

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

**October 19, 2005  
7:00 p.m.**

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

Campbell called the meeting together at 6:56 pm.

**Roll Call**

**Commissioners**

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

**Staff**

Eileen M. Wilkerson, Acting General Manager  
Marcia Schnapp, Director of Finance  
Robert Johnson, Harbormaster  
Dan Temko, Harbormaster  
Marc L. Zafferano, District Counsel

X Absent: Lundie, Padreddii

**Public Comments/Questions — Public and Staff  
Recognition**

General Manager Grenell recognized Director of Finance, Marcia Schnapp, and Accounting Specialist, Debra Galarza, for their extraordinary work in getting the District ready for the upcoming audit and Budget Workshop. The Commission extended their appreciation to Schnapp and Galarza and requested that Grenell place a letter of commendation in their personnel files.

Harbor Masters Johnson and Temko recognized their entire staff. The harbors look great.

## 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consent calendar are approved by one motion unless a request is made at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 October 5, 2005 Meeting**  
      **REPORT:**                                 Draft Minutes  
      **PROPOSED ACTION:**                 Approval
  
- 2     **TITLE:**                                 **Unpaid Leave Extension for Employee Number 062**  
      **REPORT:**                                 Application for Extension of Unpaid Leave  
      **PROPOSED ACTION:**                 Approve unpaid leave for Employee Number 062

**Action:** Motion by Tucker, second by Parravano to approve Items 1 and 2. Motion carried by 2 Ayes, 0 Nays, 1 Abstention (Parravano).

## Continued Business

- 3     **TITLE:**                                 **Pillar Point Harbor Johnson Pier Rehabilitation Project**  
      **REPORT:**                                 Engineering report and recommendations  
      **PROPOSED ACTION:**                 To Be Determined

**Action:** Temko reported that an engineer from the Federal Highway Administration reviewed the Moffatt & Nichol engineering report at staff's request and gave valuable input to Moffatt & Nichol regarding new surface materials available. Moffatt & Nichol Engineering requested additional time to revise the engineering report.

Motion by Tucker, second by Parravano to place the item on the November 2, 2005 Agenda. Motion carried by 3 Ayes, 0 Nays.

## New Business

- 4     **TITLE:**                                 **Oyster Point Marina/Park Entrance Signs**  
      **REPORT:**                                 Staff Report and Graphic Presentation  
      **PROPOSED ACTION:**                 Approve construction and installation of new entrance sign for Oyster Point Marina/Park by United Signs, Inc. of South San Francisco, for an amount not to exceed \$9,986.00.



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

### **Administration and Finance**

#### **7 General Manager Grenell**

Grenell advised that AB1234 was signed into law by the Governor and requires ethics training for Board members. The California Special Districts Association is preparing to provide training. Grenell will keep the Board informed as more information is available.

Grenell attended the CMANC Fall Meeting in Stockton. The proposed recommendations for federal appropriations funding include the Oyster Point Marina/Park Breakwater, Pillar Point Harbor Shoreline Impact (it was made clear the Harbor District would not be the lead agency), and the Pillar Point Harbor Outer Breakwater. The Pillar Point Harbor Channel is on hold.

Neil Cullen, San Mateo County Public Works Director, has responded to the Harbor District's letter on Pillar Point Harbor water quality. Cullen stated that the County Environmental Health Department has determined that water from the storm drain is no longer a source of contamination.

AB 1296 (Hancock) also was signed by the Governor. It creates the San Francisco Bay Area Water Trail. Oyster Point Marina/Park is identified as a site for non-motorized vessels to enter and exit the water.

At the CMANC meeting, Grenell learned of an alternative budgeting process in use by the Port San Luis Harbor District that may be more beneficial to the Harbor District regarding fund losses to ERAF. The process would separate enterprise and non-enterprise activities in the District budget. Schnapp is looking into the feasibility and benefit for the District.

#### **8 Human Resources Manager – Wilkerson**

Wilkerson advised that she attended valuable training with the District's Assistant Harbor Masters and Lead Maintenance Specialists on "Supervising the Marginal Employee" presented by the San Mateo County Employee Relations Consortium of which the District is a member.

#### **9 Director of Finance – Schnapp**

Schnapp advised that the draft year-end report has not yet been submitted to the State Controller, but will be shortly. Schnapp expressed her support of splitting the District budget into enterprise and non-enterprises components.

### **Operations**

#### **10 Oyster Point Marina/Park — Johnson**

Johnson advised that he will have a tenant meeting in approximately two weeks to discuss the Ferry Terminal Plan. Johnson will provide copies of the updated Ferry Terminal design to the Commission when it is available.

**11 Pillar Point Harbor — Temko**

**Board of Harbor Commissioners**

- 12 A. Committee Reports – None
- B. Commission Statements and Requests - None

**Closed Session** - None

**Adjournment**

Motion by Parravano, second by Tucker, to adjourn the meeting. Motion carried by 3 Ayes, 0 Nays. The meeting adjourned at 7:45 p.m.

APPROVED BY:

ATTESTED BY:

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Sally Campbell  
President

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Ken Lundie  
Secretary

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Eileen Wilkerson  
Human Resource Manager