

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

**November 16, 2011
7:00 p.m.**

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

Roll Call

Commissioners

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

Staff

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

x-absent

Parravano stated that items 3 and 5 will not be taken up.

Public Comments/Questions — None.

Staff Recognition- Grenell recognized the Harbor Patrol at Pillar Point Harbor and stated they have been very busy the last two to three days and have been faced with several unusual events; sunken boats and would-be suicides, for example. Grenell also stated that he and Commissioner Parravano and Assistant Harbor Master Draper gave a brief tour of the Harbor to Sheriff Munks and Lt. Williams on Monday, November 14th. He stated that it was a great tour and they got to see a busy Harbor. Grenell also stated that Oyster Point Marina/Park is short one person but they are conducting business as usual.

Harris recognized Nixon and stated that she celebrated two years with the District on November 1st.

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 November 2, 2011**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

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

Ayes: 2
Nays: 0
Absent: 2 (Campbell, Tucker)
Abstention: 1 (Bernardo)

Public Hearing — None.

New Business

- 2 TITLE: **Memorandum of Understanding and Hold Harmless and Indemnification Agreement with CA Department of Fish and Game Regarding Sea Otter Holding Pens at Pillar Point Harbor**
 REPORT: Grenell, Memo, Agreement, Resolution
 PROPOSED ACTION: Adopt Resolution 25-11 and approve agreement and authorize General Manager to execute agreement

Grenell passed out a picture of the proposed holding pens for the sea otters. He stated Michael Harris from the Department of Fish and Game was present to answer any questions.

Padreddii asked how many animals could use the facilities. Harris stated that the facility in Santa Cruz can process up to 80 animals at a time. The floating pens are a mechanism to keep animals in case the habitat has not yet been cleaned.

Padreddii asked if there is a chance that the sea otters will eventually take over the docks like in San Francisco. Harris stated that those are sea lions and sea otters have different behavioral patterns. That doesn't mean that a few animals couldn't show unusual behavior and climb onto a dock.

Parravano asked Draper if the location suggested is an acceptable location. Draper stated that for the location at the docks, the only issue is at the end of G dock; the 97' boat would need to be relocated. But other than that, everything else can be worked out smoothly. Harris stated that ideally, having the pens on the docks would be easiest, however the pens can be staged without a dock being present.

Action: Motion by Padreddii, second by Parravano to adopt Resolution 26-11 and approve agreement and authorize General Manager to execute agreement. The motion passed.

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

- 3** TITLE: **Establishment of Reserves and Designations for Net Assets as of June 30, 2011**
REPORT: Frederick, Memo, Resolution
PROPOSED ACTION: Adopt Resolution 26-11 to approve establishment of Reserves and Designations for Net Assets as of June 30, 2011

This item was not taken up.

- 4** TITLE: **Quarterly Investment Balances Report**
REPORT: Frederick, Report
PROPOSED ACTION: Accept quarterly investment balances report

Action: Motion by Padreddii, second by Bernardo to accept the quarterly investment balance report. The motion passed unanimously by a roll call vote.

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

- 5** TITLE: **Acceptance of a Vessel as a Partial Settlement for a Cash Debt and Write-Off of Remaining Debt Balance on Account**
REPORT: Frederick, Memo, Resolution
PROPOSED ACTION: Adopt Resolution 24-11 and approve acceptance of a vessel as a partial settlement for a cash debt and write-off of remaining debt balance on account

This item was not taken up.

- 6 **TITLE:** **Bills and Claims in the Amount of \$151,400.44**
 REPORT: Bills and Claims Detailed Summary
 PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in
 the amount of \$151,400.44 to cover payment of Bills and
 Claims

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

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

Reports for Possible Discussion/Action Administration and Finance

7 General Manager - Grenell

Grenell stated that Parravano arranged a tour for Sheriff Munks and Lt. Williams on Monday November 14th and deferred to Parravano.

Parravano thanked Draper and the Harbor staff for hosting Sheriff Munks and Lt. Williams. He stated that the Harbor was expected to be busy with the moving of crab pots, but instead there was an attempted suicide at Surfers Beach, a disorderly conduct issue on the pier and a sinking vessel on E dock. Sheriff Munks reiterated the great relationship that he and his staff have with the Harbor staff. The Mavericks Surf contest was discussed as well. They walked to the west end parking lot and viewed the erosion that is occurring on the road that leads out to Pillar Point and Draper pointed out that there is little capability for an emergency vehicle to get out there to address any emergencies.

8 Director of Finance – Frederick

Frederick stated that along with day to day operations, staff is working with the auditors to finalize the Financial Statements. She stated that they are also working on collection enforcement.

9 Human Resources Manager – Harris

Nothing further to add to written report.

Operations

10 Oyster Point Marina/Park - White

Padreddii wanted to know when WETA was going to be bringing in the floating dock. Grenell stated that within the next week to ten days they would be bringing in the float. This is about a week later than they had anticipated. Then a week after that, they will bring the gang-way in.

11 Pillar Point Harbor – Draper

Draper stated that Dante Madrigal has been transferred to Pillar Point Harbor. He stated that sport crab season has been going well when the weather permits. He stated occupancy is up to 98%.

Board of Harbor Commissioners

12 A. Committee Reports

Bernardo stated that he has received comments from the community regarding the RV Lot restrooms issue. He stated that he was told they were still locked. He stated that he went there to see for himself. When he got there, there was a lock on the restroom and he didn't know how to get in, so he left. He deferred to Grenell.

Grenell stated that during the previous week he contacted Lessee Nerhan for a status update on the restrooms. Nerhan assured him that the restrooms were now open for eligible users on a key basis. That means RV tenants go to the camp host, get a key, and use the restroom. Anyone who chooses to park and pay in the Day Use parking lot also can use the restroom by going to get the key from the camp host. Grenell stated that he went out there on Sunday and talked with the camp host and it occurred to him that it would be helpful for Nerhan to put up a sign to inform the general public of what to do. Grenell left a message with Nerhan today to follow up.

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: Motion by Padreddii, second by Bernardo to adjourn to closed session. The motion passed at 7:24 p.m.

Closed Session

- 13 TITLE: **Conference with Real Property Negotiator Peter Grenell:
Pursuant to Government Code Section §54956.8**
- PROPERTY: **Pillar Point Seafood, Area 3, Johnson Pier, Pillar Point Harbor, El Granada, APN 047-083-060: Three Captains Sea Products, Inc., Area 2, Johnson Pier, Pillar Point Harbor, El Granada, APN 047-083-060: Morning Star Fisheries, Area 1, Johnson Pier, Pillar Point Harbor, El Granada, APN 047-083-060**
- NEGOTIATING PARTIES: San Mateo County Harbor District, Pillar Point Seafood, Three Captains Sea Products, Inc., Morning Star Fisheries
- UNDER NEGOTIATION: Lease Price, Terms and Conditions
- 14 TITLE: **Conference with Real Property Negotiator Peter Grenell:
Pursuant to Government Code Section §54956.8**
- PROPERTY: **Half Moon Bay Sportfishing, Parcel 4, Concessionaires Building, Pillar Point Harbor, El Granada, APN 047-083-060**
- NEGOTIATING PARTIES: San Mateo County Harbor District, Half Moon Bay Sportfishing
- UNDER NEGOTIATION: Lease Price, Terms and Conditions

Action: Motion by Bernardo, second by Padreddii to adjourn to open session. The motion passed unanimously at 7:46 p.m.

There was no reportable action from closed session.

Adjournment

Action: Motion by Bernardo, second by Padreddii to adjourn the meeting. The motion passed unanimously at 7:47 p.m.

The next scheduled meeting will be held on December 7, 2011 at the Comfort Inn, 2930 Cabrillo Highway, Half Moon Bay at 7:00 p.m.

Debbie Nixon
Deputy Secretary

Pietro Parravano
President