

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

**November 2, 2005
7:00 p.m.**

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

Campbell called the meeting to order at 7:00 p.m.

Roll Call

Commissioners

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

Staff

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

X Grenell was absent.

**Public Comments/Questions — Public and Staff
Recognition**

The public may address the Board of Harbor Commissioners for a limit of three minutes regarding any items not on the agenda, unless a request is granted for more time.

Harbor Master Johnson recognized Assistant Harbor Master Charles White for twenty years of service with the District. He advised it has been an honor to work with White. Campbell thanked Johnson and said she was very proud and pleased.

President Campbell, after being advised by General Manager Grenell, recognized Director of Finance Schnapp for her work on the Department of Boating and Waterways (DBAW) loan restructuring that resulted in her discovering a \$50,000 error in the District's favor, and Schnapp and Accounting Specialist Debra Galarza, for their outstanding work during the past several months on the Finance and Accounting Department reorganization. Campbell advised Grenell that he should put a letter of commendation in their personnel files.

Human Resource Manager Wilkerson recognized Harbor Master Temko for 20 years of service with the District. Temko said it has been a good 20 years.

Finance Director Schnapp recognized Karen Gleeson, Shari Chapin and Debra Galarza for their aplomb and great attitude. Campbell advised Grenell that he should put a letter of commendation in their personnel files.

Consent Calendar

All items on the consent calendar are approved by one motion unless a request is made at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 October 19, 2005 Meeting |
| | REPORT: | Draft Minutes |
| | PROPOSED ACTION: | Approval |

Action: Motion by Tucker, second by Parravano to approve the Minutes of the October 19, 2005 Meeting. Motion carried by 3 Ayes, 0 Nays, 2 Abstentions (Lundie, Padreddii).

Public Hearing – None

Continued Business

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| 2 | TITLE: | Pillar Point Harbor Johnson Pier Rehabilitation Project |
| | REPORT: | Staff Report, Engineering Report and Recommendations |
| | PROPOSED ACTION: | Accept the Engineering Report and direct Moffatt and Nichol Engineers to begin the permit process and to produce plans, specifications and engineering documents necessary to complete the Johnson Pier Rehabilitation Project as outlined in Alternative (1) of the Engineering Report. |

Action: Temko stated that he is in receipt of the underwater survey of Johnson Pier performed by Moffatt & Nichol. He turned the floor over to Jim Brady, Engineer, from Moffatt & Nichol.

Brady advised that, since August, the firm has been completing an assessment of the condition of the piles of the pier, above and below the water. He said there were no problems at level 1 under the water but that they scraped the marine layer off in three bands at level 2 under the water. He reported that there were a total of eight piles in the fish buyers' area that are cracking vertically and that epoxy injections had previously been administered. He reported expansive corrosion consistent with wet conditions and said the problems were worse in the fish buyers' area.

Brady stated that the closure pours on the pier deck are the most significant problem with the pier in that they are cracking monolithically which is allowing chlorine infusion. He would like to have two to three inches of coverage.

Brady reported that the steel is corroding. They will perform a multi-pronged attack in going after the principle issues. The utilities under the pier are supported by a trapeze. The zinc coating is gone from the threadbar so it is starting to lose the corrosion inhibitor.

Brady stated that their preliminary report recommends repair of the closure pours that are showing damage, which are approximately 75 to 80 percent, and repair of the damaged piles in order to improve the drainage in the fish buyers' area. They recommend restoring the pier to its original capacity, which will add 30 to 40 years more to its use.

Parravano asked whether they looked at the piles on the fish buyers' side. Brady responded they looked at two to three of them and that there were cracks above water extending to the "mean sea level" but not down to the ground. He further stated that the firm completed a tactile and visual search.

Parravano said that end of the pier has most damage and most problems are attributable to it. He asked whether the structure has been seismically affected. Brady responded that they only saw damage in the vertical piles.

There was a discussion regarding polymer overlay to remedy chipping caused by the forklifts and dragging of pallet jacks and steel containers. There was discussion regarding plastic v. steel containers and anodes. Campbell asked if more anodes could be attached. Brady will reply with a technical written answer to Campbell's question.

Lundie stated the top covering must tolerate heat and cold. Brady mentioned Sure Treat. Lundie said the three-axle trucks cause vibrations and there are no expansion joints.

There was discussion about flexion of concrete and steel bonders, and further, with Tucker commenting on closure pours and anodes. Brady stated the manufacturer says to put anodes every six feet but that he is putting them every two to four feet. Tucker mentioned coring in a few places. There was agreement on this.

Brady was going to change them all, one at a time. Tucker suggested trying to save money. Campbell asked to leave the decision open and address it when it's time. Brady suggested making this an optional bid item. Further discussion occurred regarding epoxy, polymer, and mitigating corrosion.

Campbell asked the Commissioners to authorize Moffatt & Nichol to begin the permit process. She said there is \$800,000 plus in the budget and the project is expected to cost \$1.2 million.

Temko asked if the budget should be augmented. He said construction is scheduled to begin in early 2006. Campbell said it appeared all Commissioners are in support of augmenting the budget while cutting it back in several areas, and asked Temko to bring back the augmentation to the Board. She asked for a ballpark figure of how long the project will take. Temko advised three months. Brady said construction itself would take 12 weeks but that they will be out of the way after April. He reiterated that closing the pours is the first priority.

Lundie asked if there would be a major disruption in the fish buyer area. Brady said that rooting out the deck joints would be disruptive but they will attempt to leave one lane open to the end and to be the least disruptive.

Campbell asked Temko to prepare an item for the first February 2006 meeting with regard to different types of containers that could be used. Temko said he would speak with the fish buyers and bring a report back to the Board as requested.

Motion by Tucker, second by Lundie, to accept the Engineering Report and direct Moffatt and Nichol Engineers to begin the permit process. Motion carried by 5 Ayes, 0 Nays.

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| 3 | TITLE: | Pillar Point Harbor Launch Ramp Pay Station |
| | REPORT: | Staff Report |
| | PROPOSED ACTION: | Authorize staff to purchase the Digital Payment Technologies Luke Parking Station, for an amount not to exceed \$14,517.50. |

Action: Temko thanked Assistant Harbor Master John Draper who prepared the staff report in his absence. Motion by Lundie, second by Parravano to authorize staff to purchase Digital Payment Technologies Luke Parking Station for an amount not to exceed \$14,517.50. Motion carried by 5 Ayes, 0 Nays.

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| 4 | TITLE: | Change Orders # 1, 2 and 3 for Pillar Point Patrol Vessel |
| | REPORT: | Staff Report |
| | PROPOSED ACTION: | Approve Change Orders 1, 2 and 3 for Pillar Point Patrol Vessel, in an amount not to exceed \$3,812. |

Action: Temko advised he sees no further change orders on the horizon. Motion by Tucker, second by Lundie to approve Change Orders 1, 2, and 3 for Pillar Point Patrol Vessel, in an amount not to exceed \$3,812. Motion carried by 5 Ayes, 0 Nays.

5 **TITLE:** **FY 05-06 Budget Adjustment**
 REPORT: Staff Report
 PROPOSED ACTION: Approve Budget adjustment as recommended in the amount of an additional \$230,000 for Johnson Pier deck repairs and \$202,686 for new patrol vessel for the Carry Over column for Fiscal Year 2005-2006.

Action: Tucker asked the reason for the budget adjustment. Campbell asked whether the money was being moved over and back. Temko responded that the money was budgeted in prior years and was intended for Carry Over. He said that \$650,000 was printed in the budget but \$250,000 should have also been in the Carry Over column.

Campbell asked whether we would continue with a Carry Over column in the Budget. Schnapp advised that, if the Board wanted to, the money is there. Schnapp asked whether the boat increased in cost. Temko had \$289,000 in the budget but the cost is now \$294,000.

President Campbell directed staff to correct the budget as an administrative function. All had been approved during the Budget process.

6 **TITLE:** **Oyster Point Marina/Park Entrance Sign**
 REPORT: Staff Report and Graphic Presentation
 PROPOSED ACTION: Approve construction and installation of new entrance sign for Oyster Point Marina/Park by United Signs, Inc. of South San Francisco, for an amount not to exceed \$9,986.00.

Action: Johnson distributed colored photos of various suggested designs for the entrance sign. He advised he was not seeking approval of the sign at this time. He wanted the Board to review the packet he had distributed containing colored photos of various suggested styles for the entrance sign.

He said the goals and objectives for the sign are: simplicity, high visibility, and contrast. He wants the public to see that there is berthing available. He wants the District logo to be visible enough so that it does not get lost in the rest of the sign. The photographs are at 30, 60 and 150 feet.

There was a discussion regarding the blue v. the orange background, and whether to put the round Harbor District logo on top of the sign. Johnson was concerned whether the \$9,986 bid was still valid. He asked that the Board choose one of the designs but stated he was not

prepared to answer whether there would be a cost increase. Campbell advised Johnson to bring a change order if the cost has increased.

Tucker asked whether the sign would be backlit. Johnson said no, there would be solar can lights.

Motion by Parravano, second by Lundie to approve the sign with the blue background. Motion failed by a 2 to 3 vote. (Campbell, Padreddii and Tucker voted against.)

Motion by Tucker, second by Padreddii to approve construction and installation of a new entrance sign for Oyster Point Marina/Park, with the orange background, and enhanced emblem, to be made by United Signs, Inc. of South San Francisco, for an amount not to exceed \$9,986.00, with the understanding that Johnson will advise the Board if the cost has increased beyond that amount. Motion carried by 4 Ayes, 1 Nay (Parravano).

7 TITLE: Award of Construction Contract for Oyster Point Marina Park Fishing Pier Repair Project
REPORT: Staff Report
PROPOSED ACTION: To Be Determined

Action: Johnson advised that he emailed his staff report to the Commissioners prior to the meeting, and hard copies were provided at the start of tonight's meeting.

Johnson interviewed Peter Anderson, Owner of Anderson Pacific Engineering Construction Inc., on October 28, 2005 in order to complete due diligence. Johnson gained a level of confidence that the company could and would execute a successful project. He advised that the project manager dealt with the landfill issue.

Johnson will submit a Notice to Proceed on December 1, 2005. He advised that he would be able to meet the April 1, 2005 project completion deadline.

Motion by Padreddii, second by Parravano to approve Anderson Pacific Engineering Construction, Inc. as the lowest responsible bidder for the Oyster Point Marina/Park Fishing Pier Repair Project, and authorize the General Manager to execute a contract with Anderson Pacific Engineering Construction Inc. for an amount not to exceed \$239,350.

8 TITLE: Concept Marine Associates Contract Extension for Construction Management of Oyster Point Marina/Park Fishing Pier Repairs
REPORT: Staff Report
PROPOSED ACTION: Approve a contract extension with Concept Marine Associates in the amount not to exceed \$16,594.00 for construction management services for the Oyster Point Marina/Park Fishing Repair Project.

Action: Motion by Padreddii, second by Tucker to approve a contract extension with Concept Marine Associates in an amount not to exceed \$16,594.00 for construction management services for the Oyster Point Marina/Park Fishing Repair Project.

- 9 **TITLE:** **Bills and Claims in the Amount of \$144,269.93**
 REPORT: Bills and Claims Detailed Summary
 PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the Amount of \$144,269.93 to cover payment of Bills and Claims.

Action: Tucker reviewed the Bills and Claims and discovered a duplicate claim for Robert Johnson in the amount of \$108.63, the correction of which lowered the total Bills and Claims to \$144,161.30. Motion by Padreddii, second by Tucker to approve the corrected Bills and Claims for payment and a transfer in the Amount of \$144,161.30 to cover payment of Bills and Claims.

Reports for Possible Discussion/Action

Administration and Finance

10 General Manager Grenell

Action: None

11 Human Resource Director Wilkerson

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

12 Director of Finance Schnapp

Action: Schnapp advised that US Bank wanted \$3,000.00 for new credit card terminals and check readers. She reported that she was able to negotiate the cost down to \$1,580, at a savings of \$1,420.

Schnapp reported Galarza returned from CALPers training. There is a pension side fund of \$920,000 on which we are being charged 7 ¾ percent interest. We are researching paying off early to save the District money.

Shield Consulting Group may also be available to help recoup some of the cost for elections. Campbell asked whether this will be discussed at the second November meeting. Schnapp advised she needs more time.

Schnapp reviewed how the District is doing in the first quarter and said what we spent should be 25 percent of the budget. She checks the number columns broken down by Administration,

Oyster Point and Pillar Point, looking for those items in excess of 25 percent. The one caveat is that we paid 100 percent for property casualty insurance in August so it will not be 25 percent.

Operations

13 Oyster Point Marina/Park — Johnson

Action: Johnson advised he will hold a tenant meeting on November 17, 2005. He will provide an Agenda to the Commissioners and staff and he welcomed all to attend.

Johnson reported that North Coast Divers submitted a request for a change order for the Gatehouse Project. The original proposed gate fabricator withdrew their proposal to North Coast Divers. Johnson said he had extensive conversations with John Grossman regarding stainless steel fabrication and the original fabricator. John Grossman had significant concerns of the ability for this fabricator to complete the project effectively. North Coast Divers recommended a firm from Redwood City, which increased the fabrication costs by \$35,000. He red-flagged \$85,000.00 as the cost of the gates at the bid opening, which is well below his staff's cost estimate.

Tucker asked whether North Coast used a subcontractor. Johnson said no, that they were buying product from them. Tucker said if Grossman says the product is inferior, the matter should go to Zafferano because that is why North Coast had the lower bid, using them as a subcontractor.

Campbell advised Zafferano and Johnson to converse about the matter.

14 Pillar Point Harbor — Temko

Action: Temko advised the parking lot slurry seal did not happen because it was raining so the company advised they would return in spring to complete the project. He said he advised them to come back right away and at minimum, seal the cracks.

Temko advised he has made some headway regarding purchasing fuel through the County Yard. He reported that it is a bit easier to get the fuel at Highway 92 for the same price than at the County Public Works Corporate Yard in Princeton.

He mentioned that Acting Assistant Harbor Master Coats is working diligently on the skiff dock.

He reported that he and Draper attended the Harbor Masters and Port Captains' conference October 25 through 28. He said it was informative and thanked the Board for sending them. Campbell thanked them for attending.

Board of Harbor Commissioners

15 A. Committee Reports

Campbell would like to postpone this to November 16.

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: Lundie advised there have been sightings at Pillar Point of a very friendly sea otter. He requested that the Board could perhaps get Monterey to ensure the animal doesn't come to harm since he has heard grumblings at the Harbor that the otter should not be there. Temko said he would speak with the Marine Sanctuary to see if they can possibly protect the animal.

Temko reported that a Great White Shark had bitten a surfer over the weekend at Mavericks but that the man was okay. The Pillar Point Harbor office has the surfboard with the shark tooth sticking out of it.

16 TITLE: Identify Labor Negotiator Pursuant to Government Code §54957.6
REPORT: Zafferano
PROPOSED ACTION: Identify Labor Negotiator Eileen Wilkerson

Action: Motion by Parravano, second by Tucker to adjourn to Closed Session. Meeting adjourned to Closed Session at 8:15 p.m.

Closed Session

17 TITLE: Conference with Labor Negotiator Regarding Represented and Unrepresented Employees Pursuant to Government Code §54957.6
REPORT: Zafferano
PROPOSED ACTION: Identify Labor Negotiator Eileen Wilkerson

Action: The full Board approved paying the employer's share of Medicare retroactively up to five years for the four employees who are currently not being credited with Medicare payments. The employees will pay their own share.

Adjournment

Motion by Tucker, second by Lundie to adjourn the meeting. Motion carried by 5 Ayes, 0 Nays. The meeting adjourned at 8:41 p.m.

APPROVED BY:

ATTESTED BY:

Sally Campbell
President

Ken Lundie
Secretary

Michele Shahrok
Deputy Secretary