

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

**January 18, 2006
7:00 p.m.**

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

Parravano called the meeting to order at 7:00 p.m. as President Campbell was absent.

Roll Call

Commissioners

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

Staff

Peter Grenell, General Manager
Eileen Wilkerson, Human Resources Manager
Marcia Schnapp, Director of Finance
Robert Johnson, Harbormaster
Dan Temko, Harbormaster
Michele Shahrok, Deputy Secretary
Marc L. Zafferano, District Counsel

X Campbell was absent

Public Comments/Questions — Public and Staff Recognition

The public may address the Board of Harbor Commissioners for a limit of three minutes regarding any items not on the agenda, unless a request is granted for more time.

New Business

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

Action: Motion by Tucker, second by Lundie to nominate Parravano as President. Motion carried by 4 Ayes, 0 Nays. Motion by Lundie, second by Padreddii to nominate Tucker as Vice President. Motion carried by 4 Ayes, 0 Nays. Motion by Tucker, second by Padreddii to nominate Lundie as Treasurer. Motion carried by 4 Ayes, 0 Nays. Motion by Tucker, second by Lundie to nominate Padreddii as Secretary. Motion carried by 4 Ayes, 0 Nays.

President Parravano expressed thanks for former President Campbell's accomplishments in the past year, including filling all employment positions. He stated there had been a resurgence of camaraderie and respect for one another during that time, with an emphasis on communication. He stated the Board is composed of professionals with a job to do, i.e., serving the Harbor District and their constituents, and working as a team. He would like to continue on a positive note.

Padreddii complimented former President Campbell. He stated that she had pulled the District together as an organization. He commended Campbell and stated that the District is the best it has been in the many years he has been a participant with the Commission.

Consent Calendar

All items on the consent calendar are approved by one motion unless a request is made at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 December 7, 2005 Meeting**
 REPORT: Draft Minutes
 PROPOSED ACTION: Approval
- 3 **TITLE:** **Human Resource Manager Compensation: Merit Pay Increase**
 REPORT: Staff Report
 PROPOSED ACTION: Approve merit pay increase as recommended

Action: Motion by Tucker, second by Padreddii to approve both Consent items. There were two abstentions on Item 2 (Lundie, Padreddii). Motion carried on Item 3 by 4 Ayes, 0 Nays.

Public Hearing – None

Continued Business

- 4** TITLE: **Declaration of Surplus Property: El Granada Fire House Parcel, AP # 047-264-030**
REPORT: Memo and Attachments, Resolution 01-06
PROPOSED ACTION: Adopt Resolution 01-06 Declaring Parcel AP #047-264-030 Surplus

Action: Motion by Padreddii, second by Lundie to approve the El Granada Fire House Parcel, AP #047-264-030, as surplus property. Motion carried by 4 Ayes, 0 Nays.

- 5** TITLE: **Sale of El Granada Fire House Parcel, AP #047-264-030 and Termination of Lease**
REPORT: Memo and Attachments, Resolution 02-06
PROPOSED ACTION: Adopt Resolution 02-06 Authorizing Sale of Parcel AP #047-264-030 to Half Moon Bay Fire Protection District and Termination of Lease

Action: President Parravano asked that the Board entertain making an amendment to the Resolution that the funds be specifically dedicated to the District's new administration building.

Motion by Tucker, second by Padreddii to adopt Resolution 02-06 Authorizing Sale of Parcel AP # 047-264-030 to Half Moon Bay Fire Protection District and Termination of Lease, with the amendment that the sale proceeds shall be placed in a reserve account for the Harbor District's new administration office. Motion carried by 4 Ayes, 0 Nays.

- 6** TITLE: **Contract for Professional Consultant Services for Planning, Design, Engineering and Construction Management for the Pillar Point Harbor 40-Berth and Haul-Out Project**
REPORT: Memo, Proposals
PROPOSED ACTION: Approve proposal of Winzler & Kelly and authorize General Manager to execute Contract with Winzler & Kelly in an amount not to exceed \$637,350.00

Action: Temko advised that the District received four proposals ranging in price from \$195,000 to \$999,000. The lowest bid was determined to be non-responsive to the Request for Proposals.

Temko advised there was some historical interest in that Concept Marine is presently working on the Oyster Point Marina Fishing Pier project and both of the other firms have worked at Pillar Point in the past.

Temko advised that the District selected Winzler & Kelly because they submitted an excellent proposal. He was impressed with the thoroughness of their team. Lundie concurred that they have an exemplary team and, as a positive aside, use Dornbusch as their consultant for one of the tasks.

Motion by Lundie, second by Tucker to approve the Proposal of Winzler & Kelly and authorize the General Manager to execute a contract with Winzler & Kelly in an amount not to exceed \$637,350.00. Motion carried by 4 Ayes, 0 Nays.

John Jones, Principal Project Manager, and Craig Lewis, Project Engineer/Manager of Winzler & Kelly arrived at the meeting and were advised that the District had selected their firm for the project. Jones spoke briefly and thanked the Commission. Parravano advised he looked forward to renewing the relationship and working with them again. Tucker advised that he and Lundie were the two Commissioners on the 40-Berth and Haul-Out Project Committee and that it is important to them that Winzler & Kelly are employing Dornbusch’s services for the Haul-Out Facility.

- 7 **TITLE:** **Informational Update: San Francisco Bay Regional Water Transit Authority (WTA) Agreements Regarding Ferry Service at Oyster Point Marina/Park**
- REPORT:** Grenell, Johnson
- PROPOSED ACTION:** To be determined

Action: Grenell advised that Item 7 needed to be postponed because of an urgent matter with Commissioner Campbell. The meeting will be rescheduled for the week of January 23rd.

- 8 **TITLE:** **Request for Proposals (RFP) for Engineering Services to Prepare Designs and Bid Specifications and Provide Construction Management Services for the Boat Launch Ramp Reconstruction Project at Oyster Point Marina/Park**
- REPORT:** Memo, Request for Proposals
- PROPOSED ACTION:** Authorization to publish Request for Proposals

Action: Motion by Padreddii, second by Tucker to authorize publication of Request for Proposals (RFP) for Engineering Services to Prepare Designs and Bid Specifications and provide construction management services for the Boat Launch Ramp Reconstruction Project at Oyster Point Marina/Park. Motion carried by 4 Ayes, 0 Nays.

- 9** TITLE: **Request for Proposals (RFP) and/or Agreement with San Francisco Bay Regional Water Transit Authority (WTA) for Sediment Testing, Geotechnical, and Bottom Profile Services for Maintenance Dredging at Oyster Point Marina/Park**
- REPORT: Memo
- PROPOSED ACTION: Authorization to publish Request for Proposals and/or execute Agreement with Water Transit Authority

Action: There was a discussion regarding the outcome of meetings with the Water Transit Authority. Grenell advised that he will bring three documents back before the Board: compensation, lease, and operations and maintenance.

Motion by Lundie, second by Padreddii to authorize publication of Request for Proposals (RFP) and/or Agreement with San Francisco Bay Regional Water Transit Authority (WTA) for Sediment Testing, Geotechnical, and Bottom Profile Services for Maintenance Dredging at Oyster Point Marina/Park. Motion carried by 4 Ayes, 0 Nays.

- 10** TITLE: **Contract Amendment for Zeiger Engineers for Oyster Point Marina/Park Phase I East Basin Lighting Professional Services**
- REPORT: Staff Report
- PROPOSED ACTION: Authorize amendment to contract with Zeiger Engineers in an amount not to exceed \$2,000.00

Action: Tucker asked Johnson whether he was satisfied with the recommended 85-day extension. Johnson affirmed that he is happy with the amount of time and does not believe the project will extend beyond April. Motion by Padreddii, second by Lundie to amend the contract with Zeiger Engineers, in an amount not to exceed \$2,000,00. Motion carried by 4 Ayes, 0 Nays.

- 11** TITLE: **Contract Extension for North Coast Divers, Inc.**
- REPORT: Staff Report
- PROPOSED ACTION: Authorize extension to contract with North Coast Divers, Inc. for a period not to exceed eighty-five (85) calendar days

Action: Motion by Tucker, second by Lundie to extend the contract with North Coast Divers, Inc., for a period not to exceed eighty-five (85) calendar days. Motion carried by 4 Ayes, 0 Nays.

- 12** TITLE: **Adopt Resolution 03-06 to Approve California Public Employees' Retirement System Resolution to Initiate the Procedures to Hold an Election to Allow Medicare-Only Coverage for Employees Hired Prior to 1986**
- REPORT: Staff Report, Resolution No. 03-06
- REPORT: Adopt Resolution No. 03-06 to Approve California Public Employees' Retirement System Resolution to Initiate the Procedures to Hold an Election to Allow Medicare-Only Coverage for Employees Hired Prior to 1986

Action: Motion by Padreddii, second by Tucker to Adopt Resolution No. 03-06 to Approve California Public Employees' Retirement System Resolution to Initiate the Procedures to Hold an Election to Allow Medicare-Only Coverage for Employees Hired Prior to 1986. Motion carried by 4 Ayes, 0 Nays.

New Business — Continued

- 13** TITLE: **Amend Classification Wage and Salary Schedule**
- REPORT: Amended Schedule
- PROPOSED ACTION: Approve Amended Schedule

Action: Motion by Padreddii, second by Lundie to approve the Amended Classification Wage and Salary Schedule. Motion carried by 4 Ayes, 0 Nays.

- 14** TITLE: **Amend Policy 4.2.1 Expense Accounting and Reimbursement**
- REPORT: Staff Report, Policy, Resolution No. 04-06
- PROPOSED ACTION: Adopt Resolution No. 04-06 Approving Amendment to Policy 4.2.1

Action: District Counsel Zafferano requested that Policy Amendment 4.2.1. regarding Expense Accounting and Reimbursement be postponed. He advised that the California Special District Association recently reported new information that AB 1234 requires special districts to adopt certain policies regarding expense reimbursement, and he needed time to research the subject.

- 15** TITLE: **Amend Policy 6.1.1 Administration of Personnel Records**
- REPORT: Staff Report, Policy, Resolution No. 05-06
- PROPOSED ACTION: Adopt Resolution No. 05-06 Approving Amendment to Policy 6.1.1

- 16** TITLE: **Amend Policy 6.1.3 Equal Employment Opportunity**
- REPORT: Staff Report, Policy, Resolution No. 06-06
- PROPOSED ACTION: Adopt Resolution No. 06-06 Approving Amendment to Policy 6.1.3

17 TITLE: **Amend Policy 6.2.5 Harassment and Retaliation**
REPORT: Staff Report, Policy, Resolution No. 07-06
PROPOSED ACTION: Adopt Resolution No. 07-06 Approving Amendment to Policy 6.2.5

Action: Tucker requested that Items 15 through 17 be handled as one. The Board concurred. Motion by Tucker, second by Lundie to approve Policy Amendments contained in Items 15 through 17. Motion carried by 4 Ayes, 0 Nays.

18 TITLE: **Promotion and Marketing: Update and Action Recommendations**
REPORT: Memo
PROPOSED ACTION: Approve recommended actions

Action: Grenell referred to his report and advised that the Promotion and Marketing Committee has focused primarily on opportunities at Pillar Point Harbor. He said the District was approached by representatives of other local businesses off District premises regarding possibilities for mutually beneficial marketing opportunities. He outlined suggestions regarding various visible improvements requested by lessees and others stemming from these discussions.

Lastly, he stated he was aware that Parravano had discussions with individuals off District premises that focused on Pillar Point Harbor. Grenell said he also had discussions with Harbor Master Johnson regarding different types of marketing with the intent of improving occupancy at Oyster Point Marina. Parravano said he would also like to address occupancy.

The Commission indicated a favorable outlook for these activities and encouraged the Committee and staff to continue.

19 TITLE: **Bills and Claims in the Amount of \$1,126,539.34 through December 31, 2005**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims

Action: Tucker advised he had reviewed the Bills and Claims. Motion by Tucker, second by Lundie to approve the Bills and Claims through December 31, 2005 in the amount of \$1,126,539.34. Motion carried by 4 Ayes, 0 Nays.

Tucker led a brief discussion regarding employee Cal Cards.

20 TITLE: **Bills and Claims in the Amount of \$287,609.36 (Current)**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$287,609.36 to cover payment of Bills and Claims

Action: Tucker advised he reviewed the Bills and Claims and asked Director of Finance Schnapp about the discrepancy between the amount listed on the Agenda (\$287,609.36) and that in the Detailed Summary (\$288,199.08). Schnapp advised that the amount in the Summary was correct. Motion by Tucker, second by Lundie to approve the Bills and Claims amount of \$288,199.08 as listed on the Detailed Summary. Motion carried by 4 Ayes, 0 Nays.

Reports for Possible Discussion/Action

Administration and Finance

21 General Manager Grenell

Action: Grenell advised that, following comment by Campbell, he wanted to place on the February 1, 2006 meeting agenda this year's First District Priorities Update Workshop to continue the practice of reviewing progress every six months. Tucker asked Zafferano whether the Cal Card issue could be discussed at the Budget Update Workshop and Zafferano responded in the affirmative.

22 Human Resource Director Wilkerson

Action: Wilkerson had nothing further to add to her written report.

23 Director of Finance Schnapp

Action: Tucker asked Schnapp whether the figures are reconciled. Schnapp said they were not but that they should be within the next couple of weeks.

Operations

24 Oyster Point Marina/Park - Harbor Master Johnson

Action: Johnson reported that the Fishing Pier repairs had begun. There is some concern regarding the gangway delivery time because the original fabricator's premises were inundated during recent storms, so Halsteen is now being used as the fabricator. He may ask for a time extension for the ramp installation due to natural disaster.

With regard to the Oyster Point entrance sign, the permit was denied by City Design Review because of the orange background. The alternate choices offered were cold gray, beige, or pale blue. Johnson added he also must place copper caps on the timber supports. He said he was seeking guidance from the Board as to which alternate color they felt was appropriate. After discussion, the Board decided upon a darker shade of blue.

25 Pillar Point Harbor – Harbor Master Temko

Action: Temko advised that fluid had bubbled up from the sump station through the ground in the parking lot to the west of the Harbor Master's Office. Andreini had jetted and videoed the pipe and it is definitely sagging, failing, compromised and leaking. They advised that a 30-foot section needs to be replaced. Peninsula Pump will also have to return to the site to re-grout and re-flange.

Temko provided a rough estimate not to exceed \$10,000. Tucker inquired about the District's insurance deductible. Temko said he was not sure the expense would be covered but that he would look into it and believes the infrastructure deductible is \$5,000.

Temko advised that he and Draper went to Tacoma to inspect and test drive the new patrol boat. He gave Almar Marine a number of punch list items and said there were also a couple of "spec" items not on the boat.

Commissioner Lundie thanked Temko and his crew for the new, narrower dock which allows "cherry pickers" access to lift boat motors and also provides a space to unload heavy equipment and crab pots. He said the fishermen thank Temko and his staff.

Board of Harbor Commissioners

26 A. Committee Reports

Promotion and Marketing Committee – Campbell, Parravano
Oyster Point Development Committee – Campbell, Padreddii

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.**

27 TITLE: **Identify Labor Negotiator Pursuant to
Government Code §54957.6**
REPORT: Zafferano
PROPOSED ACTION: Identify Labor Negotiator Peter Grenell

Action: Zafferano identified Grenell as the Labor Negotiator. Motion by Tucker, second by Lundie to adjourn to Closed Session. Motion passed by 3 Ayes, 0 Nays. The meeting adjourned to Closed Session at 7:55 p.m.

Closed Session

28 TITLE: **Conference with Labor Negotiator Pursuant to
Government Code §54957(a): Unrepresented Employee:
Harbor Master**
REPORT: Grenell
PROPOSED ACTION: To be determined

Motion by Parravano, second by Tucker to adjourn to Open Session. The meeting adjourned to Open Session by unanimous vote at 8:40 p.m.

Adjournment

Action: Zafferano stated that there was no reportable action from Closed Session. Motion by Parravano, second by Tucker to adjourn the meeting. Motion carried by 4 Ayes, 0 Nays. The meeting adjourned at 8:41 p.m.

The next regularly scheduled meeting will be held on February 1, 2006 at the Coastside County Water District Office, 766 Main Street, Half Moon Bay, CA 94019, at 7:00 p.m.

APPROVED BY:

ATTESTED BY:

Pietro Parravano
President

James Tucker
Vice-President

Michele Shahrok
Deputy Secretary