

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

March 16, 2005
7:00 p.m.

Municipal Services Building
33 Arroyo Drive
South San Francisco, CA 94083

Parravano called the meeting to order at 7:00 pm.

Roll Call

Commissioners

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

Staff

Peter Grenell, General Manager
Eileen Wilkerson, Human Resources Manager
Robert Johnson, Harbormaster
Dan Temko, Harbormaster
Marc L. Zafferano, District Counsel

X Campbell absent.

Public Comments/Questions — Public and Staff Recognition

Action: Johnson commended the entire Oyster Point Harbor Patrol for their excellent teamwork.

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consent calendar are approved by one motion unless a request is made at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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.

- 1** TITLE: **Minutes of February 16, 2005 Meeting**
RECOMMENDATION: Approval

Action:

Motion by Tucker, second by Lundie to approve February 16 Minutes.
Motion carried by unanimous vote.

Continued Business

- 2** TITLE: **Draft Preliminary Budget, FY 2005-06**
RECOMMENDATION: Receive Any Public or Commissioners' Comments

Action: Grenell summarized the purpose of the agenda item. Lundie commented that with the reduced salmon fishing season, the Commission may wish to consider the situation with Pillar Point Harbor fishermen, but it would be premature at this time. No other comments were made or received.

New Business

- 3** TITLE: **Authorization to Issue Request for Proposals (RFP) for Preparation of Engineering Specifications for Johnson Pier Repairs, Pillar Point Harbor**

RECOMMENDATION: Authorize Issuance of RFP

Action: Temko summarized the item, and said that Wilkerson had helped to prepare the document. He said there is around \$850,000 in the current budget for the project, which has been identified by the Commission as a high priority. A typographical error on page 3 was identified. Temko stated that issuing the RFP does not commit the Commission to any further action.

Motion by Tucker, second by Lundie to authorize issuance of the RFP.
Motion carried by unanimous vote.

4 TITLE: Purchase Life Rings and Life Ring Cabinets and Hardware

RECOMMENDATION: Approve Purchase of Life Rings and Life Ring Cabinets and Hardware in an amount not to exceed \$7,663.43

Action: Temko presented the item. Staff has completed installation of the safety ladders at Pillar Point Harbor. With increasing on-dock retail fish sales, it would be safer to also have safety rings. The budget contains money for the project, and staff can install the rings on the docks. Lundie asked if they would be white or orange; Temko said they would be yellow, for maximum visibility.

Motion by Padreddii, second by Tucker to approve the installation. Motion carried by 4 Ayes, 0 Nays.

5 TITLE: Tracking Marin Sanctuary Act Reauthorization

RECOMMENDATION: Authorize Tracking the Marine Sanctuary Act Reauthorization through CMANC in an amount not to exceed \$1,000.00

Action: Grenell presented the item. Parravano said he had some concerns, in which Tucker concurred. Parravano questioned the extent to which CMANC supports small craft harbors, and suggested that other sources of lobbying assistance should be considered as well. He asked whether CMANC would continue to work on this issue if the \$12,000 is not provided. Grenell responded that this matter represents a new level of effort not budgeted in CMANC's contract with its lobbyist firm. Grenell suggested continuing the agenda item so he can provide the Commission with more information on CMANC, its lobbying firm, CMANC's activities, and alternative or additional channels for pursuing the issue in Washington. The item was continued by the Commission without further action.

6 TITLE: Limited Commercial Activity Permit: Half Moon Bay Yacht Club Nautical Flea Market

RECOMMENDATION: Approve CAP

Action: Grenell summarized this item. Padreddii said supporting this activity is a good thing for the District to do.

Motion by Padreddii, second by Tucker to approve the limited CAP.

Temko then said that the vice-commodore of the Yacht Club was present to answer any questions. Parravano said that each year, the fishermen have a swap-meet, with is very well attended. This year it was in San Francisco at Pier 45, Shed A.

Padreddii called for the question. Motion carried by unanimous vote.

7 TITLE: Bills and Claims in the Amount of \$183,575.28

RECOMMENDATION: Approve Bills & Claims for payment and a transfer in the amount of \$183,575.28 to cover payment of

Bills & Claims

Action: Tucker updated the Commission on the status of the Finance and Accounting unit. A temporary finance person has been hired whose duties include completing the bank reconciliations. July and August have been done and September is in progress; Tucker therefore has not had to undertake this task.

Motion by Tucker, second by Padreddii to approve the bills and claims in the amount of \$183,575.28. Motion carried by 4 Ayes, 0 Nays.

Reports for Possible Discussion/Action

Administration and Finance

8 General Manager Grenell

Action: Grenell gave a verbal report on his trip to Washington, DC with the CMANC delegation and the status of the DBW loan restructuring agreement.

9 Director of Finance

Action: No report.

10 Human Resource Manager Wilkerson

Action: Wilkerson said that she and the accounting staff are auditing each employee's file to ensure that everything is correct. Parravano expressed appreciation for the new HR newsletter.

Operations

11 Oyster Point Marina/Park — Johnson

Action: Johnson said that the new Harbor Worker (B), Doug Neely, started work on the 10th of this month. Pulsoni Landscaping received its contract termination notice; their last day of work will be April 10. A new Deputy Harbormaster A, Nick Nash, will start work on the 23rd of March.

12 Pillar Point Harbor — Temko

Action: Temko had no additions to his written report.

Board of Harbor Commissioners

13 A. Committee Reports

Action: Tucker said he attended the Princeton Citizens Advisory Committee (PCAC) meeting but no one was present. The meeting had a change of venue.

13 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 asked if the water quality item had been put on the April 6 Commission agenda. Grenell said it is on the agenda. Parravano then said he has been in touch with a recycling organization in San Mateo County. They inquired whether harbor staff is finding a lot of monofilament fishing line in the waste containers. They would like to recycle it. Johnson said he will check with his staff. The Oyster Point fishing pier would be a good place to put a recycle bin. Johnson asked for a point of contact for Charles White, who is focusing on the Clean Marina program at Oyster Point. Temko said he will double-check regarding Huck Finn’s disposal bin at Pillar Point.

Motion by Tucker, second by Lundie to adjourn to Closed Session. Motion carried by unanimous vote at 7:41 p.m.

Closed Session

The Closed Session began at 7:49 p.m.

14 TITLE: **Conference with Legal Counsel: Anticipated Litigation, Initiation of Litigation (1 Case), Pursuant to Government Code Sec. 54956.9 (c)**

RECOMMENDATION: To Be Determined

Action: Motion by Tucker, second by Lundie to adjourn to Open Session. Motion carried by unanimous vote at 7:59 p.m.

Action: Zafferano stated that there was No Reportable Action from the Closed Session.

Adjournment

Motion by Tucker, second by Lundie to adjourn the meeting. Motion carried by unanimous vote at 8:00 p.m.

APPROVED BY:

ATTESTED BY:

Sally Campbell
President

Ken Lundie
Secretary