

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

February 3, 2010
7:00 p.m.

Comfort Inn
2930 Cabrillo Highway
Half Moon Bay, Ca. 94019

Roll Call

Commissioners

Sally Campbell, President
Pietro Parravano, Vice President
James Tucker, Treasurer
Ken Lundie, Secretary
Leo Padreddii, 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
Debbie Nixon, Deputy Secretary

x-absent

Public Comments/Questions — Keet Neerhan introduced Terry Taylor who is the new manager of the RV Park. Taylor stated that he was happy to be at the RV Park and is looking forward to improving the premises.

Campbell stated that the Board is available to him to answer any questions he may have.

Staff Recognition- None.

New Business

1	TITLE:	Commission Committee Assignments
	REPORT:	President, Board of Harbor Commissioners
	PROPOSED ACTION:	To be determined

Campbell had a question regarding Oyster Point Development Committee. She asked if Lundie or Padreddii should be on the committee instead of Parravano and Tucker.

Grenell commented that the wording “Post Office Lot” should be removed and replaced with Administrative Office.

Parravano stated that the scope of the committee is pretty wide. Grenell stated that in the past, Campbell and Tucker served on that committee. Campbell stated that Tucker and she have dealt with Real Estate in the past. Parravano agreed to serve on the committee.

Campbell asked Grenell to add another committee for Real Estate with Tucker and herself serving on it. She also established a Berthing Occupancy Committee that Lundie and she would like to serve on to market the harbors to increase occupancy.

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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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|---|---------------------------------------|--|
| 2 | TITLE:
REPORT:
PROPOSED ACTION: | Minutes of Meeting January 20, 2010
Draft minutes
Approval |
| 3 | TITLE:
REPORT:
PROPOSED ACTION: | Prepare New Certified Employment List for Harbor Worker Classification
Grenell, Memo
Authorize the General Manager to Prepare a Certified Employment List for the Harbor Worker and Present to Commission for Consideration and Possible Action |

Action: Motion by Tucker, second by Lundie to approve items 2 and 3. The motion passed.

Ayes: 5
Nays: 0

Public Hearing - None

Continued Business - None

New Business Continued

- 4** TITLE: **Limited Commercial Activity Permit for the Coastside Infant/Toddler Center on June 18, 2010**
REPORT: Grenell, Application
PROPOSED ACTION: Approve Limited Commercial Activity Permit for the Coastside

Grenell stated that the Coastside Infant/Toddler Center has had several successful events at the Harbor and recommended approval.

Action: Motion by Lundie, second by Tucker to approve the Limited Commercial Activity Permit with a waiver of fees. The motion passed.

Ayes: 5

Nays: 0

- 5** TITLE: **Quarterly Investment Balances As Of December 31, 2009**
REPORT: Schnapp, Quarterly Investment Balances
PROPOSED ACTION: Accept Quarterly Investment Balances

Schnapp stated that Campbell asked her to do a review of upcoming capital projects. There was an increase in cash due almost entirely to the \$1.34 million payment received from the City of South San Francisco for dredging and breakwater reconstruction reimbursement.

Grenell stated that at this point and time in the budget there are a number of items that probably will not come up, therefore will save the District money. The East Basin Maintenance Dredging at Oyster Point Marina/Park is not listed on the budget and staff would like to encumber the funds before June 30 so the project could start in July. This will be a cost to the District of \$800,000 to \$1 million.

Action: Motion by Lundie, second by Parravano to approve the Quarterly Investment Balance as of December 31, 2009. The motion passed unanimously.

Ayes: 5

Nays: 0

- 6** TITLE: **Six-Month Budget Review for Period Ending December 31, 2009**
REPORT: Schnapp, Budget Review
PROPOSED ACTION: To Be Determined

Schnapp stated that berth rents are down due to the economy but expenses are down as well so they counter each other.

Tucker asked what the procedure was for a line item budget change.

Grenell stated that intera-departmental changes that are requested by the Harbormasters are reviewed by the General Manager and the Director of Finance and decided. Inter-departmental changes moving monies from one department to another must go before the Board for decision.

Campbell stated that managers be included in Closed Session if there is an item that pertains to their area.

- 7 **TITLE:** **Bills and Claims in the Amount of \$134,311.48**
 REPORT: Bills and Claims Detailed Summary
 PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$ 134,311.48 to cover payment of Bills and Claims

Tucker stated that he reviewed the bills and claims and found them in order. He recommended approval.

Action: Motion by Tucker, second by Lundie. The motion passed.

Ayes: 5

Nays: 0

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**

Johnson apologized for being late. There was a boat 11 miles from Pillar Point Harbor that needed response. Draper received the message and went to assist the disabled

vessel.

He gave recognition to both Harbors' staff. They received a surprise visit from our Insurance Agent who had a very good inspection.

Lundie asked the name of the boat that needed assistance. Johnson stated it was the Barbara Faye. Parravano asked if it was the same boat that had called in for help in the morning. Johnson stated it was not.

Lundie asked what the status of Morning Star Fisheries is. Johnson stated that Mallory is still able to process his product but he is waiting on his insurance company. Morning Star is responsible for the fire.

12 Pillar Point Harbor – Johnson

Board of Harbor Commissioners

13 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.

None.

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

15 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 negotiator for items 16, 17 and 18.

Action: Motion by Padreddii, second by Lundie to adjourn to closed session. The motion passed unanimously at 7:33 p.m.

Closed Session

16 TITLE: **Conference with Labor Negotiator: Pursuant to**

Government Code Section §54957.6
Unrepresented Employees, Harbor Masters
REPORT: Grenell
PROPOSED ACTION: To Be Determined

17 TITLE: Conference with Real Property Negotiator: Pursuant to Government Code Section §54956.8
PROPERTY: **Parcel 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 The City of South San Francisco**
NEGOTIATING PARTIES: San Mateo County Harbor District and The City of South San Francisco
UNDER NEGOTIATION: Lease Price, Terms and Conditions

18 TITLE: Conference with Real Property Negotiator: Pursuant to Government Code Section §54956.8
PROPERTY: **Parcel 5, One Johnson Pier, Lessees Building, APN 047-083-060, Pillar Point Harbor, El Granada, San Mateo County**
NEGOTIATING PARTIES: San Mateo County Harbor District and (1) Cassandra and Jeff Clark, Mavericks Surf Shop, LLC, (2) Carol Preston, Gulf of the Farallones National Marine Sanctuary
UNDER NEGOTIATION: Lease Price, Terms and Conditions

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

Open Session, Continued

There was no reportable action from closed session.

URGENCY ITEM

TITLE: **Adjustment of compensation for Interim Pillar Point Harbor Master Robert Johnson**
REPORT: Grenell, Memo

PROPOSED ACTION: Approve adjustment of compensation in the employment agreement Memorandum of Understanding (MOU) of Robert Johnson as set forth in Exhibit I, Amendment to MOU, of the staff memorandum attached hereto and incorporated by reference herein; and amend the District's Classification, Wage and Salary Schedule for Fiscal year 2009-10 effective January 17, 2010

Action: Motion by Tucker, second by Lundie to place the item on the agenda. The motion passed unanimously.

Action: Motion by Tucker, second by Lundie to approve the adjustment of compensation for Johnson as recommended. The motion passed.

Ayes: 5
Nays: 0

Adjournment

Action: Motion by Tucker, second by Lundie, to adjourn the meeting. The motion passed unanimously at 7:54 p.m.

The next scheduled meeting will be held on February 17, 2010 at the Municipal Services Building, 333 Arroyo Drive, South San Francisco at 7:00 p.m.

Debbie Nixon
Deputy Secretary

Sally Campbell
President