

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

**July 20 2005
7:00 p.m.**

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

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

Roll Call

Commissioners

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

Staff

Peter Grenell, General Manager
Marcia Schnapp, Director of Finance
Eileen Wilkerson, Human Resources Manager
Robert Johnson, Harbor Master
Dan Temko, Harbor Master
Michele Shahrok, Deputy Secretary
Marc Zafferano, District Counsel

X **Absent:** Tucker was absent.

**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 within the subject matter jurisdiction of the San Mateo County Harbor District, Board of Harbor Commissioners that is not on the regular Agenda. If a member of the public wishes to address the Board on an Agenda Item, that person must complete a Public Speaker Form and wait until that Item comes up for discussion. 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 Americans With Disabilities Act to the Deputy Secretary to the Board at 650-583-4400.

Action: Grenell reported that Marcia Schnapp started as the Director of Finance on Monday, July 18, 2005. Schnapp advised that she is looking into areas to review and that the most important is the 2004-2005 year-end close. She said she would like to meet with the Commissioners individually in the near future. Campbell said to give each a call to schedule a date and time and that they would be happy to meet with her.

Temko and Johnson reported that staff is doing a good job.
Campbell moved the public presentation until just before Closed Session.

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consent calendar are approved by one motion unless a request is made at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

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| 1 | TITLE: | Minutes of July 6, 2005 Meeting |
| | REPORT: | Draft Minutes |
| | PROPOSED ACTION: | Approve Minutes |

Action: Motion by Lundie, second by Padreddii to approve the Minutes of the July 6 Meeting. Motion passed by 4 Ayes, 0 Nays.

Urgency Item

Motion by Lundie, second by Padreddii to place an urgency item on the agenda. Motion passed by 4 Ayes, 0 Nays.

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|------------------|--|
| TITLE: | Limited Commercial Activity Permit for Lisa Brady, Beach House, Half Moon Bay |
| REPORT: | Application for Limited Commercial Activity Permit |
| PROPOSED ACTION: | Approve Limited Commercial Activity Permit Lisa Brady, Beach House, Half Moon Bay |

Action: Campbell recognized Lisa Brady. Brady introduced herself and spoke in support of her application for a one-time Limited Commercial Activity Permit to hold a bonfire on the beach for tourists from Arkansas staying at the Beach House Hotel on July 30, 2005. She

advised that there would be limited alcoholic beverages served on the beach, in the form of coffee drinks.

Motion by Lundie, second by Parravano to approve the Limited Commercial Activity Permit for Brady. Motion passed by 4 Ayes, 0 Nays. Tucker was absent.

Continued Business

- 2 TITLE: **Amend Classification Wage and Salary Schedule**
 REPORT: Amended Schedule
 PROPOSED ACTION: Approve Amended Schedule

Action: Motion by Parravano, second by Padreddii to amend the Classification Wage and Salary Schedule. Motion passed by 4 Ayes, 0 Nays. Tucker was absent.

- 3 TITLE: **California Special District Association Board of Directors Nominations: Region 3, Seat C**
 REPORT: California Special District Association Materials
 PROPOSED ACTION: To Be Determined

Action: Motion by Padreddii, second by Parravano to submit a nomination to endorse the incumbent. Motion passed by 4 Ayes, 0 Nays. Campbell advised Grenell to submit the nomination on the Board's behalf.

- 4 TITLE: **Interpretive Signs for Pillar Point Harbor: Contract with The Sibbett Group for Design and Fabrication Services**
 REPORT: Memo
 PROPOSED ACTION: Authorize General Manager to Execute a Contract with The Sibbett Group in An Amount Not To Exceed \$42,327

Action: Campbell asked what would happen to the balance of the funds. Grenell advised that a \$700 contribution from Pillar Point fishermen has been held by the District for a number of years. The staff's intention is to produce at least six signs, and possibly more with the remaining funds. Grenell advised that he and Temko had identified locations for approximately six signs, which is the number provided for in the contract but that there are other locations where signs could be placed if funds were available.

Motion by Parravano, second by Lundie to approve Item 4. Motion passed by 4 Ayes,

0 Nays.

- 5 **TITLE:** **General Manager’s Contract Extension**
 REPORT: Employee Contract
 PROPOSED ACTION: Approve Contract

Action: Campbell asked for any deliberations. There were none. Motion by Lundie, second by Parravano to extend the General Manager’s Contract. Motion passed by 4 Ayes, 0 Nays.

New Business

- 6 **TITLE:** **Authorization to Issue a Call for Sealed Bids for Construction Services for Oyster Point Marina/ Park Restroom and Shower Room Doors**
 REPORT: Staff Memo
 PROPOSED ACTION: Authorize Issuance of Bid Solicitation Notice

Action: Campbell asked first for Johnson’s comments and then for Grenell’s. Neither had any. Motion by Padreddii, second by Parravano to approve staff recommendations. Motion passed by 4 Ayes, 0 Nays.

- 7 **TITLE:** **Resolution No. 22-05 Regarding Application for Grant from Department of Boating and Waterways (DBW) for Pillar Point Harbor Patrol Vessel Equipment in an Amount Not To Exceed \$75,000, and to Authorize General Manager to Execute Grant Agreement with DBW**
 REPORT: Resolution No. 22-05
 PROPOSED ACTION: Adopt Resolution No. 22-05

Action: Campbell asked whether Grenell had additional comments. He did not. Motion by Lundie, second by Parravano. Motion passed by 4 Ayes, 0 Nays.

- 8 TITLE: **Resolution No. 23-05 Regarding Application for Grant from Department of Boating and Waterways for Oyster Point Marina/Park Patrol Vessel Equipment, in an Amount Not To Exceed \$40,000, and to Authorize General Manager to Execute Grant Agreement with DBW**
REPORT: Resolution No. 23-05
PROPOSED ACTION: Adopt Resolution No. 23-05

Action: Motion by Padreddii, second by Lundie. Motion passed by 4 Ayes, 0 Nays.

- 9 TITLE: **Bills and Claims in the Amount of \$158,576.40**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approve Bills and Claims for Payment and a Transfer in the Amount of \$158,576.40 for Payment of the Bills and Claims

Action: Treasurer Tucker was absent. Padreddii advised that he had reviewed the Bills and Claims with Schnapp. He advised that the amount was correct. He also advised that Schnapp had a suggestion for saving money on interest. Schnapp said there is not substantial time left on the Romeo Pier and that the District is paying 6 ½ percent interest while receiving only 2-3 percent from its investments in County Fund and Local Agency Investment Fund. She recommends paying off the loan. Campbell advised to bring the recommendation and any other ideas to the July 27th Board Priorities Workshop.

Motion by Padreddii, second by Lundie to approve the Bills and Claims and a transfer in the amount of \$158,576.40 for payment of the bills and claims. Motion passed by 4 Ayes, 0 Nays.

Reports for Possible Discussion/Action

Administration and Finance

- 10 **General Manager Grenell**

Action: Grenell advised that, based on the Board's comments, he has prepared his report for use in the Board Priorities Workshop. He asked them to advise of anything on which they will want him to further elaborate. Campbell said she will review his report and comment.

11 Director of Finance — Schnapp

Action: Schnapp advised that she did not have a written report but that she will for the August 3 Board Meeting.

12 Human Resource Manager — Wilkerson

Action: Wilkerson advised that she has worked with Schnapp for only three days so far but that it is going very well.

Operations

13 Oyster Point Marina/Park — Johnson

Action: Johnson reported that he attended a seminar in San Francisco regarding evictions. He will work with Zafferano and the management team to update Harbor procedures as may be advisable.

Action:

14 Pillar Point Harbor — Temko

Action: Temko referred to two documents he distributed regarding a Marine Fuel Price Comparison and Breakdown of the taxes paid on fuel. He advised that the diesel price includes local sales tax only. He thanked Accounting Technician Chapin for her assistance with the forms.

Temko received quotes for the launch ramp warning signs and will confirm the order by the end of the week.

He reported two windfalls. The first was \$5,000 donated by Save Our Shores to help the Harbor replace used oil receptacles. He will also work with the County to get funds from Integrated Waste Management Board. Campbell suggested that a flier may be helpful.

The second item resulted from staff aggressively asking the Granada Sanitary District why the Harbor's bill was so high when much of the water they use does not return to the sewer. This resulted in a return of \$8,068.97 from the Sanitary District to the Harbor.

Temko advised that there is a possibility of receiving a grant from Department of Boating and Waterways for vessel equipment.

Parravano said to make sure Zafferano reviews the launch ramp warning signs. Zafferano advised that he already has.

Board of Harbor Commissioners

15 A. Committee Reports

Action: Campbell reported that she, Tucker, Grenell and Supervisor Gordon met with the Princeton Citizens Advisory Committee. They discussed the Army Corps of Engineers report on shoreline erosion.

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.

Action: Lundie asked whether a small amount of the \$5,000 from Save Our Shores could be used to purchase bilge pads for the Harbor. He advised that those presently being sold are very thin. He said the fishermen are more likely to take care of the bilge if the pads are free or available at cost.

Temko stated he would discuss the matter with Save Our Shores and San Mateo County Environmental Health. Campbell requested that Temko provide a report to the Board when he receives an answer.

Parravano advised of a project coming to fruition. The patients at Seton Coastside Medical Center are consuming fish either grown or caught on the coast. There is a kick-off luncheon for the project on August 25 from 11:30 a.m. to 1:00 p.m. and staff are encouraged to attend.

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

Action: Zafferano identified Grenell as the Labor Negotiator.

- 17 TITLE: **Identify Real Estate Negotiator Pursuant to Government Code §54956.8**

REPORT: Zafferano
PROPOSED ACTION: Identify Real Estate Negotiator Peter Grenell

Action: Zafferano identified Grenell as the Real Estate Negotiator.

Campbell asked whether interested parties wanted to make a statement regarding the Closed Session item. Robert and Sherry Ingles identified themselves, distributed notes, and spoke about Item 20. They want to assume Captain John's lease as of August 1, 2005.

Attorney Bryan Jones identified himself and spoke on behalf of Betty Teixeira, the lessee.

Presentation

Parravano introduced Shelley Kilday of Sustainable San Mateo County. He said that he has been asked to serve on a task force that will look into how San Mateo County utilizes its resources in a sustainable manner.

Kilday gave a slide show presentation about what the Board and citizens could do to further sustainability in the County. Their website is www.sustainableanmateo.org. Padreddii asked about funding, to which she replied that they have fundraisers and receive donations. She advised that they have five employees and that research is performed by volunteers.

She advised that Parravano recently received a sustainability award.

Motion by Lundie, second by Parravano to adjourn to Closed Session. Motion passed by 4 Ayes, and 0 Nays. The meeting adjourned to Closed Session at 8:11 p.m.

Closed Session

18 TITLE: **Conference with Labor Negotiator with Regard to Memorandum of Understanding (MOU) with Teamsters Local Union 856**

REPORT: Grenell

PROPOSED ACTION: To Be Determined

19 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

**20 TITLE: Conference with Real Property Negotiator:
Captain John's Fishing, Inc., Parcel 4,
One Johnson Pier, Lessee's Building, Pillar Point
Harbor, El Granada, San Mateo County, and San
Mateo County Harbor District Regarding Lease,
Price, and Terms and Conditions Pursuant to
Government Code §54956.8**

REPORT: Grenell
PROPOSED ACTION: To Be Determined

Action: Open Session resumed at 10:06 p.m. Zafferano stated there was no reportable action on Items 18 to 20 from Closed Session.

New Business - Continued

**21 TITLE: Assignment of Captain John's Fishing, Inc. Lease
to Houdini Sportfishing**

REPORT: Grenell
PROPOSED ACTION: Adopt Resolution No. 24-05 Approving Assignment of
Lease

Action: Motion by Lundie, second by Padreddii to approve assignment of the Harbor District's lease with Captain John's Fishing, Inc. to Houdini Sportfishing, adopt Resolution 24-05, and authorize the President of the Board of Harbor Commissioners to execute a Consent of Lessor form with a provision that 10% of purchase price the SMCHD is entitled to under the existing lease comes out of Escrow funds at close of Escrow. Additionally, lease assignment is subject to District's receipt and approval within 48 hours of fully executed purchase agreement.

Padreddii then proposed an amendment to the motion to let Ingles begin operating on the Captain John's premises on August 8. Campbell then proposed August 1, but conditioned on the lease assignment becoming effective as of close of escrow. Motion as amended (August 1) passed by 4 Ayes, and 0 Nays.

The Board acknowledged Grenell for his negotiation skills. They wished the Ingles the best of luck.

Adjournment - Motion by Padreddii, second by Lundie to adjourn the meeting.
Motion passed by unanimous vote at 10:16 p.m.

APPROVED BY:

ATTESTED BY:

Sally Campbell
President

Ken Lundie
Secretary

Michele Shahrok
Deputy Secretary