

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

**October 17, 2007  
7:00 p.m.**

**Municipal Services Building  
Marie Peterson Room  
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  
Eileen M. Wilkerson, Human Resource Manager  
Marcia Schnapp, Director of Finance  
Robert Johnson, Harbormaster  
Dan Temko, Harbormaster  
Theresa N. Hayes, Deputy Secretary  
Marc Zafferano, District Counsel

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

- |          |                         |   |
|----------|-------------------------|---|
| <b>1</b> | <b>TITLE:</b>           | <b>Minutes of Meeting September 6, 2007</b> |
|          | <b>REPORT:</b>          | Draft minutes                               |
|          | <b>PROPOSED ACTION:</b> | Approval                                    |
| <b>2</b> | <b>TITLE:</b>           | <b>Minutes of Meeting October 2, 2007</b>   |
|          | <b>REPORT:</b>          | Draft minutes                               |
|          | <b>PROPOSED ACTION:</b> | Approval                                    |

**Action:** Motion by Parravano, second by Padreddii to approve Items 1 & 2. The motion passed.

Ayes: 5

Nays: 0

## **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
- PROPOSED ACTION: Approve Plans and Specifications and Authorize General Manager to Publish Bid Notice

Temko informed the Board that the County Planning Department has not yet approved a building permit. Campbell asked if it is ready to go out for bid. Temko said it will be ready once the building permit is approved.

- 4 TITLE: Extend Contract with Jan Gray**
- REPORT: Grenell, Memo
- PROPOSED ACTION: Extend Contract with Jan Gray for Six (6) Months From October 17, 2007

Campbell asked Grenell where the building will be placed. Grenell said in a dirt area opposite Portola Street. Campbell asked why the dirt area was chosen over the grass area. Grenell said the dirt area was clear of environmentally sensitive areas; it has better access and would have no opposition from local parties since there are no neighboring residents who would have blocked views.

**Action:** Motion by Padreddii, second by Lundie to approve Item 4. The motion passed.

Ayes: 5

Nays: 0

## **New Business**

- 5 TITLE: Limited Commercial Activity Permit (LCAP) for the Leukemia & Lymphoma Society's "Team in Training" at Pillar Point Harbor on December 1, 2007**
- REPORT: Temko, Application

PROPOSED ACTION: Approve Limited Commercial Activity Permit for the Leukemia & Lymphoma Society’s “Team in Training” at Pillar Point Harbor

**Action:** Motion by Campbell, second by Lundie to approve Item 5 with a waiver of fees. The motion passed.

Ayes: 5  
Nays: 0

**6 TITLE: Commercial Activity Services Permit (CASP) for Bay Green at Oyster Point Marina/Park**  
**REPORT:** Johnson, Resolution 31-07, Application  
**PROPOSED ACTION:** Adopt Resolution 31-07 and Approve Commercial Activity Services Permit for Bay Green at Oyster Point Marina/Park

Johnson informed the Board that Bay Green Marine Sanitation desires to offer their services of removing black water (sewage) waste at a fee of \$30.00 for approximately 40 gallons. Johnson requested that the Board implement both a Commercial Activity Services Permit and approve a Permit for Bay Green.

Parravano noted that current legislation is underway looking at revamping regulations regarding all discharged water that goes into the oceans and bays including bilge water and tanks that are on board boats. Johnson stated that this item does not fall under that law.

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

Ayes: 5  
Nays: 0

**7 TITLE: One-Time Suspension of Hiring Freeze and Authorization to Prepare Certified Employment List for Human Resource Manager**  
**REPORT:** Grenell  
**PROPOSED ACTION:** Approve One-Time Suspension of Hiring Freeze and Authorization to Prepare Certified Employment List for Human Resource Manager

Grenell stated that since Wilkerson has announced her retirement it is imperative to fill her position as soon as possible to carry on District business without disruption. Grenell added that without a Human Resources Manager he would be severely hampered in completing tasks outlined at the priorities workshop.

Campbell informed the Board that she would not support filling the Human Resources position. She added that she is open to contracting it out as needed on a part-time basis.

**Action:** Motion by Lundie, second by Parravano to approve Item 7. The motion passed.

Ayes: 4

Nays: 1 (Campbell)

- 8 TITLE: Adopt a Resolution Supporting SAMFOG Taking a Position of Support for Retirement Rate Relief to be Provided by CalPERS to Member Agencies**  
**REPORT: Schnapp, Memo, Resolution 32-07, Attachments**  
**PROPOSED ACTION: Adopt Resolution 32-07**

Schnapp said that the District uses the California Public Employees Retirement System (CalPers) for its retirement benefits and since the downturn in the economy after 9/11, CalPers devalued the District's retirement portfolio which increased the annual contribution. Schnapp requested approval of Resolution to request for retirement rate relief.

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

Ayes: 5

Nays: 0

- 9 TITLE: Bills and Claims in the Amount of \$279,027.56**  
**REPORT: Bills and Claims Detailed Summary**  
**PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$279,027.56 to cover payment of Bills and Claims**

Padreddii informed the Board that he had reviewed the Bills and Claims and found them in order. He recommended approval.

**Action:** Motion by Padreddii, second by Lundie to approve the Bills and Claims in the amount of \$279,027.56. The motion passed.

Ayes: 5

Nays: 0

## **Reports for Possible Discussion/Action**

### **Administration and Finance**

#### **10 General Manager - Grenell**

Grenell informed the Board he met with Keet Nerhan and Farhad Mortazavi, the

District consultant for the median strip. Grenell said Mortazavi will help Nerhan expedite his post office lot project through the County. Grenell added that he met with South San Francisco Manager Barry Nagel who reiterated the City's interest in an upscale restaurant at Oyster Point Marina that would serve the biotech firm's demand, and their support for the new office/commercial building project. Grenell said he plans to meet with the City's Planning Department to receive information on requirements for creating 2 or 3 parcels at Oyster Point Marina for the new administration office and commercial building project.

Grenell concluded that the Water Transit Authority SB976 was signed which gives the WTA a more power. Grenell added that he and Zafferano will make sure that the new WTA will honor previous agreements the District has with them.

**11 Director of Finance - Schnapp**

Schnapp informed the Board that she will have first quarter results at the next Board meeting.

Tucker stated that Schnapp did a real good job at the finance and priorities workshop.

**12 Human Resources Manager - Wilkerson**

Nothing further to add to written report.

## **Operations**

**13 Oyster Point Marina/Park - Johnson**

Nothing further to add to written report.

**14 Pillar Point Harbor – Temko**

Temko stated that he attended the Harbormaster's and Port Captains Association meeting which was very beneficial. He added that the Pillar Point Harbor water quality pollution study commenced last week and started off very well, the technical advisory committee appears highly qualified. Temko concluded that the annual boat decorating contest will be held on December 15, 2007 at Pillar Point Harbor. Campbell stated that she would prepare a letter to send out to invite people to be judges.

## **Board of Harbor Commissioners**

- 15** A. Committee Reports  
None  
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.**

Lundie requested that Temko start soliciting for prizes and donations for the boat decorating contest.

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

Tucker identified Grenell as real property negotiator.

Zafferano identified Parravano and Campbell as real property negotiators. He added that items 18 and 23 would be put over to the next Board meeting.

**Action:** Motion by Parravano, second by Lundie to move to closed session. The motion passed unanimously at 7:30 p.m.

## **Closed Session**

The items are placed in order they were taken up.

- 19** TITLE: **Public Employee: Discipline/Dismissal/Release Pursuant to Government Code §54957**  
REPORT: None  
PROPOSED ACTION: To Be Determined

- 17** TITLE: **Conference with Real Property Negotiator: Ketch Joanne Restaurant and Harbor Bar, Parcel 3, One Johnson Pier, Lessees Building, APN 047-083-060, Pillar Point Harbor, El Granada, San Mateo County Regarding Lease, Price, and Terms and Conditions Pursuant to Government Code Section §54956.8**  
REPORT: Campbell and Parravano  
PROPOSED ACTION: To Be Determined

- 20** TITLE: **Public Employee Performance Evaluation: General Manager, Pursuant to Government Code Section §54957.6**  
REPORT: None  
PROPOSED ACTION: To Be Determined

**18 TITLE: Conference with Real Property Negotiator: Francesco Carrubba dba Caffe Riace, Inc., Parcel 5, One Johnson Pier, Lessees Building, APN 047-083-060, Pillar Point Harbor, El Granada, San Mateo County: Regarding Lease Price and Terms and Conditions Pursuant to Government Code Section §54956.8**  
REPORT: Grenell  
PROPOSED ACTION: To Be Determined

**Action:** Motion by Lundie, second by Padreddii to move to Open Session. The motion passed unanimously.

## **Open Session, Continued**

**21 TITLE: Public Employee: Discipline/Dismissal/Release Pursuant to Government Code §54957**  
REPORT: Zafferano, Attachments  
PROPOSED ACTION: To Be Determined

**Action:** Tucker moved to demote Coats to Deputy Harbormaster A (DHA) at \$45, 806.97 per the 2007-08 wage and salary classification schedule. Tucker added that Coats would be suspended without pay effective July 10, 2007 through January 8, 2008. When Coats returns on January 9, 2008 he will be placed on six (6) months probation. Lundie seconded the motion. The motion passed unanimously.

Ayes: 5  
Nays: 0

Padreddii stated that the position Coats has been demoted to is one step above the Harbor Worker (B) position.

**22 TITLE: Ketch Joanne Restaurant and Harbor Bar Lease**  
REPORT: Campbell, Parravano  
PROPOSED ACTION: To Be Determined

**Action:** No reportable action. The Committee informed Albert Dunne that the District will suspend negotiations for six (6) months and then reconsider the situation.

**24 TITLE: General Manager's Compensation**

REPORT: None  
PROPOSED ACTION: To Be Determined

**Action:** The Board approved a one-year contract extension through October 17, 2008. A progress evaluation will be done in March 2008, when the Board will evaluate what progress Grenell has made toward achieving six new performance goals that were added to Grenell's contract; the Board also will consider a pay raise at that time. The Board approved this item unanimously.

Ayes: 5  
Nays: 0

**23 TITLE: Restaurant Lease for Francesco Carrubba dba Caffè Riace Inc., For Parcel 5, Lessees' Building, Pillar Point Harbor**  
REPORT: Grenell  
PROPOSED ACTION: Approve Restaurant Lease for Francesco Carrubba dba Caffè Riace Inc., For Parcel 5, Lessees' Building, Pillar Point Harbor

This item was postponed to the November 7 Board meeting.

## Adjournment

**Action:** Motion by Lundie, second by Campbell to adjourn. The motion passed unanimously at 8:44p.m.

APPROVED BY:

ATTESTED BY:

\_\_\_\_\_  
James Tucker  
President

\_\_\_\_\_  
Theresa N. Hayes  
Deputy Secretary