

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

July 7, 2010
7:00 p.m.

Comfort Inn
2930 Cabrillo Highway
Half Moon Bay, Ca. 94019

Roll Call

Commissioners

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

Staff

- Peter Grenell, General Manager
- Julie Turner, Director of Finance
- Marietta Harris, Human Resource Manager
- Robert Johnson, Harbormaster
- Marc Zafferano, District Counsel
- Debbie Nixon, Deputy Secretary

x-absent

Public Comments/Questions – None.

Staff Recognition- None.

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

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| 1 | TITLE:
REPORT: | Minutes of Meeting June 16, 2010
Draft minutes |
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PROPOSED ACTION: Approval

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

Ayes: 2
Nays: 0
Abstain: 1 (Campbell)
Absent: 2 (Lundie, Parravano)

Public Hearing - None

Continued Business

- 2 **TITLE:** **Amendment of Project Cooperation Agreement (PCA) with the U.S. Army Corps of Engineers for Oyster Point Marina/Park Breakwater Reconfiguration: Wave Mitigation**
- REPORT:** Grenell, Memo, Attachments
- PROPOSED ACTION:** Approve amendment to PCA to provide for wave mitigation

Grenell recommended that the Commission approve the amendment to the contract to cover the final stage of the Breakwater Reconfiguration. The US Army Corps of Engineers will install wave mitigators. Grenell stated that The Project Cooperation Agreement needs to include the final stage. He pointed out that there were changes in paragraph B and a change in the cost share. There has been \$250,000 already allocated and the District has already paid \$50,000. Based on the Corps estimate, the new total is \$335,000. The District will cover the outstanding balance from the previously allocated funds.

Action: Motion by Padreddii, second by Tucker to approve the amendment. The motion passed.

Ayes: 3
Nays: 0
Absent: 2 (Lundie, Parravano)

New Business

- 3 TITLE: **Selection of Lowest Responsible Bidder for Pillar Point Harbor Roof Replacement Project and Authorization to Execute Contracts with Priority Roofing Solutions, Inc. and El Camino Refrigeration.**
- REPORT: Johnson, Staff Report
- PROPOSED ACTION: Approve selection of Priority Roofing Solutions, Inc. as lowest responsible bidder and authorize execution of contract in an amount not to exceed \$32,200.00, and with El Camino Refrigeration for HVAC removal and replacement in an amount not to exceed \$17,500.00

Johnson stated that due diligence had been done. He personally spoke with the Roofing and Water Proofing Union representative and he had nothing negative to say about Priority Roofing even though they are not Union. The allocated \$17,500 is to take care of the refrigeration on top of the roof. He stated that it might seem a little high but it includes upgrading of the electrical connections that have been makeshift repairs. In order to make sure that the food for the restaurants will be taken care of during the time of the roof repair, he will bring in refrigeration and freezing so their product will be maintained.

Action: Motion by Tucker, second by Campbell to approve the contracts with Priority Roofing Solutions, Inc. and El Camino Refrigeration. The motion passed.

Ayes: 3
Nays: 0
Absent: 2 (Lundie, Parravano)

Public Comments/Questions - Continued

Campbell stated that there is a member of the audience that would like to speak, Laura Guluzzy. She addressed the Commission regarding dog bag receptacles at Pillar Point Harbor. She requested that there be a receptacle between Half Moon Bay Kayak Company and the Launch Ramp. She stated that she walked her dog today and witnessed 25 droppings that could have been eliminated if there was another receptacle there. She stated that she

heard that the District was thinking about removing all receptacles and stated that this would cause a big sanitary problem. She also stated that she is aware of the additional expense, about \$6,000 to \$8,000 a year, but it would be more expensive for the clean up if the bags were not available.

Padreddii asked that Johnson report back to the Commission regarding her concern.

- 4 **TITLE:** **California Special Districts Association 2010 Board Elections: Region 3**
 REPORT: Grenell, Attachments, Letter
 PROPOSED ACTION: TBD

Grenell stated that there is another vacancy on the CSDA Board. As members, the Board can vote to fill the seat. Staff recommended nomination of the incumbent Sherry Sterrett.

Action: Motion by Tucker, second by Padreddii to nominate Sherry Sterrett. The motion passed.

Ayes: 3
Nays: 0
Absent: 2 (Lundie, Parravano)

- 5 **TITLE:** **Independent Commercial Activity Permit for Taylor Thompson: Sportfishing, F/V *Lazy Lynz***
 REPORT: Grenell, Application
 PROPOSED ACTION: Approve Limited Commercial Activity Permit for Taylor Thompson: Sportfishing, F/V *Lazy Lynz*

Grenell stated that Thompson would like to run his 6 pack party boat out of Pillar Point Harbor. The District's ordinance code states that the limit for Uninspected Vessels is six and we currently have four. The larger vessels have a limit of sixteen and currently we have nine. He recommended approval.

Action: Motion by Padreddii, second by Tucker to approve the Independent Commercial Activity Permit. The motion passed.

Ayes: 3
Nays: 0
Absent: 2 (Lundie, Parravano)

- 6 **TITLE:** **Limited Commercial Activity Permit for Todd Jackson:**

Seventh Wave Productions: Ocean Blue Multi-Sport Event

REPORT: Johnson, Application
PROPOSED ACTION: Approve Limited Commercial Activity Permit for Todd Jackson: Seventh Wave Productions for Ocean Blue Multi-Sport event at Pillar Point Harbor on July 10, 2010

Johnson stated that the District received this application on June 16th and at that time it was questionable if he would have the staff to support the event. This will be the 10th year that this event is held at Pillar Point Harbor. He stated that he was able to put a support team together that will have 2 members on a patrol boat and one on a rescue water craft (RWC). He recommended approval.

Motion: Action by Tucker, second by Padredii to approve the Limited Commercial Activity Permit. The motion passed.

Ayes: 3
Nays: 0
Absent: 2 (Lundie, Parravano)

- 7 TITLE: **Bills and Claims in the Amount of \$313,628.64**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$313,628.64 to cover payment of Bills and Claims

Tucker stated that he reviewed the bills and claims and found them in order. He recommended approval.

Action: Motion by Tucker, second by Padreddii to approve the bills and claims. The motion passed unanimously.

Ayes: 3
Nays: 0
Absent: 2 (Lundie and Parravano)

Reports for Possible Discussion/Action Administration and Finance

8 General Manager - Grenell

Grenell stated that there were a few new items at the end of his report. He stated he

would take any questions. Padreddii asked if he had any more information regarding dinner cruises coming to Oyster Point Marina. Grenell stated that there has not been anything lately due to the current construction and multiple projects that staff has been dealing with but plans on canvassing more operators soon. Johnson commented that Marty McMahan, with the *California Spirit* had run two promotional cruises during the past few months.

9 Director of Finance - Turner

Nothing further to add to written report.

10 Human Resources Manager - Harris

Nothing further to add to written report.

Operations

11 Oyster Point Marina/Park - Johnson

12 Pillar Point Harbor – Johnson

Johnson commented regarding the speaker during Public Comment and stated that he and the administrative team are reviewing the topic of doggie waste bags and on ways to save money as they are expensive. Tucker stated that when he reviewed the bills and claims, he noticed a check to “Doddie Calls” for 6 cases of bags for \$1,000. Turner clarified and stated that the requisition was prepared incorrectly and that it should have been for 24 cases and the invoice attached stated that amount. Campbell requested that more information be gathered and report back to the Commission. Tucker asked Johnson to look into putting up a post between Half Moon Bay Kayak Co. and the launch ramp.

Board of Harbor Commissioners

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.

Closed Session – None.

Adjournment

The next scheduled meeting will be held on July 21, 2010 at the Municipal Services Building, 33 Arroyo Drive, South San Francisco at 7:00 p.m.

Agenda Posted As Required:
June 30th at 3:30 p.m.

Debbie Nixon
Deputy Secretary

Sally Campbell
President