

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

August 17, 2005  
7:00 p.m.

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

Campbell called the meeting together at 7:00 pm.

## Commissioners

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

## Staff

Peter Grenell, General Manager  
Eileen M. Wilkerson, Human Resource Manager  
Marcia Schnapp, Director of Finance  
Robert Johnson, Harbormaster  
X Dan Temko, Harbormaster  
Michele Shahrok, Deputy Secretary  
Marc Zafferano, District Counsel

X Lundie and Temko were absent. John Draper, DHM, represented Temko.

## Public Comments/Questions — Public and Staff Recognition

**Action:** Campbell advised she wished to go straight to the Consent Calendar.

## Consent Calendar

2 TITLE: **Minutes of July 27 Board Priorities Progress  
Workshop**  
RECOMMENDATION: Draft Minutes

ACTION: Approval

- 3 TITLE: **Minutes of August 3<sup>rd</sup> Board Meeting**  
RECOMMENDATION: Draft Minutes  
ACTION: Approval

**Action:** Motion by Tucker, second by Parravano to approve Items 2 and 3 of the Consent Calendar. Motion passed by 4 Ayes, 0 Nays.

## **Public Hearing** — None

## **Continued Business**

- 5 TITLE: **Amendment to Limited Commercial Activity Permit (LCAP) for Lisa Brady**  
REPORT: Memo, Amended LCAP  
PROPOSED ACTION: Approve Amended Limited Commercial Activity Permit

**Action:** Campbell recognized Lisa Brady of the Beach House Inn at Half Moon Bay. Brady stated that she envisioned two events per month on average. Tucker asked if there would be alcoholic beverages served on the beach. Brady advised there would be beer and wine. There was discussion about the \$30 use fee. Grenell explained that Brady initially charged \$400 for the first event but will charge \$300 each for the proposed additional events and that the \$30 represents 10% of that.

Parravano asked whether the LCAP covered use of alcohol. Grenell advised that the District's insurance does not specifically refer to alcohol and that Brady has her own insurance. Parravano asked that Brady use wild salmon in her menu if salmon is to be served. She responded that she does and that she does try to be ecologically correct. He asked if she could participate in a local or District event.

Campbell asked that Brady keep Grenell and Temko informed about these events. She advised she would. Campbell further asked Brady to send her some business cards.

**Action:** Motion by Tucker, second by Paddreddii to approve the Limited Commercial Activity Permit as amended. Motion passed by 4 Ayes, 0 Nays.

Campbell moved to Item 1.

- 1 TITLE: **Proclamation Recognizing Robert Johnson's 25 Years of service to San Mateo County Harbor District**

REPORT: Proclamation  
RECOMMENDATION: Adopt and Present Proclamation

**Action:** Campbell read the Proclamation out loud. Grenell spoke briefly in appreciation of the effort Johnson has put into his job and wished Johnson the best. He spoke of Johnson's unflagging and formidable energy.

Parravano advised Johnson it has been a pleasure knowing him personally and professionally. He stated that Johnson has worked in many different positions at the harbor before becoming Harbor Master and that his loyalty to the harbor speaks for itself.

Padreddii advised that he hopes Johnson stays for another 25 years.

Tucker said he noted first that Grenell put Johnson in charge (in his absence), indicating his confidence in Johnson; also that he is a great liaison with the tenants of Oyster Point.

Campbell praised Johnson for his excellent leadership and guidance during the past 25 years and past 12 years since she has known him.

Harbor Master Johnson stated that no two days are the same at the Harbor, and that every day is a learning experience for him with the help of the Board and everyone he works with. He feels that good things have been accomplished at both facilities and that they have affected positive change. He thanked his wife Diane for her support.

The meeting was recessed at 7:15 briefly for a short refreshment break.

Campbell resumed the meeting at 7:27 p.m.

## **Public Comments/Questions-Public and Staff Recognition**

**Action:** Johnson stated that Oyster Point staff had received their commendations as directed by the Commission.

## **Continued Business**

- 4 TITLE: **Selection of Lowest Responsible Bidder for Oyster Point Marina/Park, Gatehouse Construction Project and Authorize Contract Execution**
- RECOMMENDATION: Staff Report
- ACTION: Approve North Coast Divers, Inc. as lowest responsible bidder and authorize execution of contract with North Coast Divers, Inc. in an amount not to exceed

\$455,035.00

**Action:** Grenell deferred to Johnson who is leading the project. Johnson advised that North Coast Divers had the lowest responsible bid. Steve Holmquist, Vice President of the Firm, would have come to the meeting to express his thanks to the Board but is out of town. Due to a significant spreadsheet error, John Plane Construction had to withdraw their proposal.

Tucker asked about keeping the Bid Bond. Zafferano advised that he reviewed the legal standard for circumstances under which the District could keep the bond. In this instance, Plane made a timely withdrawal of his proposal so the District must return the bond.

Motion by Padreddii, second by Parravano to approve North Coast Divers as the lowest responsible bidder for Oyster Point Marina/Park Gatehouse Construction Project and to authorize contract execution. Motion passed by 4 Ayes, 0 Nays.

## **New Business -**

<b>6</b>	<b>TITLE:</b>	<b>Response to Grand Jury Report</b>
	<b>REPORT:</b>	Memo and District Response Letter
	<b>PROPOSED ACTION:</b>	Approve response letter and authorize President of the Board to sign letter and send to Grand Jury

**Action:** Grenell advised that he had drafted a letter of response to the Grand Jury's findings, conclusions and recommendations, and would forward same to the Grand Jury upon Commission approval.

Campbell asked Grenell to mention the Pillar Point Citizens Advisory Council in the paragraph entitled Effective Community Communication on page two of the letter, and that the Council has one member from each of the other community groups. Campbell also mentioned the Princeton Citizens Advisory Group and that she formed a committee of two Harbor Commissioners to attend their regular meetings for public outreach.

Grenell advised he would add the details and asked for further comments from the Board. Padreddii commented that it was a very good letter.

Motion by Tucker, second by Parravano to approve response letter and authorize the President of the Board to sign letter and send to the Grand Jury. Motion passed by 4 Ayes, 0 Nays.

- 7      TITLE:                            **Phase II of Pillar Point Harbor Pavement Maintenance and Rehabilitation Project**
- REPORT:                            Staff Report
- PROPOSED ACTION:            Approve construction bid specifications and documents and authorize General Manager to work with CSG Consultants to solicit bids for Pillar Point Harbor Pavement Maintenance and Rehabilitation Project Phase II

**Action:** Grenell recommended approval of the bid specifications and contract documents authorizing the District to work with CSG on Phase II of the project. He advised that CSG had been involved in Phase I. Campbell advised Deputy Harbor Master Draper to solicit bids and return to the Board with the lowest responsible bidder.

Motion by Parravano, second by Padreddii to approve the construction bid specifications and authorize the General Manager to work with CSG Consultants to solicit bids. Motion passed by 4 Ayes, 0 Nays.

- 8      TITLE:                            **Removal of Abandoned Watercraft from Pillar Point Harbor**
- REPORT:                            Staff Report
- PROPOSED ACTION:            Approve recommendation to authorize removal of abandoned watercraft at Pillar Point Harbor by Eric Poos, in an amount not to exceed \$1,650.00

**Action:** Grenell advised there is presently one abandoned vessel that is ready for removal. He said the District receives a grant from Department of Boating and Waterways to fund removal. He recommended Eric Poos who has previously removed abandoned vessels for the District. He stated the staff did solicit bids and only the one from Poos was received.

Campbell advised Grenell to have Poos make sure there is no pollution of any kind in the harbor while removing the vessel. Grenell advised he would.



proposed amendments to Ordinance Code and authorization to General Manager to publish public notice pursuant to Harbors and Navigation Code Section 6070.2

**Action:** Grenell advised that the Commission recently adopted a policy allowing a single signature from him for an amount up to \$10,000 but that the Ordinance Code still provides for a limit of \$5,000 on the General Manager's ability to procure goods and services. Grenell requested an Ordinance Code amendment raising the allowable limit to \$10,000. He advised he would undertake writing language requiring the General Manager to report to the Commission on each expenditure above \$5,000, preferably before the expenditure, if possible. Campbell advised she would support the increase if it were required for Grenell to perform his job.

Motion by Tucker, second by Parravano to authorize the General Manager to publish a public notice of proposed amendments to the District's Ordinance Code Section 2.7.4.1.3 Purchase Procedure and Section 2.7.6 Independent Contractors. Motion passed by 4 Ayes, 0 Nays.

**12**     **TITLE:**                                 **Specifications and Bid Documents for Launch Ramp Pay and Display Station at Pillar Point Harbor**  
**REPORT:**                                     Staff Report  
**PROPOSED ACTION:**                     Approve specifications and bid documents and authorize General Manager to publish bid notice

**Action:** Draper stated that Pillar Point Harbor wants to seek bids from vendors to have a pay and display station such as at Oyster Point and other harbors. Motion by Parravano, second by Padreddii to approve specifications and bid documents and authorize the General Manager to publish the bid notice.

**13**     **TITLE:**                                 **Bills and Claims in the Amount of \$103,812.87**  
**REPORT:**                                     Bills and Claims Detailed Summary  
**PROPOSED ACTION:**                     Approval of Bills and Claims for payment and a transfer in the Amount of \$103,812.87 to cover payment of Bills and Claims

**Action:** Tucker stated that he 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 \$103,812.87 to cover payment of Bills and Claims. Motion passed by 4 Ayes, 0 Nays.

#### **14 General Manager — Grenell**

**Action:** Grenell indicated that he had several topics to address but that they are lengthy and he will prepare a supplementary memo. He indicated that the Captain John's lease assignment would close shortly, probably within a week. Padreddii asked whether the Ingles were able to take over the lease as of August 1 and Grenell responded that they were.

#### **15 Director of Finance — Schnapp**

**Action:** Schnapp indicated she is reviewing the history of write-offs and that they have gone up a little although they declined last year. She said she had a good meeting with her staff regarding collection procedures. She will meet with the Harbor Masters regarding how to mitigate the write-offs.

Tucker asked about the District's policy regarding credit companies' reports regarding delinquencies. Schnapp advised that the District does not report to credit agencies but it sends items out for collection. She said her goal is to redesign the procedures to provide payment options for those with better credit reports to avoid credit problems later on. Tucker asked Schnapp to provide a memo on this issue

Campbell asked if there is an Ordinance pertaining to collections. She thanked Schnapp for a well thought out report.

#### **16 Human Resource Director — Wilkerson**

**Action:** Wilkerson advised she had nothing to add to her written report.

## **Operations**

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

**Action:** Johnson said he greatly appreciated the Proclamation.

#### **18 Pillar Point Harbor — Temko**

**Action:** Deputy Harbor Master Draper advised that he did not have a written report. On Monday, construction started on the patrol boat.

## **Board of Harbor Commissioners**

#### **19 A. Committee Reports**



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:** Tucker advised that the Princeton Citizens Advisory Committee met with regard to the E.coli problem. He stated that squatters are living in campers in Princeton and are dumping fecal matter into the storm drains.

**20** TITLE: **Identify Labor Negotiator Pursuant to Government Code §54957.6**  
REPORT: Zafferano  
PROPOSED ACTION: To Be Determined

**Action:** Zafferano identified Grenell as the labor negotiator.

Motion by Tucker, second by Padreddii to adjourn to Closed Session. Motion passed by 4 Ayes, 0 Nays. The meeting adjourned to Closed Session at 7:58 p.m.

## Closed Session

**21** TITLE: **Conference with Labor Negotiator with regard to Memorandum of Understanding (MOU) with Teamsters Local Union 856 pursuant to Government Code §54957.6**  
REPORT: Grenell  
PROPOSED ACTION: To Be Determined

**Action:** Motion by Parravano, second by Tucker to adjourn to open session. Adjournment to open session by unanimous vote at 8:22 p.m.

## Adjournment

Grenell stated that there was no reportable action from the Closed Session.

Motion by Padreddii, second by Parravano, to adjourn the public meeting. Meeting adjourned by unanimous vote at 8:23 p.m.

APPROVED BY:

ATTESTED BY:

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Michele Shahrok  
Deputy Secretary

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Sally Campbell  
President