

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

**January 16, 2008
7:00 p.m.**

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

Roll Call

Commissioners

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

Staff

Peter Grenell, General Manager
Marcia Schnapp, Director of Finance
Marietta Harris, Human Resource Manager
Robert Johnson, Harbormaster
Dan Temko, Harbormaster
Theresa DellaSanta, Deputy Secretary
Marc Zafferano, District Counsel

New Business

- 1 TITLE: Reorganization of Harbor Commission: Selection of Officers**
REPORT: Tucker
PROPOSED ACTION: To be determined

Action: Motion by Padreddii, second by Campbell to elect Ken Lundie as President. The motion carried by 5 ayes, 0 nays.

Lundie assumed the chair as President.

Motion by Campbell, second by Tucker to elect Leo Padreddii as Vice President. The motion carried by 5 ayes, 0 nays.

Motion by Parravano, second by Tucker to elect Sally Campbell as Treasurer. The motion carried by 5 ayes, 0 nays.

Motion by Tucker, second by Campbell to elect Pietro Parravano as Secretary. The motion carried by 5 ayes, 0 nays.

Lundie thanked his colleagues and added that he is honored to hold his seat as President.

Commission Officers for 2008

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

Public Comments/Questions - None

Staff Recognition — Campbell thanked Pillar Point Harbor staff for handling the Mavericks event very well. Temko concurred. Temko thanked all the local agencies for their help with the event. Grenell thanked the Oyster Point crew for their help with the event.

Grenell welcomed Marrietta Harris, the District's new Human Resource Manager. Harris stated that she is happy to be on board. Campbell said she is very pleased with Harris' work so far.

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

2	TITLE:	Minutes of Meeting December 19, 2007
	REPORT:	Draft minutes
	PROPOSED ACTION:	Approval

Action: Motion by Tucker, second by Parravano to approve Item 1. The motion passed.

Ayes: 3
Nays: 0
Abstention: 1 (Campbell, Padreddii)

Public Hearing - None

Continued Business

- 3 TITLE: Pillar Point Harbor Restroom Renovation Project:
Approval of Plans and Specifications and Authorize
Issuance of Sealed Construction Bid Notice**
REPORT: Temko, Plans and Specifications
PROPOSED ACTION: Approve Plans and Specifications and Authorize General
Manager to Publish Bid Notice

Temko informed the Board that the only costs associated with approval of this item are the advertising expenses to publish the bid notice. Campbell asked how long it will take from the time of the public notice to actual recommendation for approval of bid. Temko said approximately six weeks.

Action: Motion by Campbell, second by Parravano to approve Item 3. The motion passed.

Ayes: 5
Nays: 0

- 4 TITLE: PTO Reimbursement for Oyster Point Harbormaster**
REPORT: Campbell, Memo
PROPOSED ACTION: Approve PTO Reimbursement for Oyster Point Harbormaster

This item was removed from the Agenda.

New Business

- 5 TITLE: Limited Commercial Activity Permit for Leukemia and
Lymphoma Society on March 15, 2008 at Pillar Point
Harbor**
REPORT: Temko, Application
PROPOSED ACTION: Approve Limited Commercial Activity Permit for Leukemia
and Lymphoma Society for March 15, 2008 at Pillar Point
Harbor and Waive Permit Fee

Action: Motion by Tucker, second by Parravano to approve Item 5. The motion passed.

Ayes: 5
Nays: 0

- 6 TITLE: Oyster Point Marina/Park: Application for Grant Funds
for Demolition of Nine (9) Abandoned Vessels and
Authorize General Manager to Execute Agreement with
Bishop Diving and Salvage in an Amount Not to Exceed
\$52,765.00**

REPORT: Staff Report, Resolution
PROPOSED ACTION: Adopt Resolution 01-08 to Apply for a Grant from the Abandoned Watercraft Abatement Fund and to Approve Demolition of Nine (9) Abandoned Vessels and Authorize General Manager to Execute Agreement with Bishop Diving and Salvage in an Amount Not to Exceed \$52,765.00

Johnson stated that last years efforts to receive grant funds from the program failed due to the lack of funds within the program. He added that this year the District is at the top of the list; and funds will be available by July 1st. Johnson concluded that destruction of the vessels will not occur until the funds are available, except in the event of an emergency that requires immediate action, e.g., to prevent a sinking and expensive raising of a vessel.

Action: Motion by Campbell, second by Padreddii to approve Item 6. The motion passed.

Ayes: 5
Nays: 0

7 TITLE: Pillar Point Harbor: Application for Grant Funds for Demolition of Three (3) Abandoned Vessels in an Amount Not to Exceed \$21,000.00
REPORT: Staff Report, Resolution
PROPOSED ACTION: Adopt Resolution 02-08 to Apply for Grant Funds for Demolition of Three (3) Abandoned Vessels in an Amount Not to Exceed \$21,000.00

Action: Motion by Padreddii, second by Tucker to approve Item 7. The motion passed.

Ayes: 5
Nays: 0

8 TITLE: “As Fresh As It Gets” Program Sponsorship Contribution in the Amount of \$2,000
REPORT: Grenell, Memo
PROPOSED ACTION: Authorize the General Manager to Expend Sponsorship Funds in an Amount Not to Exceed \$2,000 to the San Mateo County Convention and Visitors Bureau.

Campbell informed the Board that her being a member of the Half Moon Bay Coastside Chamber of Commerce and South San Francisco Chamber of Commerce has had positive benefits for the District. Campbell added that she would like the Board to discuss which resources they should use to accomplish the different projects within the District and for outreach to the community, as outreach is important. Lundie concurred.

The Board agreed to set up a Promotions and Marketing Committee meeting.

Action: Motion by Parravano, second by Tucker to approve Item 8. The motion passed.

Ayes: 5

Nays: 0

- 9 TITLE: Bills and Claims in the Amount of \$122,209.82 Through January 8, 2008**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims processed and paid in the amount of \$122,209.82 to cover payment through January 8, 2008 due to cancelled January 2nd Board Meeting
- 10 TITLE: Bills and Claims in the Amount of \$61,548.10**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$61,548.10 to cover payment of Bills and Claims

Padreddii informed the Board he has reviewed the bills and claims for items 9 and 10 and found them in order.

He recommended approval of items 9 and 10.

Tucker asked if the audit has cleared yet. Schnapp said final interviews will take place next week and that will complete the process. Tucker asked how the bank balances look. Schnapp stated that there is approximately \$7.5 million as of January 2008 after debt service payment to DBW.

Action: Motion by Padreddii, second by Campbell to approve Item 9 in the amount of \$122,209.82 and Item 10 in the amount of \$61,548.10. The motion passed.

Ayes: 5

Nays: 0

Reports for Possible Discussion/Action

Administration and Finance

11 General Manager - Grenell

Grenell informed the Board that San Mateo County Supervisor Adrienne Tissier will visit Oyster Point Marina on February 20th for an update on the ferry terminal for her periodic email communication “County Connection” to various County Agencies and her constituents.

12 Director of Finance - Schnapp

Schnapp stated that a 6-month review of the budget will take place on February 20th and the Board’s first budget workshop for FY2008-09 on March 5th.

13 Human Resources Manager - Harris

Nothing further to add to written report.

Operations

14 Oyster Point Marina/Park - Johnson

Johnson informed the Board that a notice of completion for the West Basin Dredge Project will be filed in the next few days. He said the District’s Engineer accepted the job as complete. Johnson concluded that there will be a few minor repairs which staff can do most of; the repairs will be billed to Salt River Construction.

15 Pillar Point Harbor – Temko

Temko said staff participated in a program led by the unified command of the Cosco Busan oil spill recovery effort to access the remote beaches and bluffs that couldn’t be accessed by shore by using a team of PWC’s and swimmers. He said both Pillar Point and Oyster Point participated and felt the District performed well and were well recognized.

Campbell asked if his crews were reimbursed for their help with the oil spill. Temko said they have kept track of their hours and they will be reimbursed. Grenell mentioned that at least \$4,200 in costs will be reimbursed.

Johnson added that Deputy Harbormaster Cary Smith acted as a liaison and said he heard a lot of positive feedback about Smith and how well a job he did. Temko concurred that Smith did a great job.

Board of Harbor Commissioners

16 A. Committee Reports
Department of Boating & Waterways (Tucker, Parravano)

Tucker informed the Board that he and Parravano met with staff to create a plan to

reorganize the District's debt and payment schedule with DBW.

Schnapp said that she, along with Grenell, then met with two representatives from DBW and discussed how the District will meet their current debt obligation and the different scenarios that can be put into place to follow a payment schedule more supportive of District cash flow and cash reserves concerns.

Grenell stated that staff plans to update the business plan and will include the proposed new office project for which new parcels will be created at Oyster Point. He added that DBW stated that any future borrowing would be given only to projects that generate revenue.

Parravano asked what the response was to moving of docks at Oyster Point. Grenell said they did discuss the Water Transit situation and DBW requested more evidence that this is in the State's best interest in terms of revenue generation and District debt service.

Padreddii concluded that the South San Francisco City Council unanimously approved the ferry terminal plan at Oyster Point Marina on January 9th.

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.

Tucker stated that staff is working to get the Board together for Ethics Training and Compliance for 2008. He added that this is a great asset to the District and encouraged Board members to make themselves available.

17 TITLE:	Identify Real Property Negotiator Pursuant to Government Code §54956.8
REPORT:	Zafferano
PROPOSED ACTION:	Identify Real Property Negotiator Peter Grenell

Zafferano identified Grenell as Real Property Negotiator.

Action: Motion by Tucker, second by Parravano to move to Closed Session. The motion passed unanimously at 7:54 p.m.

Closed Session

Lundie convened the session at 8:00 p.m.

- 18 TITLE: **Public Employee Performance Evaluation: General Manager, Pursuant to Government Code Section §54957.6**
 REPORT: None
 PROPOSED ACTION: To Be Determined
- 19 TITLE: **Conference with Real Property Negotiator: Parcels APN 015-010-060, 015-010-260, 015-010-270, Oyster Point Marina/Park, City of South San Francisco, San Mateo County; San Mateo County Harbor District with San Francisco Bay Regional Water Transit Authority Regarding Lease Price, Terms and Conditions, Pursuant to Government Code §54956.8**
 REPORT: Grenell
 PROPOSED ACTION: To Be Determined

Action: Motion by Parravano, second by Campbell to adjourn to Open Session. The motion passed unanimously at 8:21 p.m.

Open Session, Continued

There was no reportable action from Closed Session.

Adjournment

Action: Motion by Tucker, second by Campbell to adjourn. The motion passed unanimously at 8:22 p.m.

APPROVED BY:

Ken Lundie

Ken Lundie
 President

ATTESTED BY:

Theresa DellaSanta

Theresa DellaSanta
 Deputy Secretary