

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

**August 2nd, 2006
7:00 p.m.**

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

Roll Call

Commissioners

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

x Absent

Staff

Peter Grenell, General Manager
Eileen M. Wilkerson, Human Resource Manager
Marcia Schnapp, Director of Finance
Robert Johnson, Harbormaster
Dan Temko, Harbormaster
Linda Noeske, District Counsel

Public Comments/Questions-Public and Staff Recognition

Doug Hayes addressed the Board to clarify his previous request to sell abalone retail at Pillar Point Harbor. Mr. Hayes assured the Board that he planned a small “mom and pop” style of sales off the dock. Padreddii confirmed that Grenell was completing research for the Board.

Grenell presented a public service commendation from the United States Coast Guard to the Harbor Patrol at Pillar Point Harbor for their search and rescue work. Board members extended their congratulations to the crew. Temko accepted the commendation stating it was a district-wide group effort.

Temko thanked his staff for smooth operations while he has been on vacation.

San Mateo County Harbor District — Minutes for August 2nd, 2006

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 July 19, 2006**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

- 2 TITLE: **Amend Conflict of Interest Code**
 REPORT: Amended Conflict of Interest Code
 PROPOSED ACTION: Adopt Resolution 53-06 to Amend Conflict of Interest Code

Action: Motion by Padreddii, second by Tucker to approve the Consent Calendar. The motion passed.

Ayes: 4
Nays: 0

Public Hearing — None

- 3 TITLE: **Presentation by Keith Mangold on Water Quality**
 REPORT: Mangold
 PROPOSED ACTION: To Be Determined

Keith Mangold, assisted by Ed Lorena and Carol Ann Tow of Surfrider Foundation, used a PowerPoint presentation to inform the Board of various tests and findings the group has discovered regarding the water quality at Capistrano Beach.

The presentation and subsequent discussion by the Board focused on the high probability that additional pollutants may be reaching the harbor through creeks and storm drains located east of Highway 1. Potential suspect areas are under the jurisdiction of the County of San Mateo. This upstream area has not been tested to date. Granada Sanitary District and Sewer Authority Mid Coast (SAM) serve this area.

Surfrider Foundation has plans to make a similar presentation to Granada Sanitary District and SAM. They have made a presentation to County Supervisor Rich Gordon.

Grenell agreed to provide a contact name to Surfrider Foundation for the Regional Water Quality Control Board.

Campbell suggested that fellow Board members review a local web site for good information on this topic and many other local topics as well, www.coastsider.com.

Continued Business

- 4** TITLE: **Signature List for San Mateo County Harbor District's Accounts at the State of California Treasurer's Office**
- REPORT: Signature List (Resolution 51-06), Resolution 34-05 and Supporting Documents
- PROPOSED ACTION: Adopt Resolution 51-06 approving updated Authorized Signature List for San Mateo County Harbor District's accounts at the State of California Treasurer's Office

Action: Motion by Tucker, second by Padreddii to adopt Resolution 51-06 approving updated Authorized Signature List for San Mateo County Harbor District's accounts at the State of California Treasurer's Office. The motion passed.

Ayes: 4
Nays: 0

- 5** TITLE: **Presentation of Financial Statements and Independent Auditors' Report for the Fiscal Year Ended June 30, 2005**
- REPORT: Schnapp, Financial Statements and Independent Auditors' Report, Resolution 52-06
- PROPOSED ACTION: Accept Financial Statements and Independent Auditors' Report for Fiscal Year Ended June 30, 2005 Adopt Resolution 52-06

Action: Motion by Campbell, second by Tucker to accept Financial Statements and Independent Auditors' Report for Fiscal Year Ended June 30, 2005 and adopt Resolution 52-06. The motion passed.

Ayes: 4
Nays: 0

New Business

- 6** TITLE: **Bills and Claims in the Amount of \$178,626.58**
- REPORT: Bills and Claims Detailed Summary
- PROPOSED ACTION: Approval of Bills and Claims for Payment and a Transfer in the Amount of \$178,626.58 to Cover Payment of Bills and Claims

Action: Campbell advised she had reviewed the Bills and Claims. Motion by Campbell, second by Padreddii to approve the Bills and Claims for Payment and a Transfer in the Amount of \$178,626.58 to Cover Payment of Bills and Claims. The motion passed.

Ayes: 4

Nays: 0

Reports for Possible Discussion/Action

Administration and Finance

7 General Manager – Grenell

Action: Grenell added to his written report.

OPM Breakwater: Grenell and Johnson met August 1, 2006 with the U.S. Army Corp of Engineers (USACE). Corps staff will try their utmost to have the Detailed Project Report approved by the end of the USACE fiscal year, September 30, 2006. After approval the USACE can execute a project agreement for construction with the Harbor District to begin work next Spring.

Ferry Terminal: Grenell will be sending a letter to the Water Transit Authority (WTA) that will include: 1) a tentative project component schedule, 2) a letter from Dr. Tsuneyoshi, DBAW, stating that capital assets and revenue must be compensated for because the assets and revenue are collateral for loans with DBAW, and that DBAW maintains authority to approve all leases, and 3) stating the need for a meeting between the Harbor District, City of South San Francisco, and WTA to clarify roles in writing that include financial backing. Grenell noted that the WTA draft lease agreement is expected the week of August 14th.

Campbell stated that a meeting of the WTA Board and Board of Harbor Commissioners is needed to clarify concerns and resolve issues.

Grenell restated the District's support for the ferry terminal project. The District has done everything possible to assist the WTA in meeting the WTA's goal of implementation in 2008 including granting entry to WTA for engineering and dredging in April 2006.

8 Director of Finance – Schnapp

Action: Provided the Board with a comparison of the Auditor's recommendation to management for FY 2003/04 and FY 2004/05. Schnapp referred to Commissioner Campbell's suggestion and reported that the bank reconciliations are available for the Treasurer's review.

9 Human Resources Manager – Wilkerson

Action: Nothing further to add to written report. Campbell thanked Wilkerson for sending email articles from the Employee Assistance Program to all employees.

Operations

10 Oyster Point Marina/Park – Johnson

Action:

Fishing Pier Repair Project: Fishing Pier is complete including lighting. Johnson recognized crew and specifically Charles White and Jim Merlo for installing the lighting that resulted in a significant saving over the initial cost estimate through a contractor.

In response to a tenant's concern, Johnson asked the South San Francisco Fire Department to come to the marina to confirm that a gurney can be maneuvered through the dock gates in the event of an emergency. There is no safety issue.

11 Pillar Point Harbor – Temko

Action: Big Blue Adventure Kayak event went smoothly.

Johnson Pier Rehabilitation Project: Dutra Construction is on schedule and has set up their office and equipment boxes at Pillar Point Harbor. Dutra is coordinating with Moffatt & Nichol and the fish buyers.

Bike Trail: The Eagle Scout project to improve the bike trail at Capistrano is complete.

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.

Tucker: Re: Pillar Point Harbor Lessee Building – Visited site with a landscape designer. Encouraged that the back of the building can be screened “relatively simply” to improve the public's view of the area. Suggestions for the area included using drought-tolerant plants, fencing, and nautical elements.

Campbell, Joanne Franklin, Albert Dunn of Ketch Joanne's along with their contractor and designer and Grenell met with County Planning Director Lisa Groat regarding the design proposals for Ketch Joanne's. The back of the building was discussed. District staff will look into the District's role in improving the back of the building. They also discussed the County's master sign plan.

Action: Motion by Tucker, second by Campbell to adjourn to Closed Session. The motion passed.

The Board recessed for a five-minute break at 7:58 p.m.

Closed Session

13 TITLE: **General Manager's Performance Evaluation
Pursuant to Government Code Section §54957**
REPORT: Parravano
PROPOSED ACTION: To Be Determined

Open Session, Continued

There was no reportable action from Closed Session.

Adjournment

Motion by Tucker, seconded by Campbell to adjourn the meeting. Motion carried by unanimous vote at 7:57 p.m.

APPROVED BY:

ATTESTED BY:

P. Parravano

Eileen M. Wilkerson

Pietro Parravano
President

Eileen M. Wilkerson
Human Resource Manager