

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

**April 21, 2004
7:00 p.m.**

**Oyster Point Yacht Club
911 Marina Drive
South San Francisco, CA 94083**

Roll Call

Commissioners

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

Staff

Peter Grenell, General Manager
Lindsay A. Marks, Director of Finance
Robert Johnson, Harbormaster
Dan Temko, Harbormaster
Beverly Fontana, Deputy Secretary
Marc L. Zafferano, District Counsel

Public Comments/Questions — Public and Staff Recognition

Commissioner Parravano commended Deputy Harbor Master Kevin Miles of Pillar Point Harbor. Miles' quick response to a fire aboard a vessel helped prevent the incident from becoming much worse. Parravano stated he had spoke with the Half Moon Bay Fire Department after the incident and the fire department told him that the assistance from the Harbor Patrol is greatly appreciated, as in this their quick response stopped the vessel from becoming fully engulfed.

Continued Business

- 4 TITLE: **Identify Labor Negotiator Pursuant to Government Code §54957.6**
RECOMMENDATION: Identify General Manager Peter Grenell as District Labor Negotiator

Action: Grenell stated the Board should adjourn to a brief Closed Session to review the small staff edits and Union requests for edits of the MOU before discussing it in Open Session. Grenell stated the Closed Session should be very brief.

Motion by Tucker, second by Lundie to adjourn to Closed Session. Motion carried by unanimous vote at 7:16 p.m.

Closed Session

- 5 TITLE: **Conference with Labor Negotiator Pursuant to Government Code §54957.6: Operating Engineers Local 3**
RECOMMENDATION: Discussion of Operation Engineers Local 3 Memorandum of Understanding

Motion by Tucker, second by Lundie to reconvene to Open Session. Motion carried by unanimous vote at 7:25 p.m.

Action: No reportable action from Closed Session item.

Continued Business

- 6 TITLE: **Amendments to Memorandum of Understanding with Operating Engineers Union Local 3**
RECOMMENDATION: Adopt Resolution 06—04 to Approve Amendments to Memorandum of Understanding with Operating Engineers Union Local 3

Action: Motion by Tucker, second by Campbell to adopt Resolution 06—04 to approve Amendments to Memorandum of Understanding with Operating Engineers Union Local 3. Motion carried by 5 ayes, 0 nays.

7 TITLE: **Budget Workshop #2 for FY 2004-05**
RECOMMENDATION: Discussion Purposes Only

Action: Grenell stated this item was placed on the agenda to give an opportunity for those who may not have been able to comment on the budget at any of the other meetings or workshops.

No comments were received from the audience or the Board at this time.

8 TITLE: **Relocation of District Administration Unit**
RECOMMENDATION: Approve Lease Terms and Authorize General Manager to Take Necessary Actions to Present Final Lease for Commission Consideration and Possible Approval

Action: Grenell stated he has been researching locations to relocate the District's Administration Unit per Board direction. He stated he had researched on both the coast and bayside and found nothing available on the coast at this time. In South San Francisco a location was found which meets the District's needs. Grenell presented some lease details for the Board. He stated if the Board approves this tonight he will come back with a lease ready for signature at the next meeting.

Tucker stated he has no problem supporting the move but wants the motion to state this is a temporary move only.

Campbell stated even with the relocation for only two years, the cost if going to be \$200,000 without moving costs. She feels the move is not going to alleviate any of the problems at the District Office.

Motion by Tucker, second by Parravano to approve Lease Terms and Authorize General Manager to take necessary actions to present final lease for Commission consideration and possible approval. Tucker added he would like the motion to include the move is planned to be temporary in nature with a minimum of 3 years and maximum of 5 years.

Parravano stated he seconded the motion only with an amendment to it. He requested the cost of the move be reflected in the current budget so that there is no additional expense to the District to relocate.

Tucker stated he would amend his motion to include this amendment.

Grenell stated staff will present where in the budget funds can be taken to relocate the office at no additional cost to the District.

The funds should only be taken from Administration and Pillar Point Harbor's budget not to include Oyster Point Marina. Parravano stated this item's passing is contingent on the budget reflecting the changes discussed on this item.

Grenell reiterated what the Board was telling him to ensure he understand the directions. He stated staff will go through the budget and find where they can cut the budget in order accommodate the moving cost, rent, etc. Grenell stated he will look at the Pillar Point Harbor, Administration and Harbor Commission budgets to gain access to this money.

Campbell stated she would like to see the adjustments down on paper before voting on this item. Grenell stated he would normally not have a problem with that request but the leasing agent said he would only hold this property for the District through April and Grenell was concerned with not meeting that deadline.

Motion carried by 3 ayes, 2 nays, (Campbell, Lundie).

At this time item #1 was addressed:

1 TITLE: Presentation of Half Moon Bay Fisherman's Marketing Association

Action: Duncan McLean introduced himself as President of the Half Moon Bay Fishermen's Marketing Association and began the presentation. Mr. McLean presented some facts and then introduced Zeke Grader to continue the presentation. Mr. Grader spoke about the Half Moon Bay Fishermen's Marketing Association and how the Association wanted to get out into the public and share what they have been doing with their organization to help sustain fishing. At the same time Mr. Grader spoke a slide presentation was played.

Mr. Grader also touched on the issue of farmed salmon. He stated they are trying to educate top chefs, environmental groups and the public about the value and health benefits of wild salmon and to steer them clear of farmed salmon.

Campbell asked Mr. Grader whether he thought the new Governor was for the fishing industry in general. Grader stated he was happy with the appointments made by Governor Schwarzenegger so far.

Mr. Grader thanked the Commissioners and staff for their time.

Commissioner Padreddii, on behalf of the entire Commission, thanked the Half Moon Bay Fisherman's Marketing Association for their presentation and keeping them updated on their current situation.

New Business

9 TITLE: Audit Report for Fiscal Year Ending June 30, 2003

RECOMMENDATION: Adopt Resolution 04—04 to Accept Financial Statements and Audit Report for Fiscal Year Ending June 30, 2004

Action: Marks presented the report on this item. Tucker noted that each suggestion by the auditors was addressed and stated that is important. Tucker asked how the lock-box system was working. Marks stated it is still in its early stages and appears to be working.

Motion by Tucker, second by Lundie to adopt Resolution 04—04 to Accept Financial Statements and Audit Report for Fiscal Year Ending June 30, 2004. Motion carried by 5 ayes, 0 nays.

10 TITLE: Renew Contract with Caporicci & Larson for Performance of the Fiscal Year 2003/04 Audit

RECOMMENDATION: Adopt Resolution 05—04 to Renew District's Contract with Caporicci & Larson for One Year Ending June 30, 2004 in an Amount not to Exceed \$13,080 to Conduct a Financial Audit for Fiscal Year 2003/04

Action: Marks provided the report on this item.

Campbell asked why staff did not go out for bid this year for an auditor. Marks stated this is the 3rd year for this auditor and her experience is 3 years is the normal time to retain an auditing firm.

Campbell feels new eyes on financial data are good and the District should be going out to bid to get the best price for the service.

Motion by Tucker, second by Lundie to adopt Resolution 05—04 to renew District's contract with Caporicci & Larson for one year ending June 30, 2004 in an amount

not to exceed \$13,080 to conduct a financial audit for Fiscal Year 2003/04 with an addition to the recommendation that this is the last year this company automatically receives the contract without bidding for the job. Motion carried by 5 ayes, 0 nays.

11 TITLE: Bills and Claims in the Amount of \$117,353.42
RECOMMENDATION: Approval

Action: Tucker stated he has reviewed the Bills and Claims and states there are six changes to the Bills and Claims. The amended amount for approval is now \$145,853.79.

Motion by Tucker, second by Lundie to approve the Bills and Claims in the amended amount of \$145,853.79. Motion carried by 5 ayes, 0 nays.

Motion by Parravano, second by Lundie to add an item to the agenda.
Motion carried by 5 ayes, 0 nays.

TITLE: Proclamation and Placement of a Memorial for Don Koblick at Pillar Point Harbor
RECOMMENDATION: Approve Proclamation and Memorial Placement at Pillar Point Harbor

Action: Motion by Campbell, second by Parravano to approve Proclamation for Don Koblick and the placement of a memorial for him at Pillar Point Harbor.

Motion carried by 5 ayes, 0 nays.

Jim Anderson addressed the Board. Mr. Anderson explained the plans for Saturday's memorial service for Don Koblick to be held at Pillar Point Harbor.

Reports for Possible Discussion/Action

Administration and Finance

12 General Manager Grenell

Action: Grenell added one item to his written report. He wanted the Board to take notice of an invitation that was received by mail today. The invitation from the City of South San Francisco invites them to the grand opening of an overpass that leads directly to Oyster Point Marina off Highway 101.

13 Director of Finance Marks

Action: Marks had nothing to report.

Operations

14 Oyster Point Marina/Park — Johnson

Action: Johnson stated occupancy is 374 berths and added that staff at Oyster Point participated in a disaster drill on Friday. He also stated the date for Opening Day on the Bay.

15 Pillar Point Harbor — Temko

Action: Temko stated he had no written report as he was on vacation. Occupancy stands at 93%. Temko gave a few more details about Mr. Koblick's memorial service on Saturday.

Board of Harbor Commissioners

16 A. Committee Reports — Administration and Personnel Committee

Action: Tucker stated a meeting was held and several topics were discussed. Those topics were the current Human Resource Manager opening, the General Manager's contract and the prospect of holding another Board retreat. Mr. Grenell has been instructed to bring the applications to review down to about 10 or so who meet the criteria. Mr. Grenell and 3 outside individuals will review the ten or so chosen applications. Tucker and Parravano suggested Jan Schroeder assist in the review of applications.

Padreddii polled the Board on the suggestion of Schroeder serving on the panel to review the Human Resource Manager applicants. All Commissioners except Campbell agreed to this assignment.

Padreddii requested the committee review the contract demands of the General Manager and report back the remaining Board members for discussion.

Tucker stated there are two Commissioners who feel the contract should not be renewed and he agrees that having two Commissioners discuss the demands and report back is the most efficient way to do it.

Campbell stated she would certainly sit and listen to any information that stems from discussion of renewing the contract.

Zafferano stated in the past a committee has met and reported back to the remaining Board members.

Grenell stated that if the full Commission is going to take on the review of the contract it will not be able to be addressed until May 19, 2004 at that Board meeting. Grenell stated this made him uneasy.

Tucker stated the contract expires June 30th, and questioned as to whether there is a month-to-month extension. Grenell stated there is not, as he checked with Ms. O'Neill.

Tucker then asked Grenell to submit his demands as soon as possible allowing the Committee to discuss them with plans to provide responses to the demands, and perhaps, make a decision at the May 19, 2004 meeting.

Zafferano stated he was unaware this issue was to come up tonight. He asked for time to provide to the Commissioners with an outline of the legal procedures in regard to this matter.

The idea of a Board Retreat or Workshop was then discussed. Tucker added the Workshop would be to specify the top priorities of the Board.

Campbell stated since it is an election year, a workshop could be mute since what ever the current Commission chooses may not meet the expectations of the newly elected Commissioners if any.

Parravano stated it has been two years since the last Workshop and the Commission should get together and discuss the progress or needs of both harbors. Working together for discussion on the current priorities, and possible new ones would keep them on track.

Padreddii agreed with Campbell about this being an election year and making priorities with the current Commission might not be a good idea. He feels the idea is fine but just not at this time.

Grenell stated even with all of the above reasons it would be important to establish a process that periodically, if not even twice a year, would have the Commissioners meet at a Workshop.

The Board consensus was to wait until later in the year for a Workshop.

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: Tucker requested an agenda item to be added to the first meeting in May. The item is in regard to medical benefits for retired Commissioners. Grenell acknowledged the request.

Parravano announced that the Culinary Institute of America would be coming to Pillar Point Harbor on May 14, 2004 to prepare a Wild Salmon BBQ.

Adjournment

Motion by Lundie, second by Parravano to adjourn the meeting. Meeting adjourned at 9:10 p.m. by unanimous vote.

APPROVED BY:

ATTESTED BY:

Leo Padreddii
President

Beverly Fontana
Deputy Secretary