

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

September 15, 2010
7:00 p.m.

Municipal Services Building
33 Arroyo Drive
South San Francisco, Ca. 94080

Roll Call

Commissioners

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

Staff

Peter Grenell, General Manager
Julie Turner, Director of Finance
Marietta Harris, Human Resource Manager
Robert Johnson, Harbormaster
Marc Zafferano, District Counsel
x Debbie Nixon, Deputy Secretary

x-absent

Public Comments/Questions – None.

Staff Recognition- None.

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

- 1** TITLE: **Minutes of Meeting September 1, 2010**
REPORT: Draft minutes
PROPOSED ACTION: Approval

Action: Motion by Tucker, second by Lundie to approve the Minutes. The motion passed unanimously.

Ayes: 4
Nays: 0
Absent: 1 (Parravano)
Abstention: 1 (Lundie)

- 2 TITLE: **Amendment to District Policy 6.5.2: Holiday Schedule**
REPORT: Harris, Memo, Attachments
PROPOSED ACTION: Adopt Resolution 13-10 to approve amended policy

Action: Motion by Padreddii, second by Campbell to amend district policy 6.5.2: holiday schedule and adopt resolution 13-10. The motion passed unanimously.

Ayes: 4
Nays: 0
Absent: 1 (Parravano)

Public Hearing – None.

Continued Business

- 3 TITLE: **Pillar Point Harbor Roof Repair Project Change Order for Priority Roofing**
REPORT: Johnson, Report
PROPOSED ACTION: Approve Change Order in an amount not to exceed \$7,300.00

Johnson stated that renovations for Mavericks Surf Shop are moving forward. Since the lease negotiations were not finalized at the time the roof repair project bid was approved, he could not include that in the scope of work.

Action: Motion by Tucker, second by Lundie to approve the change order in an amount not to exceed \$7,300.00. The motion passed.

Ayes: 4
Nays: 0
Absent: 1 (Parravano)

New Business

- 4 TITLE:** **Federal Cost Share Agreement with the U.S. Army Corps of Engineers for North Half Moon Bay Shoreline Improvement Project (Surfers Beach)**
- REPORT:** Grenell, Memo, FCSA
- PROPOSED ACTION:** Authorize General Manager to execute FCSA

Grenell stated that in order for the U.S. Army Corps of Engineers to stay in line for federal funding, they need to have a signed agreement with the Harbor District. Grenell and Zafferano reviewed the documentation and came to the conclusion that the main concern that the District should have is the protection of the District. If the agreement is executed, which enables the U.S. Army Corps of Engineers as the lead agency and the District as its local sponsor, how is the District protected incase certain things happen or do not happen. If the Harbor Commission authorizes the execution of this document before September 30, 2010, which is the end of the Federal fiscal year, then this can move forward. However, the first \$100,000 will be covered 100% by the U.S. Army Corps of Engineers. There is specific language in the agreement that states the agreement can be terminated by the District at any time with no penalty.

Action: Motion by Tucker, second by Lundie to authorize the General Manager to execute the Federal Cost Share Agreement. The motion passed unanimously.

Ayes: 4
Nays: 0
Absent: 1 (Parravano)

- 5 TITLE:** **Pillar Point Harbor: Application for Grant Funds for Demolition of Six (6) Abandoned Vessels**
- REPORT:** Johnson, Report, Resolution
- PROPOSED ACTION:** Adopt Resolution 14-10 to Apply for a Grant in the amount of \$34,200.00 from the Abandoned Watercraft Abatement Fund and to Approve Demolition of Six (6) Abandoned Vessels

Johnson stated a resolution is required to be approved by the Board of Harbor Commissioners.

Campbell asked if it would cost \$34,200 or is that amount more than what is needed. Johnson stated the quotes that Draper received are \$34,200 and there is a 10% cost share contribution from the District.

Lundie asked if the Grant program only covers recreational vessels not commercial. Johnsons stated that is correct and that is the requirement of the program.

Action: Motion by Lundie, second by Tucker to adopt resolution 14-10 and to apply for the grant. The motion passed.

Ayes: 4
Nays: 0
Absent: 1 (Parravano)

- 6 TITLE: Bills and Claims in the Amount of \$162,950.07**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$162,950.07 to cover payment of Bills and Claims

Action: Motion by Tucker, second by Lundie to approve the bills and claims. The motion passed unanimously.

Ayes: 4
Nays: 0
Absent: 1 (Parravano)

Reports for Possible Discussion/Action Administration and Finance

7 General Manager - Grenell

Nothing further to add to written report.

8 Director of Finance - Turner

Turner stated that finance has been working on a payroll upgrade and should be complete within the next two pay periods.

9 Human Resources Manager - Harris

Nothing further to add to written report.

Operations

10 Oyster Point Marina/Park - Johnson

Nothing further to report.

11 Pillar Point Harbor – Johnson

Johnson stated that Princeton Seafood has been painted. The next concessionaire to be painted is Half Moon Bay Sport Fishing and the Mavericks Surf Shop. The roof replacement project is under way and moving forward.

Tucker asked that since Mavericks Surf Shop is still doing exterior work, if the building would be painted twice. Johnson responded that it would not.

Board of Harbor Commissioners

12 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.

Closed Session - None

Adjournment

Action: Motion by Tucker, second by Lundie to adjourn the meeting. The motion passed unanimously at 7:22 p.m.

The next scheduled meeting will be held on October 6, 2010 at the Comfort Inn, 2930 Cabrillo Highway, Half Moon Bay at 7:00 p.m.

Debbie Nixon
Deputy Secretary

Sally Campbell
President