

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

**May 18, 2011
7:00 p.m.**

**Municipal Services Building
33 Arroyo Drive
South San Francisco, Ca. 94080**

Roll Call

Commissioners

Pietro Parravano, President
James Tucker, Vice President
Leo Padreddii, Treasurer
Robert Bernardo, Secretary
x Sally Campbell, Commissioner

Staff

Peter Grenell, General Manager
Marietta Harris, Human Resource Manager
Robert Johnson, Harbormaster
Jean Savaree, District Counsel
Debbie Nixon, Deputy Secretary

x-absent

Public Comments/Questions – None.

Staff Recognition- Grenell gave an update on Deputy Harbor Master Bankord and stated that his injuries from his car accident were not as severe as first believed. He is due back to work in a couple of months. The District wishes him well.

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

- 1 **TITLE:** **Minutes of Meeting May 4, 2011**
REPORT: Draft minutes
PROPOSED ACTION: Approval

- 2 **TITLE:** **Certified Employment List for Director of Finance**
REPORT: Certified employment list
PROPOSED ACTION: Approval of certified list

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

Ayes: 4
Nays: 0
Abstention: 1 (Tucker for item 1)
Absent: 1 (Campbell)

Public Hearing

- 3 **TITLE:** **Continuance of Hearing: Preliminary Operating and Capital Budget for Fiscal Year 2011-2012**

- A. Declare Hearing Open: President Parravano
- B. Report of Notice Given: Grenell
- C. Staff Report and
Recommendation: Draft Budget FY 2011/12
- D. Public Testimony:
- E. Harbor Commission
Questions:
- F. Close Public Testimony: President Parravano
- G. Commission Deliberation:
- H. Recommended
Commission Action: Preliminary Operating and Capital Budget for Fiscal Year 2011-2012 and authorize issuance of a public notice for public review and comment

Parravano declared the hearing open. Grenell stated notice had been given. Grenell stated there had been no change to the budget, but gave advanced notice to an upcoming change. Grenell stated that the numbers that are in the Preliminary Budget that was adopted on May 4, 2011 are from the beginning of the year. Accounting has adjusted the numbers using figures as of March 31st, so they are more current. This will be reflected in the document presented at the next meeting.

Harris stated that at the last meeting, there was a question regarding a negative number under Berth Promo. She stated that there is a promotion where if you pay your berth rent for the whole year, you get one month free.

Bernardo question page 14 of 42 regarding election cost: He asked if there is a projected target for an agreement with the registrar's office about reducing election costs. Grenell stated that we want to get this issue settled as soon as possible but do not have a date. He has been working on setting up a meeting but due to the recent district election, there has been a bit of a delay. Now that election is over, he is hoping to schedule a meeting within the next week or two.

Bernardo question page 19 of 42 regarding FY2012 Operating Revenues for Pillar Point Harbor: It forecasts a 7% increase and he wanted to know the reason behind the increase. Grenell stated that it is a projection based on assumptions that the District will be receiving an increase in lessee rents and concessions due to the upcoming new lease agreements coming up in the next fiscal year, plus some overall economic improvement.

Bernardo question page 37 of 42 regarding the Administration Payroll Burden: He wanted clarification on why the CALPERs contributions are \$13,000 higher for FY2012 than FY2011 and wanted to know what percentage it was. Grenell stated that it is approximately 3%. The percentage went from 14.462% to 17.478%. Harris stated it went from 14.8% last year to 17.478% for FY12 and is projected at 18.3% for FY13.

Parravano declared the hearing closed and stated that it will be continued at the next meeting.

- 4 **TITLE:** **District Rates and Fees Schedule for FY2011-2012 for Pillar Point Harbor**
 REPORT: Grenell, Rates and Fees Schedule
 PROPOSED ACTION: Adopt Resolution 06-11 to approve Rates and Fees Schedule for FY2011-2012 for Pillar Point Harbor

Parravano recused himself as he has to a conflict of interest due to renting a slip at Pillar Point Harbor. He turned the meeting over to Tucker.

Tucker asked Grenell if there have been any changes to the Rates and Fees. Grenell stated that there have been no changes. Tucker stated that both items 4 and 5 will now be taken up.

- 5 **TITLE:** **District Rates and Fees Schedule for FY2011-2012 for Oyster Point Marina**
 REPORT: Grenell, Rates and Fees Schedule
 PROPOSED ACTION: Adopt Resolution 07-11 to approve Rates and Fees Schedule for FY2011-2012 for Oyster Point Marina

Action: Motion by Tucker, second by Bernardo to approve the Rates and Fees for Pillar Point Harbor and Oyster Point Marina. Tucker informed Parravano of the motion and asked if he had any comment or question. Parravano stated he did not. The motion passed unanimously on a roll call vote.

PPH

Ayes: 3
Nays: 0
Recused: 1 (Parravano)
Absent: 1 (Campbell)

OPM

Ayes: 3
Nays: 0
Recused: 1 (Parravano)
Absent: 1 (Campbell)

Continued Business

- 6 TITLE: **Limited Commercial Activity Permit for Grays Harbor Historical Seaport Authority for November 1, 2011 – November 10, 2011**
REPORT: Johnson, Memo
PROPOSED ACTION: Approve Limited Commercial Activity Permit

Johnson stated there was nothing further to add to written report. He recommended approval.

Action: Motion by Padreddii, second by Tucker to approve the limited commercial activity permit for Grays Harbor. The motion passed.

Ayes: 4
Nays: 0
Absent: 1 (Campbell)

- 7 TITLE: **Pillar Point Harbor Hoist Repair: Additional Expense Approval**
REPORT: Johnson, Memo
PROPOSED ACTION: Approve payment in the amount of \$3,541.11 to AC3 for Pillar Point Harbor hoist repair

Johnson stated that when the item was first presented to the Board, he estimated the cost the best he could. Some of the work that was given to ALX Technologies had to be deferred to AC3. Johnson stated that Pillar Point Harbor was able to recover \$800 in hoist fees in the first month which results in positive revenue growth. He recommended approval.

Action: Motion by Tucker, second by Padreddii to approve payment to AC3. The motion passed unanimously on a roll call vote.

Ayes: 4
Nays: 0
Absent: Campbell

- 8 TITLE: **Selection of Lowest Responsible Bidder for Pillar Point Harbor Roof Gutter Project and Authorization to Execute Contract**
REPORT: Johnson, Memo
PROPOSED ACTION: Approve selection of Alcal-Arcade Contracting, Inc. as lowest responsible bidder and authorize execution of contract with Alcal-Arcade Contracting, Inc. in an amount not to exceed \$8,475.00

Johnson stated that staff went out to bid for the project. The project has a dual purpose: to replace the gutters on the Harbor Master's office which will improve public enjoyment by eliminating the water dripping on heads, and to replace the gutters on the concessionaires building to eliminate the same problem as well as eliminate water dripping onto the sidewalk, which is tied into the sidewalk project. He recommended approval.

Tucker asked Johnson if he has checked into the validity of the companies' workers comp and contractor's license. Johnson stated that process is part of his due diligence which is being completed.

Action: Motion by Tucker, second by Padreddii to approve the selection of Alcal-Arcade as the lowest responsible bidder and to authorize the General Manager to execute the contract. The motion passed unanimously on a roll call vote.

Ayes: 4
Nays: 0
Absent: 1 (Campbell)

- 9 TITLE: **Selection of Lowest Responsible Bidder for Pillar Point Harbor Fish Buyers Building Roof Replacement Project and Authorization to Execute Contract**
REPORT: Johnson, Memo
PROPOSED ACTION: Approve selection of Fidelity Roofing Company as lowest responsible bidder and authorize execution of contract with Fidelity Roofing Company in an amount not to exceed \$20,167.00

Johnson stated that the repairs that need to be done are separate from the fire damage repairs. He recommended approval.

Padreddii asked if the District had received payment from the insurance company for the fire damage to the Fish Buyer's Building. Johnson stated that the fire damage repairs were reimbursed by the insurance company and since most of the repairs were done in house, the work and cost amount came under budget. Johnson recommended approval.

Action: Motion by Tucker, second by Padreddii to approve Fidelity Roofing Company as the lowest responsible bidder and to authorize the General Manager to execute the contract. The motion passed unanimously on a roll call vote.

Ayes: 4
Nays: 0
Absent: 1 (Campbell)

New Business

- 10** TITLE: **Bills and Claims in the Amount of \$93,508.80**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$93,508.80 to cover payment of Bills and Claims

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

Action: Motion by Padreddii, second by Tucker to approve the bills and claims. The motion passed unanimously on a roll call vote.

Ayes: 4
Nays: 0
Absent: 1 (Campbell)

Reports for Possible Discussion/Action Administration and Finance

11 General Manager - Grenell

Grenell advised the Board that there will be an item on the June 1, 2011 agenda regarding a request from the San Mateo County Sheriff's Office to hold a training exercise called "Urban Shield". He stated that Oyster Point Marina is being considered for the training exercise in October. Grenell stated that he will be alerting City Manager Nagel regarding this.

12 Director of Finance - Harris

Nothing further to add to written report.

13 Human Resources Manager – Harris

Nothing further to add to written report.

Operations

14 Oyster Point Marina/Park - Johnson

Johnson thanked Grenell and Harris for their diligence in hiring Accounting Technician/Administrative Assistants. He stated that the two new employees for the positions have tremendous potential and Johnson said we are moving in a positive direction.

15 Pillar Point Harbor – Johnson

Johnson stated that he will be discussing marketing details for the Lady Washington at the Communications and Marketing meeting on May 25, 2011.

Grenell stated that there have been on-going meetings regarding promotions and marketing and that both facilities are becoming very popular, not just for "boats and ropes". He stated that he will be bringing to the Board a Special Events policy draft very soon to address this matter.

Board of Harbor Commissioners

16 A. Committee Reports

Parravano stated that in the Half Moon Bay Review Magazine, there was an ad regarding the return of salmon season. He stated that it is on the Half Moon Bay Review web site.

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.

- 17 TITLE: **Identify Labor Negotiator Pursuant to Government Code §54957.6**
REPORT: Savaree
PROPOSED ACTION: Identify Labor Negotiator Peter Grenell

Savaree identified Grenell as the labor negotiator.

Action: Motion by Tucker, second by Bernardo to adjourn to closed session. The motion passed unanimously at 7:27 p.m.

Closed Session

- 18 TITLE: **Conference with Labor Negotiator pursuant to Government Code §54957.6: Teamsters Local Union 856**
REPORT: Grenell
PROPOSED ACTION: To Be Determined
- 19 TITLE: **Conference with District Counsel Pursuant to Government Code Section §54956.9(a) Existing Litigation: One Case, Coats vs. San Mateo County Harbor District**
REPORT: Savaree
PROPOSED ACTION: To Be Determined
- 20 TITLE: **Public Employee Performance Evaluation for District's Counsel Pursuant to Government Code §54957**
REPORT: Grenell, Savaree
PROPOSED ACTION: To be determined

Action: Motion by Tucker, second by Padreddii to adjourn to Open Session. The motion passed unanimously at 8:00 p.m.

Open Session, Continued

There was no reportable action from closed session.

Adjournment

Action: Motion by Tucker, second by Bernardo to adjourn the meeting. The motion passed unanimously at 8:03 p.m.

The next scheduled meeting will be held on June 1, 2011 at the Comfort Inn, 2930 Cabrillo Highway, Half Moon Bay at 7:00 p.m.

Debbie Nixon
Deputy Secretary

Pietro Parravano
President