

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

March 18, 2009
7:00 p.m.

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

Roll Call

Commissioners

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

Staff

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

x - absent

Campbell conducted the meeting as Chair.

Public Comments/Questions -none

Staff Recognition-Grenell thanked DellaSanta for all her outstanding work on behalf of the Harbor District and wished her well on her new assignment. Grenell introduced Deborah Epperson to temporarily assume DellaSanta's position. Campbell requested on behalf of the Board, preparation of a nice letter for DellaSanta to frame.

Lundie thanked Temko for alerting him to the demise of a fisherman at PPH.

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 March 4, 2009**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

Action: Motion by Parravano, second by Lundie to approve Item 1. The motion passed.

Ayes: 3
Nays: 0
Abstentions: 1 (Tucker)

Public Hearing

- 2 TITLE: **Continuance of Public Hearing: Draft
Preliminary Operating and Capital Budget for
Fiscal Year 2009-10**
- A. Declare Hearing Open: Acting President Campbell
B. Report of Notice Given: Schnapp
C. Staff Report and
 Recommendation: Draft Budget FY 2009/10
D. Public Testimony:
E. Harbor Commission
 Questions:
F. Close Public Testimony: Acting President Campbell
G. Commission Deliberation:
H. Recommended
 Commission Action: To Be Determined

Grenell informed the Board that Notice was issued and had placed the item on this agenda in order to enable the public to testify or ask questions if they could not be present at the special budget workshop. Grenell asked Lundie if he had any questions. He did not.

Action: Motion by Tucker, second by Lundie to continue public hearing to the April 1st meeting.

Ayes: 4

Nays: 0

- 3 TITLE: Introduction of Proposed Ordinance Section 3.7.4
Repairing Vehicles, Vessels Or Trailers
Prohibited**
- A. Declare Hearing Open: Acting President Campbell
 - B. Report of Notice Given: Grenell
 - C. Staff Report and Recommendation: Staff Report
 - D. Public Testimony:
 - E. Harbor Commission Questions:
 - F. Close Public Testimony: Acting President Campbell
 - G. Commission Deliberation:
 - H. Recommended Commission Action: Authorization of Submission of Public Notice

Grenell stated that Notice had been given and asked for Board consideration at this time. Johnson addressed an issue with patrons draining oil in parking lots and would like to have an Ordinance to prohibit this.

Lundie asked if the Ordinance would exempt a boat repair facility. Temko stated it would exempt boats operating under a permit.

Parravano appreciated bringing this forward regarding both harbors. Parravano stated he would like Grenell to check into Federal and State laws to be able to use their authority.

Campbell asked Grenell or Zafferano to send a copy of the draft Ordinance to Parravano and Lundie for review before publishing the required notice. Zafferano stated that the Harbors should be able to have authority to issue citations.

Action: Motion by Tucker, second by Lundie to continue this item to the next Board meeting. The motion passed.

Ayes: 4

Nays: 0

Continued Business

- 4 TITLE: **Solicit Applications for AAIH Classification, Administrative Assistant and Deputy Secretary to the Board, while Maintaining Hiring Freeze Pending Commission Review of Staff Report on Position**
- REPORT: Grenell, Memo
- PROPOSED ACTION: To Be Determined

Grenell stated that this is procedural. Grenell asked the Board to allow solicitation of applications as step 1 in the recruitment process. Concerns and restrictions of the Board remain in place and no commitments to applicants will be made. This will enable staff to save at least 2 weeks in the hiring process and prepare a certified employment list for the Board. Grenell stated that he is currently working on the report with Harris that the Board requested.

Tucker asked if there was a job description and salary range available. Grenell stated yes and that those documents will be included in the report that will be presented to the Board. Tucker's concern is that Grenell and Harris will start soliciting applications for a job description and salary range that the Board has not seen nor approved yet. Tucker stated that the job description was molded around DellaSanta's capabilities. Tucker stated that it might be better to restructure the job description and lower the pay grade if at all possible.

Grenell stated that the existing job description has 5 sections to it: Deputy Secretary is only 1 of 5 major categories of duties. Tucker's issue is still soliciting applications with a job description that may change.

Harris stated that the current job description has been active since 1999 and that was what the current Deputy Secretary was hired for.

Schnapp stated that the Administrative Assistant/Deputy Secretary and the Accounting Tech are both Administrative Assistant II and start at the bottom of the pay scale which is \$22.00 - \$23.00 per hour.

Lundie asked if this was a Union-represented position. Harris stated it was. Lundie stated that no one would be able to change the job description or pay without first consulting the Union.

Harris apologized for not having the report ready but her understanding was that the Board wanted the Report brought to them at the April 1st meeting.

Schnapp stated that the goal is to create a Certified List only, with no commitment to hire. The purpose is just to create a list to save time once the District is ready to hire.

Campbell asked once we get to that process, do you then renegotiate the job description. Schnapp stated only if you have renegotiated with the Union. Harris stated that when she worked for the State of California, they were recruiting on a regular basis even when they had a hire freeze, that way when they were ready to hire, they had a certified list.

Action: Motion by Lundie, second by Tucker that the Board instruct the General Manager to solicit applications while maintaining the hiring freeze pending Commission review of the staff report on the position. The motion passed.

Ayes: 4
Nays: 0

New Business

- 5 **TITLE:** **Participation In and Contribution to Half Moon Bay Coastside Chamber of Commerce 2009 “Rock the Block” Event on May 16th 2009**
- REPORT:** Campbell, Grenell
- PROPOSED ACTION:** Approve Contribution to Half Moon Bay Coastside Chamber of Commerce 2009 “Rock the Block” Event on May 16th in an Amount Not to Exceed \$1,000

Grenell stated that the HMB Chamber of Commerce inquired if the Harbor District would like to participate in the 2009 Rock the Block on May 16th. This is being brought before the Board for approval on participation in at the event. Last year the Harbor District contributed \$2,500 toward PR exposure through the various media the Chamber uses as well as newspaper ads and Banner. This year there is a range of contribution levels. Grenell’s recommendation is to participate at the \$1,000 level to enable the District to still achieve visibility from the media and for the District to have their own booth.

Campbell stated that Rock the Block last year was very successful for the Harbor District. A lot of people were made aware of the Harbor District who were not aware before-hand. Campbell believes it is important to keep the PR going for the Harbors since the fishing industry has declined.

Grenell stated that the date of Rock the Block is actually Saturday July 18th, not May 16th.

Lundie stated that he believes that Rock the Block is a worthwhile Public Relations event and we will be spending a lot less money than last year. It is a well-attended event and he remembers last year that OPM participated and brought a little magnetic fishing pond that was a hit with the children.

Action: Motion by Lundie, second by Parravano that the District participate in Rock the Block on July 18th with the amount not to exceed \$1,000. The motion passed

Ayes: 4

Nays: 0

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| 6 | TITLE: | Bills and Claims in the Amount of \$178,272.79 |
| | REPORT: | Bills and Claims Detailed Summary |
| | PROPOSED ACTION: | Approval of Bills and Claims for payment and a transfer in the amount of \$178,272.79 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 Lundie to approve the bills and claims in the amount of \$178,272.79. The motion passes.

Ayes: 4

Nays: 0

Reports for Possible Discussion/Action

Administration and Finance

7 General Manager - Grenell

Nothing further to add to written report.

8 Director of Finance - Schnapp

Schnapp reiterated that the Board will be presented with a proposal for new computers and server system this fiscal year.

9 Human Resources Manager – Harris

Nothing further to add to written report.

Operations

10 Oyster Point Marina/Park - Johnson

Johnson stated that regarding the Fishing Derby, Madrigal and Gubser were meeting with Coastside Fishing Club, Hi's Tackle and Drake Marine Service. Coastside Fishing Club is having a strong presence. Logistics will need to be worked out. Looking to have everything finalized by April 1st.

Lundie asked about the friction between Hi's Tackle and the operator at the Oyster Point Bait Shop and if that was a problem.

Johnson stated that there is potential for it due to Drake's Marine lease holding. This situation is being handled by staff.

Lundie stated that we do not want to find ourselves in a situation where we would offend one of our lessees. He has faith that Johnson will work everything out.

Campbell stated that she has a good relationship with someone at the Coastside Fishing Club and can ask to have the flyer put up for the District.

Johnson stated the Madrigal and Gubser are both rising to the occasion and were very instrumental in the last Fishing Derby.

11 Pillar Point Harbor – Temko

Nothing further to add to written report.

Board of Harbor Commissioners

12 A. Committee Reports Oyster Point Development Committee (Campbell, Tucker)

Tucker stated that the Oyster Point development will be discussed in closed session.

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.**

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

Zafferano identified Grenell as the real property negotiator.

Action: Motion by Tucker, second by Lundie to adjourn to closed session. The motion passed unanimously at 7:45 p.m.

Closed Session

- 14 TITLE: **Conference with Real Property Negotiator: Median Strip, APN 047-262-010, El Granada, San Mateo County: Regarding Sale or Lease Price and Terms and Conditions Pursuant to Government Code Section §54956.8**
REPORT: Grenell
PROPOSED ACTION: To Be Determined

- 15 TITLE: **Conference with Real Property Negotiator: Parcels APN 015-010-060, 015-010-260, 015-010-270, Oyster Point Marina/Park, City of South San Francisco, San Mateo County; San Mateo County Harbor District with King Ventures Regarding Lease Price, Terms and Conditions, Pursuant to Government Code §54956.8**
REPORT: Grenell
PROPOSED ACTION: To Be Determined

- 16 TITLE: **Conference with Real Property Negotiator: Parcels APN 015-010-060, 015-010-260, 015-010-270, Oyster Point Marina/Park, City of South San Francisco, San Mateo County; San Mateo County Harbor District with San Francisco Bay Water Emergency Transportation Authority (WETA) Regarding Lease Price, Terms and Conditions, Pursuant to Government Code §54956.8**
REPORT: Grenell
PROPOSED ACTION: To Be Determined

Action: Motion by Lundie, second by Parravano to adjourn to open session. Motion passed unanimously at 8:34 p.m.

Open Session, Continued

There was no reportable action from Closed Session.

Adjournment

Action: Motion by Lundie, second by Parravano to adjourn the meeting. The motion passed unanimously at 8:35 p.m.

APPROVED BY:

ATTESTED BY:

Sally Campbell
Acting President

Peter Grenell
Acting Deputy Secretary