

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

**May 4, 2011
7:00 p.m.**

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

Roll Call

Commissioners

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

Staff

Peter Grenell, General Manager
Marietta Harris, Human Resource Manager
Robert Johnson, Harbormaster
Linda Noeske, 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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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.

1 TITLE: Minutes of Meeting April 20, 2011
REPORT: Draft minutes

PROPOSED ACTION: Approval

- 2 TITLE: **Certified Employment List for Accounting Technician/Administrative Assistant**
REPORT: Certified employment list
PROPOSED ACTION: Approval of certified list

Parravano stated that item 3 will be moved from the consent calendar and put under new business for action.

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

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

Public Hearing -

- 4 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: Adopt Resolution 04-11 to approve 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 that there was only one change to the budget which was talked about at the previous meeting, and that was to add approximately \$55,000.00 to staffing for the Accounting Technician/Administrative Assistant position. Harris stated that the line item is Salaries under both Oyster Point Marina/Park and Pillar Point Harbor and is also distributed over the health benefits, other post employment benefits and CalPers. Campbell asked for time to review the budget since she hasn't been able to due to her surgery. Grenell stated that he will coordinate a meeting with Campbell to review the budget.

Bernardo asked for clarification on “Monitoring Revenue” on page 5 of 42. Harris stated that the way the Fund Balance program is set up is that if there is anything that has been used in the past, it will continue to be a line item going forward, but there is no money allocated to it. Bernardo stated that there is a line item underneath that called OES Grant-Storm Damage which would fall under that same category. Harris confirmed. Bernardo referred to page 6 of 42, Retirement EE & ER and asked what EE & ER was. Harris stated that EE is Employee and ER is Employer. Bernardo referred to page 17 of 42, Berth Promo and why a loss is being projected. Grenell stated that the item will have to be reviewed and get back to him with an answer. Bernardo referred to page 28 of 42 and wanted clarification of “Water Charges” and underneath it is “Water Charges Reimbursement”. Harris stated that it is a water charge for the Ice House.

Action: Motion by Campbell, second by Padreddii to adopt the Preliminary Operating and Capital Budget for Fiscal Year 2011-2012. The motion passed unanimously.

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

Parravano stated that item 6 will be taken up before item 5 and he recused himself as he has a conflict of interest due to renting a slip at Pillar Point Harbor. He turned the meeting over to Padreddii.

- 6 TITLE: District Rates and Fees Schedule for FY2011-2012 for Pillar Point Harbor**
REPORT: Grenell, Rates and Fees Schedule
PROPOSED ACTION: To be determined

Grenell stated that past practice is to bring the Rates and Fees before the Board for both Pillar Point Harbor and Oyster Point Marina for public comment at Half Moon Bay and South San Francisco. The final Rates and Fees will be brought back to the Commission at the second May meeting for approval. There are no changes since the last meeting. Campbell asked if there was an increase in live aboard fees. Grenell responded that there was no increase.

Bernardo confirmed that berth rates would be raised 3%. Grenell stated that staff is recommending a 3% increase but live aboard fees will remain where they are. Bernardo asked for an explanation regarding the limitations or requirements the Department of Boating and Waterways places on the District in regard to the District’s budget and waiving fees. Grenell stated that there are no restrictions set by the Department of Boating and Waterways; they have more of a concern regarding the leases as they approve them.

- 5 TITLE: **District Rates and Fees Schedule for FY2011-2012 for Oyster Point Marina**
REPORT: Grenell, Rates and Fees Schedule
PROPOSED ACTION: To be determined

Harris stated that there was an error in the last Rates and Fees. Under “Dock Box Rental” it now states that the fee is ten dollars.

Grenell stated that the Rates and Fees will be brought back before the Commission at the next meeting for action.

New Business

- 3 TITLE: **Claim for Damages of Leo Padreddii**
REPORT: Grenell, Claim Form, Invoice
PROPOSED ACTION: Approve claim

Padreddii recused himself. Grenell stated that Padreddii came to the Administration office on District business and upon leaving, he ran over a piece of metal in the parking lot and his tire was damaged and he had to get a new tire. The lease holds the landlord harmless and due to the amount of the claim it was not worth pursuing through legal channels.

Campbell asked if he got three quotes. Grenell stated that he wasn’t sure but would go out and ask him. Grenell came back and stated that he did not. Campbell stated that she wasn’t sure what policy stated. Grenell stated that there was an immediate need to replace the tire. Campbell stated that she would like a draft policy brought before them with clear instruction on how these types of claims will be handled. Bernardo agreed with Campbell.

Action: Motion by Campbell, second by Bernardo to approve the claim. The motion passed unanimously.

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

- 7 TITLE: **Quarterly Investment Balances Report**
REPORT: Grenell, Report
PROPOSED ACTION: Accept quarterly investment balances report

Action: Motion by Padreddii, second by Bernardo to accept the quarterly investment balance report. The motion passed unanimously.

Ayes: 4

Nays: 0
Absent: 1 (Tucker)

- 8** TITLE: **Bills and Claims in the Amount of \$183,089.28**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$183,089.28 to cover payment of Bills and Claims

Action: Motion by Padreddii, second by Bernardo to approve the bills and claims.

Campbell inquired about the charge for \$97,928.87. Grenell stated that was an installment of the election cost. Bernardo asked if we have been in contact with the county to see about reducing the cost. Grenell stated that he has but was waiting for the Supervisor's election to conclude. Now that it has, he will address the topic again.

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

Reports for Possible Discussion/Action Administration and Finance

9 General Manager - Grenell

Grenell informed the Commission that he attended California Special District Association's Legislative Days in Sacramento and stated that it was important to make a presence. He stated that as part of the general concerns with the state and local finance, major changes could happen. A non-profit organization, California Forward, has several recommendations regarding special districts including trying to consolidate districts to reallocating property tax shares that special districts receive to cities and counties, which would be a major impact on the District's budget. Grenell stated that he also met with our legislative representatives and Assembly Member Ma.

10 Finance Report - Harris

Bernardo asked Harris what the time frame for the Director of Finance position is. She started that interviews will be on May 11, 2011.

11 Human Resources Manager – Harris

Harris stated that the interviews for the Accounting Technician/Administrative Assistant position were concluded today and is hoping to have two people hired by June 1, 2011.

Operations

12 Oyster Point Marina/Park - Johnson

Johnson stated that the Fishing Derby was held on Saturday, April 30, 2011 and was a huge success. He thanked Padreddii for attending the event.

Padreddii stated that it was a great event and that there must have been 250-300 people in attendance. He stated that over 100 fish were caught.

Campbell asked Johnson what the occupancy was for the Harbors. Johnson stated that for Oyster Point Marina/Park it is 352 berthing tenants or 77% and for Pillar Point Harbor it is 324 berthing tenants or 81% and 14 mooring tenants or 37%.

13 Pillar Point Harbor – Johnson

Nothing to add to written report.

Board of Harbor Commissioners

14 A. Committee Reports

Bernardo thanked the public for attending the meeting and for showing an interest in the District.

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

Action: Motion by Campbell, second by Bernardo to adjourn the meeting. The motion passed unanimously at 7:39 p.m.

The next scheduled meeting will be held on May 18, 2011 at the Municipal Services Building, 33 Arroyo Drive, South San Francisco at 7:00 p.m.

Debbie Nixon
Deputy Secretary

Pietro Parravano
President