

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

**December 7, 2005
7:00 p.m.**

**Coastside County Water District Office
766 Main Street
Half Moon Bay, CA 94019**

Campbell called the meeting to order at 7:00 p.m.

Roll Call

Commissioners

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

Staff

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

X Lundie and Padreddii were 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.

General Manager Grenell recognized Eileen Wilkerson for her service as Acting General Manager during his vacation; Harbor Master Temko recognized Eileen Wilkerson and all involved for a successful Employee Recognition Dinner on December 3, 2005; Harbor Master Johnson echoed Harbor Master Temko's comments. President Campbell expressed the Commission's appreciation for a well-done event.

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consent calendar are approved by one motion unless a request is made at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

- 1 **TITLE:** **Minutes of November 16, 2005 Meeting**
 REPORT: Draft Minutes
 PROPOSED ACTION: Approval

- 2 **TITLE:** **Unpaid Leave Extension for Employee Number 062 to February 14, 2006**
 REPORT: Application for Extension of Unpaid Leave
 PROPOSED ACTION: Approve unpaid leave extension for Employee Number 062 through February 14, 2006.

Action: Motion by Tucker, second by Parravano to approve the Consent Calendar. Motion carried by 3 Ayes, 0 Nays.

Public Hearing — None

New Business

- 3 **TITLE:** **Cancellation of December 21, 2005 Harbor Commission Meeting**
 REPORT: Grenell
 PROPOSED ACTION: Cancel December 21, 2005 Harbor Commission Meeting

Action: Motion by Tucker, second by Parravano to approve cancellation of the December 21, 2005 Meeting. Motion carried by 3 Ayes, 0 Nays.

- 4 **TITLE:** **Amend Policy 6.3.5 Salary/PTO Advances**
 REPORT: Staff Report, Policy, Resolution No. 35-05
 PROPOSED ACTION: Adopt Resolution No. 35-05 Approving Amendment to Policy 6.3.5

President Campbell expressed the Board's desire to have all Commissioners present to review this topic.

After discussion and comments from District Counsel Zafferano, by consensus the Commission decided to discuss Personal Time Off in Closed Session on January 18, 2006 under negotiations with unrepresented staff.

- 5 TITLE: **Amend the San Mateo County Harbor District Rates and Fees Schedule FY 2005-06 Authorizing the Sale of Keys at Oyster Point Marina/Park**
- REPORT: Staff Report, Amended Rates and Fees Schedule FY 2005-06, Resolution No. 36-05
- PROPOSED ACTION: Adopt Resolution No. 36-05 Approving Amendment to San Mateo County Harbor District Rates and Fees Schedule FY 2005-06 Authorizing the Sale of Keys at Oyster Point Marina/Park

Harbor Master Johnson clarified for the Board that there would no longer be a “key deposit” at Oyster Point Marina/Park. Keys will be sold and their codes eliminated when the owners have terminated their residency. The Commission directed staff to add, “This is a non-refundable purchase” to the Rates and Fees Schedule where appropriate.

Key arrangements for transient vessels will be described in their rental agreement.

Action: Motion by Tucker, second by Parravano to adopt Resolution No. 36-05 to amend the Rates and Fees Schedule. Motion carried by 3 Ayes, 0 Nays.

- 6 TITLE: **Bills and Claims in the Amount of \$246,220.69**
- REPORT: Bills and Claims Detailed Summary
- PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$246,220.69 to cover payment of Bills and Claims

Action: Tucker advised he had reviewed the Bills and Claims. Motion by Tucker, second by Parravano to approve the Bills and Claims for payment and a transfer in the amount of \$246,220.69 to cover payment of Bills and Claims. Motion carried by 3 Ayes, 0 Nays.

- 7 TITLE: **Authorization to Pay Bills and Claims Occurring Between December 1, 2005 and January 4, 2006 in an Amount Not to Exceed \$200,000.00**
- REPORT: Bills and Claims General List
- PROPOSED ACTION: Approval of Bills & Claims occurring between December 1, 2005 and January 4, 2006 for payment and a transfer in an amount not to exceed \$200,000.00 to cover payment of the Bills & Claims

Tucker clarified that the DBAW Interest Only Payment of approximately \$879,000 will be in addition to the \$200,000. Staff was directed to make the payment in a timely manner and not to wait for the January 18, 2006 Bills and Claims.

Action: Motion by Tucker, second by Parravano to approve Bills and Claims occurring between December 1, 2005 and January 4, 2006 for payment and a transfer in an amount not to exceed \$200,000.00 to cover payment of the Bills and Claims. Motion carried by 3 Ayes, 0 Nays.

Reports for Possible Discussion/Action

Administration and Finance

8 General Manager Grenell

Action: Grenell reported that the County of San Mateo Board of Supervisors met in Half Moon Bay on December 6, 2005 to take public testimony on the Local Coastal Program Update. No action was taken. The Planning Commission is recommending that the Burnham Strip, owned in part by the Harbor District, be rezoned. Grenell and Zafferano testified against the recommendation. Temko, Schnapp, and Wilkerson were also in attendance. The Board of Supervisors will meet again on Tuesday, December 13th for continued testimony and potential action.

Grenell presented a letter to the Harbor Commission to be sent to the Board of Supervisors restating the Harbor District's position and testimony. With minor revision the Commission directed him to send the letter. Campbell, Tucker, and Grenell will contact individual members of the County of San Mateo Board of Supervisors.

The Promotion and Marketing Committee met with Wayne Meyers, Half Moon Bay Brewing Co. There is an opportunity for collaboration in marketing with the Harbor District's tenants, near neighbors, and commercial community. It is anticipated that an action plan will be presented at the January 18, 2006 Board Meeting.

Grenell met with Jack Foley, Sewer Authority Midcoast (SAM) regarding the Burnham Strip, the 12" steel pipe found on Capistrano, and bird mitigation measures in the Princeton beach area. Foley indicated that the SAM (a Joint Powers Authority between Montara Sanitary District, Granada Sanitary District, and the City of Half Moon Bay) is considering a proposal to put an overflow facility in the Burnham Strip. Tucker suggested focusing potential negotiations on an easement arrangement and the Board agreed.

9 Human Resource Director Wilkerson

Action: Wilkerson reported that the Harbor District would host the California Special Districts Association Ethics Training for Board members on February 24, 2006 at the Oyster Point Marina Yacht Club. All Commissioners are encouraged to attend as this training is a compliance requirement of AB 1234.

10 Director of Finance Schnapp

Action: Schnapp reported that the new patrol boat for Pillar Point Harbor might be ready soon and may require an additional expense. The Commissioners understood.

Due to a potential increase in interest rates, Schnapp is not locking funds into a bond ladder at this time.

Year end documents for FY2004/05 have been sent to the auditors.

Operations

11 Oyster Point Marina/Park - Harbor Master Johnson

Action: Johnson reported that Oyster Point Marina/Park has a 56% occupancy rate.

Request for Proposals (RFP) for the Oyster Point Marina/Park patrol, search and rescue vessel has been published.

Johnson will place a recommendation on the January 18, 2006 Agenda for a \$2,000 amendment to the Phase I East Basin Lighting professional services contract.

Oyster Point Marina/Park currently has five projects in process.

12 Pillar Point Harbor – Harbor Master Temko

Action: Nothing to add to his written report.

Board of Harbor Commissioners

13 A. Committee Reports

Promotion & Marketing

Action: Grenell's earlier report addressed this item.

B. Commission Statements and Requests

Action: Parravano requested that staff survey Commissioners regarding moving the second meeting each month to the Oyster Point Yacht Club. Campbell requested a report with the positives and negatives of a move.

Campbell reported that she would be meeting on December 14 with two representatives of the County Civil Grand Jury regarding the OEM situation. Cities have Joint Powers Agreements but they left out special districts. The Grand Jury is investigating.

**14 TITLE: Identify Real Estate Negotiator Pursuant to
Government Code § 54956.8**
REPORT: Zafferano

Action: Zafferano identified Grenell as the Real Estate Negotiator.

15 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 Parravano 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

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 3 Ayes, 0 Nays. The meeting adjourned at 8:41 p.m.

The next regularly scheduled meeting will be held on January 18, 2006 at the Municipal Services Building, 33 Arroyo Drive, South San Francisco, CA 94083, at 7:00 p.m.

APPROVED BY:

ATTESTED BY:

Sally Campbell
President

Pietro Parravano
Vice-President

Ken Lundie
Secretary