

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

June 16, 2010
7:00 p.m.

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

Roll Call

Commissioners

- x Sally Campbell, President
- 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
- Debbie Nixon, Deputy Secretary

x-absent

Public Comments/Questions – None.

Staff Recognition- Johnson complimented both crews. At Pillar Point Harbor he recognized Pemberton, Coats and Chang for their 24 hour coverage at the Harbor Monday and Tuesday. He stated that Coats and Pemberton coordinated a rescue with the State Park Lifeguard Rescue and Half Moon Bay Coastside Fire at Gray Seal Rock. Williams also responded but by the time he reached the Harbor, the person was rescued. Johnson stated that at Oyster Point Marina, Gubser gave an Ocean Awareness program that informs children about rip tides and what to do if you are caught in one. He stated White has been overseeing the dredging project and 1600 cubic feet of material was removed today.

Parravano thanked Johnson for the signs that were put up at Pillar Point Harbor thanking the fisherman for their cooperation in removing their crab pots from the upper parking lot. He stated that was a nice gesture.

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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:** **Special Minutes of Meeting June 2, 2010**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

- 2 **TITLE:** **Minutes of Meeting June 2, 2010**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

- 3 **TITLE:** **Certified Employment List for Deputy Harbor Master**
 REPORT: Certified Employment List
 PROPOSED ACTION: Approve certified employment list for Deputy Harbor Master

Action: Motion by Tucker, second by Lundie to approve the consent calendar. The motion passed.

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

Continued Business

Item 6 was taken up before items 4 and 5.

- 4 **TITLE:** **Reconsideration of Claim for Damages of Richard Lefief**
 REPORT: Grenell, Memo, Attachments
 PROPOSED ACTION: Do not reconsider Claim of Richard Lefief

Grenell stated that this item is being brought back to the Commission. At a previous meeting, Lefief sought relief from the District and the claim was denied. He asked for the claim to be reconsidered. Staff reviewed the claim and recommended that no further action be taken.

Lundie stated that he met with Lefief after a meeting and inspected the damage. He stated that although he has great empathy for Lefief, he could not come to a conclusion that the District was liable for the damage.

Padreddii asked if Lefief had his own insurance to which he could submit the claim.

Tucker asked if the item needed a motion to deny. Zafferano stated that it did not because it was originally denied at a previous meeting.

Action: Motion by Tucker, second by Lundie to deny the reconsideration of the claim. The motion passed.

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

New Business

- 5 **TITLE:** **Limited Commercial Activity Permit for The Leukemia & Lymphoma Society Silicon Valley & Monterey Bay Area Chapter**
 REPORT: Grenell, Application
 PROPOSED ACTION: Approve Limited Commercial Activity Permit for two (2) events

Grenell stated that we have previously issued permits for the Leukemia & Lymphoma Society and that they schedule their events on a quarterly basis. He recommended approval.

Action: Motion by Tucker, second by Lundie to approve the Limited Commercial Activity Permit. The motion passed.

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

Lundie asked if they are asking for a waiver of fees. Grenell stated No. He then corrected his answer to Yes, they are asking for a waiver, but the waiver will not be granted due to the fact that there is a swim associated with the run which entails the District to have more staff on hand for their event.

- 6 **TITLE:** **Renewal of District Insurance Policies**
 REPORT: Grenell, Attachment
 PROPOSED ACTION: Approve renewal of District insurance policy package in an amount not to exceed \$380,000.00

Grenell stated that the insurance package was put together by MacCorkle Insurance and included a premium summary. Staff reviewed the policy and recommended approval.

Action: Motion by Lundie, second by Padreddii to approve the renewal of the District's insurance policy package in an amount not to exceed \$380,000.00. The motion passed unanimously.

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

- 7 **TITLE:** **Wage and Salary Classification Schedule for FY2010-11**
 REPORT: Wage and Salary Classification Schedule, Resolution 10-10
 PROPOSED ACTION: Adopt Resolution 10-10 and Wage and Salary Classification
 Schedule for FY2010-11

Grenell stated that before the budget is fixed and adopted, the Board must adopt the wage and salary schedule. He stated that in July there will be a 3% COLA adjustment.

Tucker asked for an explanation regarding the position of Project Coordinator remaining on the list. Grenell stated that it was easier to leave the position on the schedule in case there is a need for the position in the future than to re-create it at a later date. The situation is the same for Administrative Assistant 1. Tucker stated that the Salary Range for the Top Level is 3% higher than it was last year. Harris stated that was due to the 3% COLA adjustment. Parravano clarified that the salary range for the top and bottom only increased by the 3%. Harris confirmed that he was correct.

Action: Motion by Lundie, second by Tucker to adopt resolution 10-10 and the wage and salary classification schedule for FY2010-11. The motion passed unanimously.

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

Public Hearing

- 8 **TITLE:** **Fix and Adopt the Final FY2010-2011 Operating
 and Capital Budget by Resolution 11-10
 Pursuant to Harbors and Navigation Code
 §6093.1**
- A. Declare Hearing Open: President Campbell
B. Report of Notice Given: Grenell
C. Staff Report and
 Recommendation: Resolution 11-10, Budget FY2010-2011
D. Public Testimony:
E. Harbor Commission
 Questions:
F. Close Public Testimony: President Campbell

G. Commission Deliberation:

H. Recommended

Commission Action: Adopt Resolution 11-10 to Adopt the Final FY2010-2011
Operating and Capital Budget

Parravano declared the hearing open. Grenell stated that notice was given. He stated that this was the same budget that was presented for the Preliminary Budget. There was only one change and that was to add the \$200,000 for the wave attenuators project at Oyster Point Marina/Park that was approved by the Commission previously. He recommended adoption.

Action: Motion by Tucker, second by Lundie to close the public hearing. The motion passed.

Action: Motion by Tucker, second by Lundie to fix and adopt the Final FY2010-2011 Operating and Capital Budget. The motion passed unanimously.

Ayes: 4

Nays: 0

Absent: 1 (Campbell)

New Business Continued

- 9** TITLE: **Bad Debt Write-Offs**
REPORT: Turner, Memo, Resolution 12-10
PROPOSED ACTION: Adopt Resolution 12-10 to Approve Bad Debt Write-Offs

Turner stated that the total for the write-off was \$41,487 which consisted of \$22,872.71 for Oyster Point Marina/Park and \$18,614.29 for Pillar Point Harbor.

Action: Motion by Tucker, second by Lundie to approve the bad debt write-off. The motion passed unanimously.

Ayes: 4

Nays: 0

Absent: 1 (Campbell)

- 10 TITLE: **Bills and Claims in the Amount of \$223,656.34**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$223,656.34 to cover payment of Bills and Claims

Tucker stated that he reviewed the bills and claims and found them in order. He recommended approval.

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

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

URGENCY ITEM

Action: Motion by Tucker, second by Lundie to add the Urgency item to the agenda. The motion passed.

- 10 TITLE: **Letter of Opposition to Senate Bill 972 (Wolk)**
REPORT: Grenell, SB 972 Fact Sheet, letter of opposition
PROPOSED ACTION: Authorize General Manager to send a letter of opposition to SB 972 (attached) to Assemblyman Jerry Hill.

Grenell apologized for the last minute item but he received the information this morning. He reviewed it thoroughly and this bill would shift liability from design professionals to Special Districts. The agency would have to pay costs and seek reimbursement. He recommended sending a letter to Assemblyman Hill to oppose the bill.

Tucker asked if Hill has taken a position regarding the bill. Grenell stated that he hadn't been able to obtain that information.

Action: Motion by Tucker, second by Lundie to authorize the General Manager to send the letter of opposition to Hill. The motion passed.

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

Reports for Possible Discussion/Action Administration and Finance

11 General Manager - Grenell

Nothing further to add to written report.

12 Director of Finance - Turner

Nothing further to add to written report.

13 Human Resources Manager - Harris

Nothing further to add to written report.

Operations

14 Oyster Point Marina/Park - Johnson

Not at a reportable level regarding projects.

15 Pillar Point Harbor – Johnson

Not at a reportable level regarding projects.

Board of Harbor Commissioners

16 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.

Closed Session - None

Adjournment

Action: Motion by Lundie, second by Tucker to adjourn the meeting. The motion passed unanimously at 7:28 p.m.

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

Debbie Nixon
Deputy Secretary

Sally Campbell
President