

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

July 15, 2009
7:00 p.m.

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

Roll Call

Commissioners

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

Staff

- Peter Grenell, General Manager
- Marcia Schnapp, Director of Finance
- Marietta Harris, Human Resource Manager
- Robert Johnson, Harbormaster
- x Dan Temko, Harbormaster
- Marc Zafferano, District Counsel

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

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|----------|-------------------------|--|
| 1 | TITLE: | Minutes of Meeting July 1, 2009 |
| | REPORT: | Draft minutes |
| | PROPOSED ACTION: | Approval |

Action: Motion by Tucker, second by Parravano to approve item 1. The motion passed.

Ayes: 3
Nays: 0
Absent: 2 (Campbell, Lundie)

Public Hearing - None

Continued Business

- 2 TITLE: **Extension of Lease for District Administrative Office at Suite 300, 400 Oyster Point Blvd., SSF, Ca. 94080**
REPORT: Memo, Attachment
PROPOSED ACTION: Approve Lease Extension

Grenell requested postponement because he did not receive the actual lease extension documents.

Tucker stated that there was no indication what the term for years 2 and 3 of the lease will be. Grenell stated that there will be a 3% annual increase. Tucker asked that Grenell prepare a report with this information.

New Business

- 3 TITLE: **Renewal of District's Liability, Property, and Other Insurance Policies for FY 2009-10**
REPORT: Grenell, Memo, Resolution 16-09
PROPOSED ACTION: Adopt Resolution 16-09 to Approve Renewal of Insurance Policies

Grenell recommended renewing the insurance policies with MacCorkle Insurance in a total amount of \$355,802.80, which is \$6,105 less than last year's premium. Tucker and Campbell met with MacCorkle representative Goldenberg to review the policy and found it acceptable.

Tucker stated that the Commission continues to be impressed with the work of MacCorkle. He noted the extensive report that was provided including a complete list of District assets, which he has asked for from the previous insurance carrier and never received. Tucker and Campbell recommended approval of the insurance policy renewal.

Action: Motion by Tucker, second by Parravano to adopt Resolution 16-09 and approve Renewal of Insurance Policies for FY 2009-10. The motion passed.

Ayes: 3
Nays: 0
Absent: 2 (Campbell, Lundie)

- 4 TITLE: **Proclamation Honoring Rod Schoenlank**
REPORT: Campbell, Proclamation
PROPOSED ACTION: Approve proclamation

Grenell stated that Commissioner Campbell brought to the District’s attention that a very well known Pillar Point live- aboard tenant had passed away. Campbell had asked that Grenell prepare a proclamation honoring Rod Schoenlank.

Action: Motion by Tucker, second by Parravano to approve the proclamation. The motion passed.

Ayes: 3
Nays: 0
Absent: 2 (Campbell, Lundie)

- 5 TITLE: **Purchase computer servers and backup system in a total amount not to exceed \$30,000 for:**
a) **Pillar Point Harbor Server hardware and software: \$10,000**
b) **Administration Office Server hardware and software: \$10,000**
c) **District backup system: \$10,000**
REPORT: Schnapp, Memo
PROPOSED ACTION: Authorize the General Manager to purchase computer servers and backup system in a total amount not to exceed \$30,000

Grenell stated that he and Schnapp reviewed the District’s technology needs.

Parravano noted a quote obtained from Irvine Consulting and questioned if staff obtained quotes from any other companies.

Schnapp stated that she can go onto the internet to price the system herself and Irvine Consulting knows this. Either Schnapp can purchase the equipment on her own or Irvine Consulting can. Schnapp obtained three comparative quotes from Irvine.

Action: Motion by Parravano, second by Tucker to approve the purchase of computer servers and backup system in a total amount not to exceed \$30,000.

Ayes: 3
Nays: 0
Absent: 2 (Campbell, Lundie)

- 6** TITLE: **Purchase Copiers for District and Harbor offices in a total amount not to exceed \$24,000 for:**
a) **Pillar Point Harbor copier: \$12,000**
b) **Administration Office copier: \$12,000**
REPORT: Schnapp, Memo
PROPOSED ACTION: Authorize the General Manager to purchase copiers per staff recommendation in a total amount not to exceed \$24,000

Tucker asked that an Agenda typo be corrected. The price on the memo is the correct price.

Action: Motion by Tucker, second by Parravano to authorize the General Manager to purchase copiers. The motion passed.

Ayes: 3
Nays: 0
Absent: 2 (Campbell, Lundie)

- 7** TITLE: **Bills and Claims in the Amount of \$105,629.91**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$105,629.91 to cover payment of Bills and Claims

Parravano informed the Board that he reviewed the bills and claims and found them in order. He recommended approval.

Action: Motion by Parravano, second by Tucker to approve the bills and claims in the amount of \$105,629.91. The motion passed.

Ayes: 3

Nays: 0
Absent: 2 (Campbell, Lundie)

Reports for Possible Discussion/Action

Administration and Finance

- 8 **General Manager - Grenell**
Nothing further to add to written report.
- 9 **Director of Finance - Schnapp**
Nothing further to add to written report.
- 10 **Human Resources Manager - Harris**
Nothing further to add to written report.

Operations

- 11 **Oyster Point Marina/Park - Johnson**
Nothing further to add to written report.
- 12 **Pillar Point Harbor – Temko**
Nothing further to add to written report.

Board of Harbor Commissioners

- 13 A. Committee Reports
Insurance Committee (Tucker, Campbell)

Tucker stated that he gave his report during the discussion of item 3 and had nothing further to add.

- 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.

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

Zafferano stated that since item 15 and 16 are put over to the next meeting, item 14 is not needed.

Closed Session

- 15 TITLE: **Conference with Labor Negotiator pursuant to Government Code §54957.6: Operating Engineers Local Union No. 3**
- REPORT: Grenell
- PROPOSED ACTION: To Be Determined

This item was postponed.

- 16 TITLE: **Conference with Labor Negotiator pursuant to Government Code §54957.6: Teamsters Local Union 856**
- REPORT: Grenell
- PROPOSED ACTION: To Be Determined

This item was postponed.

Adjournment

Action: Motion by Tucker, second by Parravano to adjourn the meeting. The motion passed unanimously at 7:14 pm.

The next regularly scheduled meeting will be held on August 5, 2009 at the Comfort Inn, 2930 Cabrillo Highway, Half Moon Bay at 7:00 p.m.

Peter Grenell
Acting Deputy Secretary

Leo Padreddii
President