

San Mateo County Harbor District Board of Harbor Commissioners Minutes

June 6, 2007
7:00 p.m.

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

Roll Call

Commissioners

James Tucker, President
Ken Lundie, Vice President
x 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

Staff Recognition- Grenell recognized Johnson, Temko, John Draper, Charles White and Brisbane Harbormaster Ted Warburton for their contribution in oral panel interviews for the Deputy Harbormaster employment list.

Lundie thanked Pillar Point Harbor for the emergency call they made in the Radon earlier this evening. Temko said Deputy Harbormasters Aaron Golbus, Mike Williams and Mike Bushnell were on that call and did an excellent job.

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 May 16, 2007**
REPORT: Draft minutes
PROPOSED ACTION: Approval

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

Ayes: 3

Nays: 0

Abstention: 1 (Campbell)

- 2** TITLE: **Certified Employment List for Deputy Harbor Master A**
REPORT: Certified Employment List
PROPOSED ACTION: Adopt Certified Employment List

Action: Motion by Parravano, second by Lundie to approve Item 2. The motion passed.

Ayes: 4

Nays: 0

Public Hearing - None

Continued Business

- 3** TITLE: **Preliminary Budget for FY 2007-08**
REPORT: Preliminary Budget
PROPOSED ACTION: To Be Determined

Grenell informed the Board that staff intends to have a final operating and capital budget for approval on June 20th. He said staff is still reviewing possible reductions in the preliminary budget and found opportunity for \$30,000 savings in staff costs.

Carmie Newcomb stated that she is shocked at the “number of games” played with the budget. Newcomb stated that the only difference she found between the first preliminary budget and the current is a \$25,000 depreciation schedule. She concluded that the Board should have asked staff for their best recommendations from the beginning.

Tucker informed Newcomb that this is a process that the Board has followed for at least the last six years. The Board decided a number of years ago to put the budget item on recurring agendas to provide maximum opportunities for public input. He added that the Board can take public comments and compare them with staff recommendations and make changes to either higher or lower the rates and fees.

Newcomb stated that she doesn't understand why the user groups' requests for certain changes to the budget are never made.

Tucker said the Board is still dealing with staff recommendations. He said the Board may or may not make changes during the final budget hearing on June 20th.

Tucker stated that this item would be continued to the June 20th Agenda at which time a final vote would be made.

4 TITLE: Rates and Fees Schedule for FY 2007-2008
REPORT: Resolution 17-07, Rates and Fees Schedule
PROPOSED ACTION: Adopt Resolution 17-07 and Approve Rates and Fees Schedule for FY 2007-2008

Lundie and Parravano recused themselves at 7:12 due to a possible conflict of interest.

Tucker stated that since Padreddii is absent, there is not a quorum. (A quorum is at least 3). He added that while the public is still allowed to make comments, he and Campbell will not to make any comments or participate in discussions or make decisions.

Jim Welsh, Pillar Point tenant, requested more than three minutes to speak. Tucker allowed Pat Kelley to donate his three minutes to Welsh. Welsh handed out a PowerPoint presentation that he created. He read from it. The presentation will be archived with the Agenda packet.

Tucker said staff will evaluate the presentation and get back to Welsh. Tucker thanked Welsh for the time he spent to put the presentation together.

Mary Sue Kelley, Pillar Point tenant, stated that she sees an accelerating and antagonistic relationship between the user groups and District staff and the Board members. She said the more the live aboards look at the budget and see the numbers the more frustrated they become. Kelley added that the live aboards have trust in the Harbormasters, but that trust is not shared with staff and the Board. She concluded by asking the Board to help the live-aboards find a way to trust and be happy again.

Bob Newcomb stated that he is 100% behind Jim Welsh's presentation and everything he had to say. Newcomb stated that he looked through the budget and found a lot of money spent on items that user groups don't use. He added that the Administration office has a tremendous amount of space that isn't needed. He said he took a tour of Pillar Point Harbor and feels there is plenty of room for the Administration unit there. Newcomb concluded that he is opposed to the rate increase.

Claudia Schroeder, Pillar Point tenant, stated that the proposed rate increase over the next two years is outrageous. She requested that the rate increases be left alone until the classification study is completed in September.

Martin Kohlbry, Pillar Point tenant, stated that he has a lot of confidence in Welsh's analysis and hopes the Board uses it to compare to their own analysis. He added that he is disappointed that he never sees any Board members at Pillar Point Harbor. Campbell stated that she visits Pillar Point almost daily and Tucker stated he visits on a regular basis. Kohlbry concluded that the Board should have more priority to focus on the Harbors.

Bernie Aleria asked that the Board show compassion to its tenants and make a fair decision for both Harbors. He added that Pillar Point should not have to be burdened by Oyster Point's vacancies. He concluded that it would be a good decision to keep the rates as low as possible.

Carmie Newcomb stated that even though she is here to help keep the rates minimal, there is still so much debt and wants to know what the plan is for it. She added that you can only raise the rates so much and asked where you go after that. Newcomb asked the Board to look at the bigger picture and see what they can do to pay down the debt.

Tucker asked Schnapp to send Newcomb a list of what the District has done so far to pay down its debt.

Tucker thanked the audience for their comments and Welsh for his presentation.

Grenell informed Tucker that staff received a petition from the Pillar Point tenants with no originator name. Staff will archive the petition.

5	TITLE:	Reimbursement Agreement Between San Mateo County Harbor District and City of South San Francisco
	REPORT:	Memo, Agreement, Resolution 18-07
	PROPOSED ACTION:	Adopt Resolution 18-07 and Approve Reimbursement Agreement Between San Mateo County Harbor District and City of South San Francisco and Authorize General Manager to Execute Agreement

Grenell stated that this agreement would enable the District to receive reimbursement for cost of any Oyster Point breakwater improvement maintenance made after the expiration of the Joint Powers Agreement with the City of South San Francisco in 2026.

Campbell said this sounds like an agreement will be signed to say that the City does not have to pay for maintenance until they take the harbor back in 2026. She asked why a resolution is needed when the City doesn't pay for maintenance now.

Grenell said this agreement was suggested by the USACE as a way to provide the District a greater comfort level. Grenell clarified that in 2026 when the JPA expires, if the District leaves Oyster Point the District will have an obligation under the Project Cooperation Agreement with USACE to maintain the breakwater and with this Reimbursement Agreement, the City will reimburse the District.

Action: Motion by Tucker, second by Lundie to approve item 5. The motion passed

Ayes: 4

Nays: 0

- 6 TITLE: Contribution to the San Mateo County Convention & Visitors Bureau “As Fresh As it Gets” Program**
REPORT: Memo
PROPOSED ACTION: Approve a Contribution to the San Mateo County Convention & Visitors Bureau “As Fresh As it Gets” Program in an Amount Not to Exceed \$2,000

This item was removed from the Agenda.

- 7 TITLE: Amendment to Contract with RRM Design Group: Technical Consulting Services to Prepare Concept Design Alternatives for Improvements to Commercial Lessees’ Building at Pillar Point Harbor**
REPORT: Memo, Attachment
PROPOSED ACTION: Approve Amendment to Contract with RRM Design Group in an Amount Not to Exceed \$5,000

Grenell recommended that the existing interpretive signs contract with RRM Design Group be amended to add an additional task to prepare concept design alternatives for improvements to the lessee building at Pillar Point.

Campbell stated that there should be two separate contracts since these are two different projects under different timelines.

Campbell requested that the six months to perform the work that RRM proposed should be changed to two months.

Tucker stated that this item would be put over until staff finds out if the two month time period is acceptable. This item will be put on the June 20th Agenda.

URGENCY ITEM

Action: Motion by Campbell, second by Lundie to add an urgency item to the Agenda. The motion passed unanimously.

- 7A TITLE: Limited Commercial Activity Permit for American Legion Post 474 at Pillar Point Harbor**
REPORT: Memo
PROPOSED ACTION: Approve Limited Commercial Activity Permit for American Legion Post 474 at Pillar Point Harbor

Action: Motion by Campbell, second by Lundie to approve item 7A. The motion passed.

Ayes: 4

Nays: 0

New Business

- 8 TITLE: Limited Commercial Activity Permit for Leukemia & Lymphoma Society at Pillar Point Harbor**
REPORT: Application
PROPOSED ACTION: Approve Limited Commercial Activity Permit for Leukemia & Lymphoma Society at Pillar Point Harbor

Action: Motion by Lundie, second by Parravano to approve item 8. The motion passed unanimously.

Ayes: 4

Nays: 0

- 9 TITLE: Bad Debt Write-Offs**
REPORT: Memo, Resolution 19-07
PROPOSED ACTION: Approve Bad Debt Write-Offs

This item has been moved to the June 20th Agenda.

- 10 TITLE: California Special Districts Association Board of Directors – Call for Nominations – Seat B (Term Will Expire in 2010)**
REPORT: Call for Nomination
PROPOSED ACTION: To Be Determined

This item was removed from the Agenda.

- 11 TITLE: Bills and Claims in the Amount of \$95,782.27**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$95,782.27 to cover payment of Bills and Claims

Tucker informed the Board that a memo was received from Padreddii stating that he had reviewed the bills and claims and found them in order.

Action: Motion by Lundie, second by Parravano to approve item 11. The motion passed.

Ayes: 4
Nays: 0

Reports for Possible Discussion/Action

Administration and Finance

12 General Manager – Grenell

A) General Manager’s Report

Campbell asked Grenell if the Promotions and Marketing Committee was informed of his meeting with the Half Moon Bay Coastside Chamber of Commerce. Grenell said no, but a planning meeting is scheduled for June 20th and he will report to the committee after that meeting.

Campbell asked that specific dates for certain existing projects be given in the General Manager’s report.

Campbell requested that the berths at Oyster Point be looked at because they are in poor shape. She asked for the Board’s support for looking at these berths and getting cost estimates. She added that the District should get the City involved since they are taking back Oyster Point in 2026. Campbell concluded that she feels the District should work with the City of South Francisco for cost sharing before the WTA has completed their 35% design work in July.

Johnson said he would like to work with the City on parking lot pavement. Johnson added that the influx of buses on the facility to shuttle ferry passengers warrants the need for asphalt. The clay cap, road fill and land base cannot sustain the traffic.

Campbell suggested that if the WTA will fund the roads, then staff should check with the City for a cost share on the berths.

Grenell stated that first priority with the City is reimbursement of the breakwater project.

Tucker asked Grenell to make a list of items and the costs to be reimbursed and bring it to the South San Francisco City Manager.

Campbell asked for a copy of the list once it is prepared. Grenell will give the Board a copy before it goes to the City.

B) General Manager's Report: Update on Study Session Priority Items

Campbell questioned who would be paying for the new proposed Administration office.

Tucker stated that the New Administration Office Committee met earlier today and discussed the possibility of a restaurant that is interested in occupying space at Oyster Point, for which leasing of space by the District would be possible. He added that talk of this has just started.

Lundie added that in the future if the District decided to go to the Coast they could still lease out its former headquarters for additional revenue.

Campbell stated that the restroom project at Pillar Point Harbor is moving very slowly. Tucker requested Grenell to send out a request for proposals once the budget process is finalized after June 20th.

13 Director of Finance - Schnapp

Schnapp asked the Board for direction on how to deal with the budget at the next meeting, since the rates and fees have not been approved and they are included in the budget.

Tucker said to bring recommendations for the budget and the Board will decide on where to go with the rates and fees and amend the budget accordingly.

Campbell asked if staff anticipates producing a list of at least five or six items for potential ways to cut expenses.

Grenell said that an item by item list will be arranged and brought to the Board on June 20th.

14 Human Resources Manager - Wilkerson

Tucker asked Wilkerson if she is on schedule with her time and motion study. Wilkerson said she is on track with a report to the Board in mid-July.

Operations

15 Oyster Point Marina/Park - Johnson

Johnson stated that occupancy is up since the start of the budget process and that he has had positive responses from visitors to Oyster Point. He added that he is

recommending not decreasing the rates at this time.

Tucker asked what Johnson thinks the increase in occupancy is due to.

Johnson said that people are simply buying boats and there is a seasonal increase at this time. He added that he and Temko have recommended a winter rate reduction since November and December are historically quiet months.

Johnson said he intends to have a report to the Board on the floating dock condition analysis by June 20th. Tucker said Johnson should wait to report to the Board until he receives the life cycle analysis report from BlueWater Design Group.

Johnson stated that Lead Maintenance Specialist Jim Merlo and his crew have re-roofed Dock 1 and 2 restrooms at Oyster Point for under \$2,000. They plan to do all restrooms and it has been a very positive improvement in appearance.

Johnson complemented Deputy Harbormaster Greg Gubser for his public outreach and awareness program. He commended Gubser for the filming he put together on rip currents and under tows.

Parravano stated that he is impressed with the work Gubser has been doing and that it coincides with National Oceans Month. He thanked Temko for sending Deputy Harbormaster Mike Bushnell to help.

16 Pillar Point Harbor – Temko

Tucker asked if there has been an increase in live aboards.

Temko said Pillar Point is steady at this time with 27 or 28 live aboards.

Board of Harbor Commissioners

- 17** 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.

Lundie stated that Grenell is a stakeholder for the Marine Life Protection Act (MLPA) process that deals with marine protected areas within state waters. Lundie said that the next phase which encompasses Pigeon Point to Anchor Bay will have adverse affects on Pillar Point Harbor fishermen. He requested that the Board get more involved during public input and possibly contact the people who will be affected by this to generate letters and positive input.

Grenell added that the District website has links to the MLPA website and all the necessary documents. These documents are also available at Pillar Point Harbor and the Administration office. Parravano suggested sending a letter to the State offering a site for one of the stakeholders' meetings.

Tucker requested that any mail addressed to the Board be screened by Hayes before it is sent to the Commissioners in order to RSVP in a timely manner to events that the Board is invited to.

Lundie inquired on behalf of a Pillar Point tenant about the fees that are proposed to be charged for skiffs. He wanted to know the length charges for skiffs and if there is a reduction for commercial fishermen.

Schnapp stated that there is a proposal for docks A-C at \$50.00 and docks D-H at \$35.00 and for those that can keep their skiff in the same berth as their boat there would be no charge.

Tucker questioned what the charge would be to float your skiff off the end of the dock.

Temko stated that the minimum charge is for a 30-foot berth. There are people who want to use the facilities and don't have a berth so they haven't been charged the minimum fee.

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

Tucker identified Grenell as Real Property Negotiator.

Action: Motion by Campbell, second by Parravano to move to closed session. The motion passed.

Ayes: 4

Nays: 0

Campbell left the room at 9:00 p.m.

Closed Session

19 TITLE: Conference with Real Property Negotiator: Perched Beach, APN 047-083-060 Pillar Point Harbor, El Granada, San Mateo County. Negotiating Party Half Moon Bay Kayak Company: Regarding Lease, Price, and Terms and Conditions Pursuant to Government Code Section §54956.8
REPORT: None
PROPOSED ACTION: To Be Determined

20 TITLE: **Public Employee Performance Evaluation: General
Manager, Pursuant to Government Code Section §54957**
REPORT: None
PROPOSED ACTION: To Be Determined

Action: Motion by Lundie, second by Parravano to adjourn to Open Session. The motion passed.

Ayes: 3
Nays: 0

Open Session Continued

There was no reportable action from Closed Session.

Adjournment

Action: Motion by Lundie, second by Parravano to adjourn the meeting. The motion passed unanimously at 9:31 p.m.

APPROVED BY:

James Tucker

James Tucker
President

ATTESTED BY:

Theresa N. Hayes

Theresa N. Hayes
Deputy Secretary