

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

**September 27, 2006**  
**9:30 a.m.**

**Oyster Point Yacht Club**  
**911 Marina Blvd.**  
**South San Francisco, CA 94080**

## **Roll Call**

### **Commissioners**

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

\*NOTE: Wilkerson, Schnapp, Johnson, Temko, and Hayes did not attend the morning session. They joined the proceedings during recess at 12:00 p.m.

## **Public Comments/Questions-Public and Staff**

**Recognition - None**

**Public Hearing - None**

## **New Business**

<b>1</b>	<b>TITLE:</b>	<b>Board Priorities Update Workshop</b>
	<b>REPORT:</b>	Grenell and Staff
	<b>PROPOSED ACTION:</b>	To be determined

The Commission reviewed the General Manager's priorities (see attachment). Grenell explained the status of each item and next actions. He emphasized that several items are short-term in nature, with completion anticipated within this fiscal year. During discussion, two more items were added: Response to LAFCo service review and sphere of influence report, and complete disposition of the El Granada median strip.

Parravano called a recess at 12:00 p.m. Parravano reconvened the meeting at 1:00 p.m.

Parravano thanked staff for implementing the policies and decisions of the Commission.

Grenell summarized the afternoon's agenda and presented his priorities update report.

Temko then presented his Pillar Point report with a PowerPoint presentation.

Tucker asked what is to be done to put the new berth/haul-out project on the front burner. Grenell replied that as of the morning's discussion of General Manager's priorities, the project is now a top priority. Staff will seek Commission action to proceed further following completion of the dredging study now underway.

Campbell inquired about placing an arch over Capistrano Ave. at the harbor entrance, and putting bollards in front of the lessees' building. Temko suggested that possibly the first row of parking could be removed in front of the building as well to improve public access. Staff will look into these items as new priorities.

Temko recommended several new priorities for Pillar Point: completing roof repairs, improving collections and accounting management, and mooring field maintenance, which is required by the District's grant agreement.

Campbell recommended that the President send a welcome letter to the new Deputy Harbor Master.

Johnson presented his Oyster Point priorities report. He also reviewed the District's participation in South San Francisco's annual Day-In-The-Park event, and referred to Deputy Harbor Master Gubser's ocean awareness program for children (and some adults) as a main item. He noted that oysters are now growing at Oyster Point Marina/Park.

Wilkerson reviewed her written report, and added that her role is to support the other managers and achievement of goals and priorities.

Schnapp reviewed her written report. She emphasized her focus on improving cash flow and reducing deficits. She noted that the harbor masters have been effective at controlling expenses, and that cross-training of accounting staff is proceeding well.

Lundie asked for information comparing financial feasibility of installing 71 berths at Pillar Point rather than 40 berths. Schnapp presented a table of cost and revenue estimates for the two alternatives.

Tucker inquired about the auditors. Schnapp explained the status, the pending October 4 agenda item, and the current proposal for a three-year contract.

Schnapp then referred to information obtained from the San Mateo County Finance Officers Group that suggests the benefits of using a two-year schedule for rates and fees. She recommended using a two-year schedule for the District and establishing it early, before the budget cycle begins, to provide clear input to that process.

Parravano asked Grenell to relate the morning's discussion of General Manager's priorities to the management team and staff to obtain input, including on how the priorities will be addressed and how to get District-wide engagement.

Johnson said this is practiced now, for example, in the regular management team meetings and in harbor crew meetings.

Lundie suggested to Schnapp that the November finance workshop should be as specific as possible. It should include, for example, how to handle implementation of 71 berths internally vs. using DBW loans. Temko said he can help clarify some important details for Schnapp.

Campbell asked if work is being done to improve collections at both harbors. Schnapp replied affirmatively, and reviewed the arrangements with the accounting technicians. Enhanced follow-up is resulting in at least a 50% response rate.

Grenell closed by stating he will prepare an update report for the Board's new administration office committee that provides more details on several alternative possibilities.

## Adjournment

**Action:** Motion by Lundie, second by Campbell to adjourn the meeting. By unanimous vote, meeting adjourned at 2:35 p.m.

The next regularly scheduled meeting will be held on October 4, 2006 at the Coastside County Water District, 766 Main Street, Half Moon Bay, CA 94019, at 7:00 p.m.

APPROVED BY:

*Pietro Parravano*

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Pietro Parravano  
President

ATTESTED BY:

*Theresa N. Hayes*

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Theresa N. Hayes  
Deputy Secretary