

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

**May 4, 2005
6:00 p.m.**

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

Campbell called the meeting to order at 6:00 p.m.

Roll Call

Commissioners

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

Staff

Peter Grenell, General Manager
Eileen Wilkerson, Human Resources Manager
Robert Johnson, Harbormaster
Dan Temko, Harbormaster
Michele Shahrok, Deputy Secretary
Linda Noeske, District Counsel

x Padreddii absent

Tucker was absent at Roll Call but arrived at 6:08 p.m.

Continued Business

1	TITLE:	Budget Workshop #3
	REPORT:	Draft Preliminary Capital and Operating Budget for FY 2005-2006
	PROPOSED ACTION:	To be determined

Action: Campbell distributed an Operating Revenue Comparison of OPM/PPH for Fiscal Year 2000 through March of 2004 that staff prepared at her request. The General Manager submitted a preliminary Integrated Operating and Capital Budget for Fiscal Year 2005-2006. Campbell summarized the April 20 Budget Workshop results. She noted that the revised Preliminary Budget estimates total net income at \$1,795,761.

Tucker arrived at this time.

Campbell said that operating revenue is projected to decline; she referred to previous years.

Campbell said the Pillar Point revenue estimate appears a little high. Grenell mentioned that the Pillar Point launch ramp fee has been raised from \$6.00 to \$8.00.

There was a discussion regarding raising the launching fee from \$6.00 to \$8.00 per launch; Campbell said the Board Committee can explore this further. Lundie suggested \$10.00 per launch. Grenell advised the Boating and Waterways Dept. cap is \$13.00 per launch. Temko reported there were approximately 10,000 launches per year. The matter was discussed but not resolved.

Tucker said that the budgeted revenue for 2004-2005 of \$1.7 million won't happen, as the current projected figure is \$1.3 million. Wilkerson advised that revenue comes in the first two weeks of the month so the next two weeks will provide a much better idea where the District is for 2004-2005. Temko said that the last two months of this Fiscal Year get into Pillar Point's busy season, and this is not shown.

General Manager also brought up the under-use of "C" Lot and its revenue potential. Campbell advised this can be an Ad Hoc Committee discussion item.

Staff will review these revenue projections further and revise to be as realistic as possible.

With regard to Capital Improvement Projects, Campbell stated that the Pillar Point Restroom Project's costs have gone up because of the passage of so much time. Grenell will contact the architect to get estimates of revisions required by the County and monthly inflationary cost increases.

There was a discussion regarding the East Basin Lighting costs. Johnson wants to keep funds in for the lights on the Fishing Pier and Guard Shack. He advised the costs run \$3,000 per light pole for the pier. Staff will reduce the amount budgeted to be \$80,000.00.

Grenell stated that the District does not get paid for Search and Rescue but it subsidizes other things. Tucker stated that the District is not out to make a profit and that it provides a service; however, we need to be realistic.

Grenell advised that staff will finish Revenue analyses and he will work with the Harbor Masters to review the figures and bring them back to the Board at the next meeting.

With regards to Ordinance Code revision, Tucker advised the District should put \$25,000 into a Line Item. He wants to put Attorneys Fees for this item under "Other Contractual". It was decided to leave an additional \$25,000 under "Other Contractual Services."

Campbell asked Tucker if he knew that money has been included for marketing and promotion. Tucker said Grenell had informed him.

There was a discussion regarding updating the Business Plan. Campbell advised that, by the July 28 update workshop, the budget will be completed, and that would be the time to discuss updating the Business Plan.

Tucker inquired about the Oyster Point fishing pier and the Pillar Point Johnson Pier. Grenell said the fishing pier is grant-funded, and the amount for Johnson Pier is correct.

There was a discussion regarding fees charged to the live-aboards. Lundie stated he wanted the fees to be the same. Tucker concurred and said that Oyster Point should be increased to Pillar Point's level. Lundie agreed. Johnson advised his staff is preparing tenants for an increase to \$235.00 per month. Grenell raised the issue of a berth fee discount for commercial fishermen. Temko advised that the commercial fishermen that ask for a discount, receive one. Their rate is frozen at the previous year's rate. He advised though that rates are frozen at various different rates because of the different request times for the discounts. He would like to standardize the rates so they average out. Campbell advised there should be some compensation for "longevity" with the Harbor. The consensus of the Board was to leave the system as is for now unless the scale tips badly. The Board will address the issue in another year or so.

Johnson thanked Wilkerson and Grenell. He advised that, because of their work, he is much more comfortable regarding the financial future of the Harbor District.

Campbell recessed the meeting at 7:09 p.m.

Campbell reconvened the meeting at 7:16 p.m.

Public Comments/Questions — Public and Staff Recognition

The Public may directly address the Board of Harbor Commissioners for a limit of three minutes, unless a request is granted for more time, on any item of public interest that is within the subject matter jurisdiction of the San Mateo County Harbor District, Board of Harbor Commissioners. Agenda material may be reviewed at the administration offices of the District, 400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080.

Persons requiring special accommodation with respect to physical disability are directed to make such requests per the American With Disabilities Act to the Deputy Secretary to the Board at 650-583-4400.

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.

Action: There was no public comment.

Grenell recognized Eileen Wilkerson, Deby Abenmoha and Michele Shahrok as well as the two Harbor Masters for their assistance on the budget. Campbell advised that the Board appreciates all they have done and that it has been quite a feat.

Mateo County Harbor District and Turbo Data Systems, Inc.

REPORT: Memo, Second Amendment to Agreement
RECOMMENDATION: Approve and Authorize Execution by General manager of Second Amendment to Agreement with Turbo Data Systems, Inc.

Action: Grenell advised that Turbo Data offers two new services: they can process payment by credit card over the telephone and on the Internet; they can also eliminate the \$3.00 fee charged to the District for credit card payment by charging the public.

Motion by Tucker, second by Lundie to approve the Second Amendment to Agreement and authorize its execution. Motion carried by unanimous vote.

7 TITLE: **Bills and Claims in the Amount of \$74,103.01**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills & Claims for payment and a transfer in the amount of \$74,103.01 to cover payment of the Bills & Claims

Action: Tucker said he had reviewed the Bills and Claims. Motion by Tucker, second by Parravano to approve. Motion carried by 4 Ayes, 0 Nays.

Reports for Possible Discussion/Action

Administration and Finance

8 General Manager Grenell

Action: Grenell had nothing to add to his written report.

Campbell asked about interpretive signs money for Pillar Point Harbor. The project is fisherman-driven. Grenell said Gulf of the Farallons National Marine Sanctuary has \$20,000.00. He will work with the Sanctuary and its non-profit organization to bring recommendations to the Commission. A designer will be hired and a vendor selected to manufacture the panels. They will be graffiti and weather proof.

Staff will go back to the Coastal Conservancy for more funds. Campbell said the District may be able to contribute, too. Grenell said the signs are good because of their high visibility. If necessary, Grenell will return to the Board with a request.

9 Director of Finance

Action: There is no Director of Finance.

10 Human Resource Manager Wilkerson

Action: Wilkerson had nothing to add to her written report.

Operations

11 Oyster Point Marina/Park — Johnson

Action: Johnson had nothing to add to his written report.

12 Pillar Point Harbor — Temko

Action: Temko said there is a lot of launch ramp activity now for sportfishing. Temko advised salmon sportfishing season opened. There were 66 launches per day over the previous seven days and 300 on Saturday and 200 on Sunday. Pillar Point staff participated in Oyster Point Day on the Bay. The Coast Guard PWC did a good job at keeping the spectator boats away from the judges. Temko advised Johnson did a great job.

Temko advised the District received six proposals for the Johnson Pier Project. Four of the top will be interviewed on May 10. The District will then make a recommendation to the Board. The project will involve deck repair and survey of the pilings and pier.

Temko advised that commercial salmon season opened on May 10 and he has received good reports. Some boats caught 100-150 fish their first trip out this year. The price is \$4.00 per pound, which is higher than in the previous years. The down side is that there was not one boat selling to the public because they make more by retailing it out.

He also reported an unfortunate incident aboard one of the boats where a man was fighting with a salmon and had a heart attack. Although the boat responded quickly and performed all the right things in a timely manner, the man passed away.

Lundie brought up that two boats were at a work dock and two more wanted to come in. However, there was a safety ladder where the boats usually turn around so you can't tie a boat up there any more. Temko said he will try to change the location of the ladder.

Board of Harbor Commissioners

13 A. Committee Reports

Ad Hoc Committee on Promotion and Marketing: Parravano, Campbell

Action: Parravano advised that the Committee met on April 20. Campbell advised that all the meetings have been very positive and productive.

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 Real Estate Negotiator Pursuant to Government Code § 54956.8**
REPORT: Noeske
PROPOSED ACTION: Identify Real Estate Negotiator Peter Grenell

Action: Noeske identified Grenell as the Real Estate Negotiator.

Adjournment- Motion by Tucker, second by Lundie to adjourn the regular meeting to Closed Session. Motion carried by unanimous vote at 7:41 p.m.

Closed Session –

- 15 TITLE: **Conference with Real Property Negotiator:
Parcel #AP 047-264-030, El Granada, San Mateo
County, San Mateo County Harbor District and
Half Moon Bay Fire Protection District,
Regarding Lease or Sale Price, Terms, and
Conditions Pursuant to Government Code §
54956.8**
REPORT: Grenell
PROPOSED ACTION: To be determined

Action: Motion by Tucker, second by Lundie to adjourn to Open Session. Motion carried by unanimous vote.

Campbell reconvened Open Session at 8:00 p.m. No reportable action was taken in Closed Session. Motion by Tucker, second by Lundie to adjourn the meeting. Motion carried by unanimous vote at 8:01 p.m.

APPROVED BY:

ATTESTED BY:

Sally Campbell
President

Ken Lundie
Secretary

Michele Shahrok
Deputy Secretary