

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

July 21, 2010  
7:00 p.m.

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

## Roll Call

### Commissioners

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

### Staff

Peter Grenell, General Manager  
Julie Turner, Director of Finance  
x Marietta Harris, Human Resource Manager  
Robert Johnson, Harbormaster  
Marc Zafferano, District Counsel  
Debbie Nixon, Deputy Secretary

x-absent

**Public Comments/Questions** — None.

**Staff Recognition-** Grenell commended all staff and stated that in the past few weeks there has been a lot going on and everyone has carried out all tasks very well. He stated that everything is operating smoothly.

Campbell stated that she has seen and heard nothing but good things going on at the Administration office and Pillar Point Harbor.

Turner recognized the finance staff. She is immensely impressed with their leadership and their ability to maintain the unit during the absence of a leader. Their excellent display of courage has impressed her. She stated that she has asked them to embark on a journey of change and the staff has been receptive to the change. She couldn't have asked to join a better team.



- 3 TITLE: **Pillar Point Harbor Fishbuyers Building Repairs: Authorization to Obtain Bids**  
REPORT: Johnson, Memo  
PROPOSED ACTION: Authorize the General Manager to obtain bids to render repairs to the Pillar Point Harbor Fishbuyers Building related to fire damage and additional repairs needed due to deferred maintenance.

Johnson stated that he is seeking authorization to proceed with repairs in the most cost-efficient and time-efficient manner. He will be working with Grenell regarding the scope of work. Until demolition begins, he will not have an exact scope of work.

Campbell asked if any of the lessees are contributing to the repairs or have they stated that they want something specific done. Johnson stated that Morningstar Fisheries' insurance company will be reimbursing the District for the necessary repairs. The District is responsible for the exterior and there is a concern regarding the electrical system; it is in the District's best interest to render the repairs. Merlo, Williams and Draper will be working together to prepare a plan to render repairs. Merlo is being brought in due to his electrical expertise.

Grenell stated that staff would check with each lessee to see if they have anything else they want to do themselves and build it into the bid specifications. Campbell said that she would like him to do that.

Tucker stated that the Uniform Building Code states that a building permit must be pulled if any electrical work is to be done. He also asked if Merlo was a licensed electrician. Johnson stated that Merlo will not be rendering any actual repairs. He has knowledge of the electrical system at Pillar Point Harbor and is utilizing his expertise. Tucker stated that he could have someone come to the harbor and assist the crew and evaluate the process and it would be no cost to the district. Johnson stated that he would like the repairs to be done by November 1<sup>st</sup>. Campbell stated that she would like Johnson to utilize Tucker's referral.

**Action:** Motion by Tucker, second by Lundie to authorize the General Manager to obtain bids. The motion passed.

Ayes: 5  
Nays: 0

**Public Hearing** - None

## **New Business Continued**

- 4 TITLE: **Bills and Claims in the Amount of \$159,991.75**  
REPORT: Bills and Claims Detailed Summary  
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$159,991.75 to cover payment of Bills and

## Claims

**Action:** Motion by Tucker, second by Lundie to approve the bills and claims. The motion passed unanimously.

Ayes: 5  
Nays: 0

## Reports for Possible Discussion/Action Administration and Finance

### 5 General Manager - Grenell

Grenell stated that he received a request for proposals from the West Coast Governors Agreement on Ocean Health, (Washington, Oregon and California), to implement the Action Plans that have been prepared under the Agreement. The proposals are due on August 13 and he plans on submitting one. There is a small amount of money available for five \$20,000 grants. He will seek funds to defer the cost of our assistance to the Resource Conservation District's Harbor Circulation Study, and to help update the Pillar Point Harbor Waterfront plan which includes Perched Beach. He has been in contact with Parravano as he is an Action Team member and can submit the proposal for the District.

Parravano stated that this is timely. Pillar Point Harbor is looked upon as a model. His input to the governors has been about the needs for what a sustainable fishing community should look like.

Padreddii stated that he is glad to hear that we are right on top of the issue and supports it.

### 6 Director of Finance - Turner

Turner stated that the finance unit has closed the General Ledger for FY09/10. She also stated that the fraud with the Cal-Cards has been eliminated due to canceling of cards and reissuing.

### 7 Human Resources Manager – Harris

Nothing further to add to written report.

# Operations

## 8 Oyster Point Marina/Park - Johnson

Johnson stated the maintenance dredging project is wrapping up and should be completed by August 4<sup>th</sup>.

Campbell asked what progress has been made regarding dining cruises. Johnson stated that beside the one visit over the 4<sup>th</sup> of July weekend, there has only been some inquiries. Once the projects are done, the area will be more appealing. Johnson feels that due to the economy and current dredge project, he doesn't foresee dining cruises picking up until 2011. Once the Ferry Terminal is complete, it will make the area much more appealing and there will be more people coming to the area on a more regular basis.

## 9 Pillar Point Harbor – Johnson

Johnson stated that projects have been shifted slightly. The concessionaires have asked that the roof repairs be delayed until after the Labor Day weekend. He stated that the sidewalk project should take place in March 2011. Johnson spoke to Princeton Seafood to discuss the color for their building.

Campbell asked if Johnson has heard any feedback regarding the new restrooms. He stated that some customers in the office asked about shower facilities, and another customer said to use the one right by the harbor office because they are nice. The only complaint he has heard is regarding signage. He is looking at a signage upgrade at Pillar Point Harbor. Campbell stated that Kelly with Graphic Works does a lot for the community and suggested that Johnson contact her to see if she can help in any way.

# Board of Harbor Commissioners

## 10 A. Committee Reports

### **New Berths, Haul-Out, and Perched Beach Project (Parravano, Tucker)**

Grenell stated that a committee meeting was held with Parravano, Tucker, Johnson, Winzler & Kelly, Alex Bautista Design and himself to update the Committee on the status of the work that has been done by both consultants. He then referred to page 3 of the Committee minutes which was a representation of a building footprint. This is to get an initial idea for what the District could actually build on the site consistent with county zoning and parking regulations and providing public access. The plans presently includes a District administration office, a marine sanctuary visitor center, relocation of the Half Moon Bay Kayak Co., an area for boat haul-out and various spaces for other rental tenants. Winzler & Kelly have also provided three alternative

configurations for the protective bulk-head that would go around the perimeter of Perched Beach. There would be an extension of public access and coastal trail. That trail would connect to the existing sidewalk toward the boat launch ramp so we can provide a needed coastal trail segment. Grenell stated that he just received a letter from the Coastal Conservancy regarding funding, and they expressed interest in projects and their priority is coastal trail. Grenell will be working with Johnson and get back to the Conservancy to seek money to design the trail. He also stated that investigations were underway regarding possible tenants. Contacts have been made with the National Weather Service and NOAA's Coastal Services Center and the regional manager is going to arrange a multi-NOAA agency meeting about possibilities for establishing a presence at Pillar Point Harbor. Johnson contacted the Coastal Commission and had them tour the site with our consultants, and satisfied most of their questions.

Tucker stated that this is an exciting committee to be on. He advised his colleagues that although this is a general and preliminary plan for the area, the vision is to have the bulkhead done first, in the next 12-18 months. He stated that it appears that the Coastal Commission is on board.

Parravano stated that it is very encouraging to hear about the progress that has been made. He wants the Commission to decide on the shape of the bulkhead so that can get going.

Padreddii stated that he is very happy that there will be a District office that we will own and will not have to rent, and we can have our Commission meetings there as well. He is very happy with the progress.

Lundie stated he is impressed with the preliminary drawing and it an exciting project.

Campbell stated she is impressed that the community has been involved and in a positive way.

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.**

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

This item was not needed as the Closed Session item was put over.

## Closed Session

- 12 TITLE: **Conference with Real Property Negotiator: Pursuant to Government Code Section §54956.8**
- PROPERTY: **“Post Office” Parcel, Northeasterly corner of Obispo Road and Avenue Portola, El Granada, San Mateo County, APN: 047-261-030**
- REPORT:
- NEGOTIATING PARTIES: SMCHD, KN Properties
- UNDER NEGOTIATION: Lease Price, Terms and Conditions

This item was put over to the next Commission meeting.

## Adjournment

**Action:** Motion by Lundie, second by Parravano to adjourn the meeting. The motion passed unanimously at 7:43 p.m.

The next scheduled meeting will be held on August 4, 2010 at the Comfort Inn, 2930 Cabrillo Highway, Half Moon Bay at 7:00 p.m.

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Debbie Nixon  
Deputy Secretary

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Sally Campbell  
President