

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

May 7, 2014
6:00 p.m.

**Multi-Purpose Room
901 Arnold Way
Half Moon Bay, Ca. 94019**

All Harbor District Commission meetings are recorded and televised on PCT and replayed the following Friday at 6:00 a.m. and the following Saturday at 7:00 a.m. Copies can also be purchased from PCT and mailed for \$18.

Roll Call

Commissioners

Robert Bernardo, President
Pietro Parravano, Vice President
James Tucker, Treasurer & Secretary
Sabrina Brennan, Commissioner
William Holsinger, Commissioner

Staff

Peter Grenell, General Manager
x Debra Galarza, Director of Finance
Marietta Harris, Human Resource Manager
Scott A. Grindy, Harbor Master
Jean Savaree, District Counsel
Debbie Nixon, Deputy Secretary

x-absent

Open Session

- TITLE:** Identification of District Real Property Negotiator
REPORT: Bernardo
PROPOSED ACTION: Designate District Real Property Negotiator Peter Grenell

Parravano identified Grenell as the Real Property Negotiator.

Action: Motion by Holsinger, second by Tucker to adjourn to closed session. The motion passed.

Ayes: 3
Nays: 0
Absent: 2 (Bernardo, Brennan)

Closed Session

- 2 TITLE: **Conference with Real Property Negotiator Peter Grenell:
Pursuant to Government Code Section 54956.8**
- PROPERTY: **504 Alhambra Road, El Granada, APN # 047-204-120**
- REPORT: **504 Alhambra Road, El Granada, APN # 047-204-120**
- NEGOTIATING PARTIES: San Mateo County Harbor District, Marlborough Group LLC
- UNDER NEGOTIATION: Price, Terms and Conditions for Purchase of Property

Brennan arrived at 6:06 p.m.

Bernardo arrived at 6:08 p.m.

- 3 TITLE: **Conference with Legal Counsel-Anticipated Litigation
Significant Exposure to Litigation Pursuant to
Government Code Section 54956.9 (d)(4) –One Case**
- 4 TITLE: **Conference with Real Property Negotiator Peter Grenell:
Pursuant to Government Code Section 54956.8**
- PROPERTY: **Ketch Joanne Restaurant, Parcel 2, Concessionaires**
- REPORT: **Building, Pillar Point Harbor, El Granada, APN 047-083-060**
- NEGOTIATING PARTIES: San Mateo County Harbor District, Ketch Joanne Restaurant
- UNDER NEGOTIATION: Price, Lease Terms and Conditions

5 TITLE: **Conference with Real Property Negotiator Peter Grenell:
Pursuant to Government Code Section 54956.8**
PROPERTY: **Ketch Joanne Restaurant, Parcel 3, Concessionaires**
REPORT: **Building, Pillar Point Harbor, El Granada, APN 047-083-
060**
NEGOTIATING
PARTIES: San Mateo County Harbor District, Ketch Joanne Restaurant
UNDER
NEGOTIATION: Price, Lease Terms and Conditions

Action: Motion by Holsinger, second by Parravano to adjourn to open session. The motion passed unanimously at 7:20 p.m.

Open Session, Continued

There was no reportable action from closed session.

Public Comments/Questions — Bud Ratts, Leonard Woren

Staff Recognition- Grindy recognized Oyster Point Marina/Park staff White, Stern, Gubser, Hoff, McGeehan, Dometita, Merlo, and Smith for their help with the Easter Egg Hunt. He also recognized Smith for his efforts rescuing a sailboat on May 6, 2014.

Agenda Setting

Harbor Commissioners may suggest future agenda items.

Brennan stated she would like an open session item regarding the fish buyers fees added to a future agenda. Holsinger made a point of order stating that any discussion regarding lease fees should be discussed in closed session. Brennan stated she received a list of off-loading fees for all three fish buyers from staff and that the information is public information and should be able to be discussed in open session.

Action: Motion by Brennan, second by Bernardo to add an item under open session regarding the review of the 2013 Fish buyers fees and the audit the Finance Department has asked to be conducted. The motion passed.

Ayes: 3 (Bernardo, Brennan, Tucker)
Nays: 1 (Holsinger)
Abstention: 1 (Parravano)

Action: Motion by Brennan, second by Bernardo to add an item to a future agenda under open session regarding the hoist at Pillar Point Harbor and the permitting process to place a hoist in a new location on Johnson Pier. The motion failed.

Ayes: 2 (Bernardo, Brennan)
Nays: 3 (Holsinger, Parravano, Tucker)

A representative from Moffatt & Nichol was in attendance. The Board took up item 10 next.

Continued Business

- 10 TITLE: **Additional Task for Moffatt & Nichol Engineers:
Engineering Services for Pillar Point Harbor Romeo Pier
Removal**
- REPORT: Grenell, Memo
- PROPOSED ACTION: Authorize the General Manager to direct Moffatt & Nichol to carry out an additional task under Paragraph C.4 of the District's contract with Moffatt & Nichol to provide engineering services for the Pillar Point Harbor Romeo Pier Removal including documenting pier conditions, prepare preliminary demolition plans, permitting and other regulatory assistance, and prepare construction bid documents including plans and technical specifications as set forth in the scope of services attached and incorporated by reference herein, in an amount not to exceed \$61,200.00 and adopt Resolution 11-14 to Amend the Operating and Capital Budget for FY2013/14

Action: Motion by Tucker, second by Holsinger to authorize the General Manager to direct Moffatt & Nichol to carry out an additional task under Paragraph C.4 of the District's contract with Moffatt & Nichol to provide engineering services for the Pillar Point Harbor Romeo Pier Removal including documenting pier conditions, prepare preliminary demolition plans, permitting and other regulatory assistance, and prepare construction bid documents including plans and technical specifications as set forth in the scope of services attached and incorporated by reference herein, in an amount not to exceed \$61,200.00 and adopt

Resolution 11-14 to Amend the Operating and Capital Budget for FY2013/14. The motion passed unanimously by a roll call vote.

Ayes: 5

Public Hearing -

- 6 TITLE: Continuance of Hearing: Preliminary Operating and Capital Budget for Fiscal Year 2014/15**
- A. Declare Hearing Open: President Bernardo
 - B. Report of Notice Given: Grenell
 - C. Staff Report and Recommendation: Draft Budget FY 2014/15
 - D. Public Testimony:
 - E. Harbor Commission Questions:
 - F. Close Public Testimony: President Bernardo
 - G. Commission Deliberation:
 - H. Recommended Commission Action: Adopt Resolution 13-14 to approve Preliminary Operating and Capital Budget for Fiscal Year 2014/15 and authorize issuance of a public notice for public budget review and comment and specify a date, time and place for fixing (adopting) the final budget

Bernardo declared the hearing open. Grenell stated notice had been given.

Public Comment – Budd Ratts, Anthony Basso, Leonard Woren, John Ullom

Bernardo closed the public hearing and recessed at 8:34 p.m.

The meeting reconvened at 8:42 p.m.

Action: Motion by Parravano, second by Tucker to continue the budget hearing at the next meeting. The motion passed unanimously by a roll call vote.

Ayes: 5

The Commission decided to take up item 15 next.

New Business

- 15** TITLE: **Amend the Fiscal Year 2013-2014 Integrated Operating and Capital Budget**
REPORT: Galarza, Resolution
PROPOSED ACTION: Adopt Resolution 12-14 to amend the Fiscal Year 2013-2014 Integrated Operating and Capital Budget

Action: Motion by Holsinger, second by Tucker to adopt Resolution 12-14 to amend the fiscal year 2013-2014 Integrated Operating and Capital budget. The motion passed unanimously by a roll call vote.

Ayes: 5

The Commission decided to take up item 17 next.

- 17** TITLE: **Bills and Claims in the Amount of \$427,948.23**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$427,948.23 to cover payment of Bills and Claims

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

Ayes: 4
Nays: 1 (Brennan)

Continued Business, Continued

- 7** TITLE: **District Rates and Fees Schedule for FY2014/15 for Oyster Point Marina/Park**
REPORT: Galarza, Rates and Fees Schedule
PROPOSED ACTION: To be determined

Action: Motion by Holsinger, second by Brennan to continue the item at the next meeting. The motion passed unanimously by a roll call vote.

Ayes: 5

- 8 TITLE: **District Rates and Fees Schedule for FY2014/15 for Pillar Point Harbor**
REPORT: Galarza, Rates and Fees Schedule
PROPOSED ACTION: To be determined

Parravano recused himself.

Action: Motion by Holsinger, second by Brennan to continue the item at the next meeting. The motion passed.

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

The Commission decided to take up item 13 next.

New Business, Continued

- 13 TITLE: **Adopt Resolution 10-14 and Amend District Business Plan for Division of Boating and Waterways: Add Appendix C: Purchase of Office Building in El Granada**
REPORT: Grenell, Memo, Attachments, Resolution
PROPOSED ACTION: To be determined

Action: Motion by Tucker, second by Holsinger to adopt Resolution 10-14 and amend District Business Plan for Division of Boating and Waterways: Add Appendix C: Purchase of Office Building in El Granada. The motion passed unanimously by a roll call vote.

Ayes: 5

- 14 TITLE: **Possible Cancellation of Harbor Commission Meeting on July 2, 2014**
REPORT: Grenell
PROPOSED ACTION: Cancel Commission meeting

Action: Motion by Tucker, second by Parravano to cancel the July 2, 2014 Harbor Commission meeting. The motion passed unanimously by a roll call vote.

Ayes: 5

Continued Business, Continued

- 9 TITLE: **Harbor Commissioner Benefits: Information and Possible Action to Amend Commissioner Benefit Policies**
REPORT: Harris, Memo
PROPOSED ACTION: To be determined

Public Comment – Leonard Woren

Tucker suggested continuing the item to the next meeting.

The Commission decided to take up item 12 next.

- 12 TITLE: **Proposal for Harbor & Marina Pump-Out Services**
REPORT: Grindy, Memo
PROPOSED ACTION: Authorize General Manager to issue a 5 year contract agreement with a 30 day termination for “Pump-Out Services” via Bay Green Marine Sanitation, starting July 1, 2014 in an amount not to exceed \$24,000 per year

Action: Motion by Parravano, second by Brennan to authorize General Manager to issue a 5 year contract agreement with a 30 day termination for “Pump-Out Services” via Bay Green Marine Sanitation, starting July 1, 2014 in an amount not to exceed \$24,000 per year. The motion passed unanimously by a roll call vote.

Ayes: 5

The Commission decided to take up item 16 next.

New Business, Continued

- 16 TITLE: **Quarterly Investment Balances Report**
REPORT: Galarza, Report
PROPOSED ACTION: Accept quarterly investment balances report

Public Comment – John Ullom

Action: Motion by Tucker, second by Parravano to accept the Quarterly Investment Balances Report. The motion passed by a roll call vote.

Ayes: 4
Nays: 1 (Brennan)

Continue Business, Continued

- 11 TITLE: **Informational Report: Concessionaires Building Sidewalk Improvements**
REPORT: Grindy, Memo

Grindy presented information regarding the concessionaires building sidewalk improvements.

Adjournment

Action: Motion by Holsinger, second by Parravano to adjourn the meeting. The motion passed unanimously by a roll call vote at 10:00 p.m.

The next scheduled meeting will be held on May 21, 2014 at the Municipal Services Building, 33 Arroyo Drive, South San Francisco at 6:00 p.m.

Debbie Nixon
Deputy Secretary

Robert Bernardo
President

The following items were not taken up at this meeting.

Staff Reports: a) Administration and Finance

18 General Manager - Grenell

19 Finance Report - Galarza

20 Human Resources Manager - Harris

b) Operations

21 Oyster Point Marina/Park and Pillar Point Harbor –Grindy

Board of Harbor Commissioners

22 A. Committee Reports

B. Commission Statements and Requests

Harbor Commissioners may make public statements limited to 5 minutes.