITLE: **Rates and Fees Schedule for FY 2006-07**
 REPORT: Schnapp, Resolution 28-06, Rates and Fees Schedule
 PROPOSED ACTION: Adopt Resolution 28-06 to Approve Rates and Fees Schedule for FY 2006-07

Robert C. Ingles addressed the Board regarding the berthing fee increase. He asked the Board to consider extending any exemptions provided to the commercial fishing businesses with salmon licenses to be extended to sport fishing businesses with salmon licenses.

Campbell stated that she supported an increase in Live Aboard fees to \$325 only if a hiring freeze is agreed to. Tucker and Parravano agreed with Campbell. There was discussion regarding an across the board hiring freeze or freezing specific positions. By consensus the Board agreed that the administration could continue with recruitment and hiring to fill the current vacancies of Accounting Technician/Administrative Assistant at Oyster Point Marina/Park and Administrative Assistant at the Administration Offices. Temko requested that the Board consider, as part of the hiring freeze discussion, equal distribution between the harbors as attrition opportunities present themselves. The topic of a hiring freeze will be placed on the May 17 agenda.

Action: Motion by Tucker, second by Campbell to approve adoption of Resolution 28-06 to approve Rates and Fees Schedule for FY 2006-07. The motion passed.

Ayes: 3
Nays: 0
Abstentions: 0

5	TITLE: REPORT: PROPOSED ACTION:	Amendment to FY 2005-06 Budget Schnapp, Resolution 29-06 Adopt Resolution 29-06 to Approve Amendment to FY 2005-06 Budget in the amount of \$1,281,188.00
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Schnapp advised that this amendment reflects the approved change order to the Pillar Point Harbor Johnson Pier Rehabilitation Project and the approved budget for the 40 Berth and Haul Out Project. It was noted that the Board has temporarily suspended the Pillar Point Harbor 40-Berth and Haul Out Project; the budget needs to be in line with the previous approval.

Grenell reported that he would meet with Winzler & Kelly Consulting Engineers regarding the Pillar Point Harbor 40-Berth and Haul Out Project contract status.

Discussion included:

- The need for a dredge study that has been budgeted in FY 2005/06 but merged with the 40-Berth and Haul Out Project for economy of scale
- Adding language in the contract to allow Winzler & Kelly to proceed on a task by task basis only on written approval by the District
- Including a Cost Schedule by line item with incremental costs

By consensus the Board authorized Grenell to negotiate with Winzler & Kelly but did not authorizing signing a contract at this time.

Action: Motion by Tucker, second by Campbell to adopt Resolution 29-06 to approve amendment to FY 2005-06 Budget in the amount of \$1,281,188.00.

Ayes: 3
Nays: 0
Abstentions: 0

Public Hearing —

- 6 TITLE: **To Adopt the Preliminary FY 2006-07, Operating and Capital Budget, to Set the Public Hearing Date of June 21, 2006 for Fixing the Final Budget, and Authorize a Public Notice to That Effect Pursuant to Harbors and Navigation Code §6093.1**
- A. Declare Meeting Open: President Parravano
B. Report of Notice Given: Grenell
C. Staff Report and Recommendation: Draft Resolution 30-06 Preliminary Budget
D. Public Testimony:
E. Harbor Commission Questions:
F. Close Public Testimony: President Parravano
G. Commission Deliberation:
H. Recommended Commission Action: Adopt Resolution 30-06 Adopting the Preliminary FY 2006-07 Budget and Authorizing Publication of Public Notice

Grenell reported that proper notice had been given and if adopted a public notice will be issued regarding adoption of the Preliminary FY 2006/07 Budget and its availability for public review and comment, and public hearing on the Final Budget at the Regular Meeting on June 21, 2006.

Schnapp emphasized the need to raise revenue that has been flat. Increased revenues combined with a hiring freeze and potential savings in risk insurance should result in a conservative revenue increase of \$300,000.

Campbell directed that Rates and Fees for berth discounts to seniors be placed on the May 17, 2006 agenda.

Action: Motion by Campbell, second by Tucker to adopt Resolution 30-06 adopting the Preliminary FY 2006-07 Budget and authorizing publication of public notice.

Ayes: 3
Nays: 0
Abstentions: 0

9 TITLE: **Pillar Point Harbor Restroom Project: Approval of Construction Documents and Specifications and Authorize Issuance of a Sealed Bid Notice for Construction**
REPORT: General Manager
PROPOSED ACTION: Approve construction documents and specifications and authorize General Manager to publish Construction Bid Notice

Granada Sanitary District has not signed off on the project as of this meeting.

Action: Motion by Tucker, second by Campbell to continue item until the next meeting.

Ayes: 3
Nays: 0
Abstentions: 0

10 TITLE: **Supersede Resolution 36-98 and Amend District Policy 4.2.1 - Expense Accounting and Expenditure Reimbursement for Employees**
REPORT: Wilkerson, Policy, Resolution No. 31-06
PROPOSED ACTION: Adopt Resolution No. 31-06 Approving Amendment to Policy

10a TITLE: **Approve District Policy 4.2.4 - Expense Accounting and Expenditure Reimbursement for Commissioners**
REPORT: Wilkerson, Policy, Resolution No. 32-06
PROPOSED ACTION: Adopt Resolution No. 32-06 Approving Amendment to Policy

10b TITLE: **Approve District Policy 6.6.1 - Training, Education and Conferences for Commissioners**
REPORT: Wilkerson, Policy, Resolution No. 33-06
PROPOSED ACTION: Adopt Resolution No. 33-06 Approving Amendment to Policy

10c TITLE: **Authorizing the Renewal of the San Mateo County Harbor District's Liability, Property and Other Insurance Policies for Fiscal Year 2006-07**
REPORT: Wilkerson, Policy, Resolution 34-06
PROPOSED ACTION: Adopt Resolution 34-06 Approving Renewal of Policies

The Board discussed Items 10, 10a, 10b, and 10c together. Staff was directed to review the policies for consistency in the approving authority and to indicate those policy sections that are directly related to AB 1234 (Open, Ethical Leadership).

Action: Motion by Campbell, second by Tucker to continue items 10, 10a, 10b, and 10c until the next meeting.

Ayes: 3
Nays: 0
Abstentions: 0

Urgency Item

Renewal of the District Insurance Policy for Public Officials and Employment Practices Liability only

Motion by Campbell, second by Tucker to add the Urgency Item to the Agenda.

Ayes: 3
Nays: 0
Abstentions: 0

Action: Motion by Tucker, second by Campbell to approve renewal of the District insurance policy for Public Officials and Employment Practices Liability only. Motion passed.

Ayes: 3
Nays: 0
Abstentions: 0

11	TITLE:	Limited Commercial Activity Permit (CAP): Light Up The Sky Fourth of July
	REPORT:	Memo, Application, Attachments, Fee Waiver Request, Limited Commercial Activity Permit, Addendum
	PROPOSED ACTION:	Approve Limited Commercial Activity Permit

Action: This item was removed from the Agenda.

12	TITLE:	Bills and Claims in the Amount of \$154,691.76
	REPORT:	Bills and Claims Detailed Summary
	PROPOSED ACTION:	Approval of Bills and Claims for payment and a transfer in the amount of \$154,691.76 to cover payment of Bills and Claims

Action: Campbell advised that she reviewed one half of the bills and claims and they were in order. Tucker advised that he reviewed the second half of the bills and claims and they were in order. Motion by Campbell and Tucker, second by Parravano for approval of the Bills and Claims for payment and a transfer in the amount of \$154,691.76 to cover payment of the Bills and Claims.

Ayes: 3
Nays: 0
Abstentions: 0

Reports for Possible Discussion/Action

Administration and Finance

13 General Manager – Grenell

Action: Grenell advised that he will attend the Senate sub committee hearing to support Budget Bill 3680 that proposes to redirect \$15 million from the Department of Parks and Recreation to the Department of Boating and Waterway’s Harbors and Watercraft Revolving Fund. It is in the District’s best interest that the DBAW budget is made whole. If time permits Grenell will attend the hearing on SB 1317 (Torlakson) regarding reallocation of property tax revenues.

14 Human Resources Manager – Wilkerson

Action: Wilkerson advised that she had nothing to add to her written report.

15 Director of Finance – Schnapp

Action: Schnapp announced that the new Accounting Technician/Administrative Assistant would start on May 18 at Oyster Point Marina/Park.

Operations

16 Oyster Point Marina/Park — Johnson

Action: Johnson advised that a grant reimbursement check was received for the Fishing Pier in the amount of \$69,899 representing approximately 70% of the grant.

17 Pillar Point Harbor — Temko

Action: Temko advised that the salmon season has opened May 1.

All water quality signs have been installed at Capistrano Beach.

Campbell and Temko attended a joint meeting of agencies interested in the repair progress of Devil’s Slide. Rich Gordon, County Supervisor, led the meeting. Representatives from CalTrans, CHP, City of Half Moon Bay, and from the offices of Anna Eshoo and Tom Lantos were also in attendance among others. Assessment and damage surveys are being completed and repair options are expected to be discussed at the next meeting on May 17 at the San Mateo County Supervisors’ Chambers.

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Temko advised that there was significant concern regarding traffic and special events. It was discussed that a July 4 event at the harbor would stretch resources in the area too thin. Campbell reported that the Mayor of Half Moon Bay has requested that the Board not approve an application to hold a July 4 event this year.

Temko reported that he is working with the County on a Park & Ride lot at Pillar Point Harbor. The County will procure and install all signage. Temko is looking into disaster funding that is available.

Board of Harbor Commissioners

18 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:

Parravano reported that the Promotion & Marketing Committee met on May 1 with Anne LaClaire and Jack Olson. He reminded the Commissioners about the “As Fresh as It Gets” luncheon Nurserymen’s Exchange in Half Moon Bay on Monday, May 22. The luncheon will begin with two farm tours ending at Pillar Point Harbor and continuing on to Nurserymen’s Exchange for lunch.

Parravano requested that Grenell inform Lundie and Padreddii of the luncheon and help connect local fishermen with the organizing committee.

Grenell reported that the Promotion & Marketing Committee would meet at Oyster Point Marina/Park on May 16 at 11:30 a.m. to discuss efforts to increase occupancy at the Marina. Following the Oyster Point meeting, Harbor Master Temko will join the Committee to discuss Pillar Point Harbor and joint marketing efforts with local businesses.

Parravano appointed Campbell and Tucker as the Board Committee for DBAW.

Parravano thanked Kevin Miles for presenting the Board’s proclamation to Nat Johnson on the occasion of Nat’s ninetieth birthday.

Campbell will attend the LAFCo election meeting on May 9.

Mr. Adkins, member of the public in the audience, requested that the Harbor Commission recognize the heroics of four youth in a lifesaving rescue at Rockaway Beach in Pacifica. Temko will work with Mr. Adkins.

Closed Session — None

Adjournment

Motion by Tucker, second by Campbell to adjourn the meeting. Motion carried by unanimous vote at 9:54 p.m.

APPROVED BY:

ATTESTED BY:

Pietro Parravano
President

Eileen M. Wilkerson
Human Resource Manager