

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

**June 7, 2006
7:00 p.m.**

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

Parravano called the meeting to order at 7:03 p.m.

Roll Call

Commissioners

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

Staff

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

Public Comments/Questions-Public and Staff Recognition

John and Christina Akina addressed the Board regarding their desire to take over the Oyster Point Marina Bait and Tackle Shop lease assignment.

Jim Hackworth, Hackworth & Company presented a written response to the Board of Harbor Commissioners answering questions raised at the May 17, 2006 Board meeting. Hackworth summarized the written response.

Campbell, on behalf of the Commission and the Promotion & Marketing Committee, recognized Dan Temko, Lead Maintenance Specialist Don Coats, and the Pillar Point Harbor crew for the improvements made to the entrance area of the harbor including signage and general clean up. Many compliments have been received from the Harbor District lessees.

Johnson recognized Deputy Harbor Masters Gary Stern and James Smith for a successful response and rescue of the crew of a Hobi Cat in distress off Hunter's Point.

In response to Tucker, Johnson stated that the pumpout boat was used for the rescue because the Fletcher had been sold for \$10,000 and no longer in service.

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 of May 17, 2006**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

- 2 TITLE: **Amend District Policy 6.4.7 - Longevity Health Insurance Program**
 REPORT: Policy, Resolution No. 38-06
 PROPOSED ACTION: Adopt Resolution No. 38-06 Approving Amendment to Policy

Campbell requested Item 1 be moved to new business.

Action: Motion by Tucker, second by Padreddii to approve Item 2 and move Item 1 to new business. The motion passed.

Ayes: 5
Nays: 0
Abstentions: 0

Public Hearing — None

Continued Business

- 3 TITLE: **Pillar Point Harbor Restroom Project: Construction Documents and Specifications and Issuance of a Sealed Bid Notice for Construction**
 REPORT: Memo, Construction Documents
 PROPOSED ACTION: Approve construction documents and specifications and authorize General Manager to publish Construction Bid

Notice

Grenell reported that the Pillar Point Harbor Restroom Project permit process is complete contingent upon payment of fees. The District will pay all fees after the bid process is complete and the Board approves the project.

Grenell has been investigating a low interest loan for energy efficient products with the help of District Architects Jensen & Macy. When estimates of energy savings from energy efficient product use in the restroom project are known Grenell will report to the Board. The loan application will then be submitted.

Action: Motion by Campbell, second Lundie to approve construction documents and specifications and authorize General Manager to publish Construction Bid Notice.

Ayes: 5
Nays: 0
Abstentions: 0

4 TITLE: **Operating and Capital Budget FY 2006-07**
REPORT: Staff
PROPOSED ACTION: To be determined

Schnapp reported that the Pillar Point Harbor roof expense has been re-categorized and there is no cash flow impact.

5 TITLE: **Amendment to Rates and Fees Schedule for FY 2006-07**
REPORT: Staff Report, Resolution 40-06, Rates & Fees Schedule
PROPOSED ACTION: Adopt Resolution 40-06

Johnson summarized the revision to the berthing rate recommendation at Oyster Point Marina/Park. The square foot based fee is now a flat fee and language was added to clarify that all discounts take effect on the date they are approved.

Cambell confirmed that there is no increase in berthing fees at Oyster Point Marina/Park for 36' vessels.

Parravano confirmed with Johnson that tenant notification would take place next week.

Action: Motion by Tucker, second by Campbell to adopt Resolution No. 40-06.

Ayes: 5
Nays: 0
Abstentions: 0

Grenell introduced newly arrived guests Mark Macy and Melissa Braisted of Jensen & Macy Architects. Parravano requested that they remain to comment on Agenda Item 11 – Pillar Point Harbor Restroom Low Interest Energy Efficiency Loan Update.

- 6** TITLE: **Approve District Policy 6.6.1 - Training, Education and Conferences for Commissioners**
REPORT: Staff, Resolution No. 33–06, Policy
PROPOSED ACTION: Adopt Resolution No. 33-06 Approving Policy

Action: Motion by Tucker, second by Lundie to adopt Resolution No. 33-06 approving District Policy 6.6.1 – Training, Education and Conferences for Commissioners.

Ayes: 5
Nays: 0
Abstentions: 0

New Business

Parravano, by consensus, moved Agenda Item 11 to the top of new business.

- 11** TITLE: **Pillar Point Harbor Restroom Low Interest Energy Efficiency Loan Update**
REPORT: Grenell, Resolution 42-06
PROPOSED ACTION: To Be Determined

Braisted reported that she has confirmed that the California Energy Commission will not provide an estimate until the District, through Macy & Jensen, provides additional information.

Grenell reported that no action is needed at this time. When costs are known the resolution will be brought back to the Board.

- 1** TITLE: **Minutes of Meeting of May 17, 2006**
REPORT: Draft minutes
PROPOSED ACTION: Approval

Lundie and Padreddii abstained from Item 1 and Campbell indicated minor typographical errors to correct.

Action: Motion by Tucker, second by Padreddii to approve Item 1 as amended. The motion passed.

Ayes: 5
Nays: 0

Abstentions: 0

7 TITLE: **Limited Commercial Activity Permit (CAP):
Leukemia and Lymphoma Society and Waiver of Fee**
REPORT: Staff Report, Application, Attachments
PROPOSED ACTION: Approve Limited Commercial Activity Permit with
Waiving of Permit Fee

Action: Motion by Lundie, second by Campbell to approve Limited Commercial Activity Permit with Waiving of Permit Fee.

Ayes: 5
Nays: 0
Abstentions: 0

8 TITLE: **Limited Commercial Activity Permit (CAP):
Coastside Infant Toddler Center and Waiver of Fee**
REPORT: Staff Report, Application, Attachments
PROPOSED ACTION: Approve Limited Commercial Activity Permit with
Waiving of Permit Fee

Action: Motion by Campbell, second by Lundie to approve Limited Commercial Activity Permit with Waiving of Permit Fee.

Ayes: 5
Nays: 0
Abstentions: 0

9 TITLE: **Special District Director General Election:
November 7, 2006**
REPORT: County Elections Officer Letter and Attachments
PROPOSED ACTION: Decisions: (1) Who will pay cost of candidate statements;
(2) Determination of word limit for candidate statements
and authorize General Manager to file all required
information with County Elections Officers

By consensus and past practice the candidate will pay all costs with a 200 word statement limit.

Action: Motion by Campbell, second by Tucker to approve a 200 word statement limit with the candidate responsible for all associated costs and authorize the General Manager to file all required information with County Elections Officers.

Ayes: 5
Nays: 0

Abstentions: 0

- 10** TITLE: **Fresh As It Gets: Sponsorship of May 22, 2006 event in the amount of \$2,000**
REPORT: Grenell
PROPOSED ACTION: Authorize the General Manager to expend sponsorship funds in an amount not to exceed \$2,000 to the San Mateo County Convention and Visitors Bureau.

Parravano presented a pamphlet, “San Mateo County Farm Bureau Harvest Guide”, highlighting locations to procure local farm products including Pillar Point Harbor.

The Board clarified that funding for the sponsorship will come from the advertising budget and the total sponsorship will be the \$2,000.00 less the cost of the fish provided for the May 22nd event (\$214.50).

The Board extended its appreciation to Assistant Harbor Master John Draper for procuring the fish and filleting it for the May 22nd event.

Action: Motion by Campbell, second by Tucker to authorize the General Manager to expend sponsorship funds in an amount not to exceed \$2,000 to the San Mateo County Convention and Visitors Bureau less the cost of the fish previously provided (\$214.50).

Ayes: 5
Nays: 0
Abstentions: 0

- 12** TITLE: **Amend Policy 4.7.1 Fixed Asset System**
REPORT: Staff Report, Resolution 41-06, Policy
PROPOSED ACTION: Adopt Resolution 41-06, Approving Policy

- 13** TITLE: **Request for Proposals (RFP) for Year-End Appraisal of Fixed Assets and Inventory and Facilities Life-Cycle Analysis Update**
REPORT: Staff Report
PROPOSED ACTION: Authorization to Publish Request for Proposals

Items 12 and 13 were addressed together.

Schnapp stated that the policy amendment increases the depreciation threshold from \$5,000 to \$10,000. She also reported that GASB 34 requires a formal fixed

asset/inventory valuation and a qualified asset valuation consultant would be hired to provide the service. Schnapp related that it would be economical to update the Business Plan Facilities Life Cycle Analysis at the same time. By consensus the Board agreed.

Action: Motion by Campbell, second by Lundie to adopt Resolution 41-06, approving amendment to Policy 4.7.1 – Fixed Asset System and authorize the General Manager to publish a Request for Proposals.

Ayes: 5
Nays: 0
Abstentions: 0

14 TITLE: **Approve Purchase of Copier**
REPORT: Staff Report and Attachments
PROPOSED ACTION: Approve Purchase of Copier in an amount not to exceed \$12,000 and authorize General Manager to enter into a maintenance agreement with Astro Business Technologies

Action: Motion by Padreddi, second by Lundie to Approve Purchase of Copier in an amount not to exceed \$12,000 and authorize General Manager to enter into a maintenance agreement with Astro Business Technologies.

Ayes: 5
Nays: 0
Abstentions: 0

15 TITLE: **Bills and Claims in the Amount of \$212,739.37**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for Payment and a Transfer in the Amount of \$212,739.37 to Cover Payment of Bills and Claims

Action: Tucker advised that he reviewed the bills and claims, that the cover memo should be discarded, and \$12,000 for a copier purchase was removed from the Bills and Claims. Motion by Tucker, second by Campbell, for approval of the Bills and Claims for payment and a transfer in the amount of \$200,739.27 to cover payment of Bills and Claims.

Ayes: 5
Nays: 0
Abstentions: 0

Reports for Possible Discussion/Action

Administration and Finance

16 General Manager – Grenell

Advised that he met with the Water Transit Authority (WTA). It appears that if the Infrastructure Bond passes they will receive new funds and combined with current available funds should be able to cover all costs of the Oyster Point Marina/Park Ferry Project.

Advised that the Army Corps of Engineers (USACE) has identified a preferred design for the entrance of the Oyster Point Marina/Park Breakwater. The USACE and the District will do everything possible to expedite the project at the State and local level anticipating the construction bid process to take place in March 2007.

17 Director of Finance – Schnapp

Advised that the financial books for FY 2004-05 are scheduled to close next week.

Campbell asked that the Board will see the draft management letter tomorrow.

18 Human Resources Manager – Wilkerson

Advised she had nothing to add to her written report.

Operations

19 Oyster Point Marina/Park — Johnson

Advised that the Gatehouse Project is proceeding on schedule. Issues with gate fabrication have been creatively resolved and will allow a successful completion of the project anticipated in July 2006. There was a brief discussion regarding the past architects responsibility in the original design.

The Fishing Pier Project is now complete. All paperwork has been submitted to the Wildlife Conservation Board. The lights will be added by July 2006.

20 Pillar Point Harbor — Temko

Advised that the Commercial Salmon Season is now closed until July 27th locally. Sport fishing is open and reasonably good.

Lundie discussed concerns of “Live Aboard” tenants and needed restroom maintenance.

Parravano thanked Temko for facilitating a tour of environmental philanthropic leaders on June 6th, Temko complimented Parravano for his educational presentation.

Board of Harbor Commissioners

21 A. Committee Reports

Insurance (Campbell, Tucker)

Grenell reported that the Committee met with Paul Walker of MacCorkle Insurance Services. Walker is preparing a full program of insurance to submit to the Board on June 21. Campbell commented that MacCorkle has an excellent understanding of the District's needs.

Promotion & Marketing (Campbell, Parravano)

Grenell provided a written report.

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.

Lundie requested that the Rates and Fees Schedule be placed on the July 5 Agenda related specifically to reviewing the Live Aboard fee at Pillar Point Harbor.

Lundie asked about a negotiation start date with Operating Engineers Local Union No. 3 and Grenell responded that negotiations on compensation began last week. There will be a Closed Session on the June 21 Agenda.

Lundie asked about a letter from Doug Hayes. Grenell reported that Hayes has requested that he be allowed to sell abalone retail from his boat. Grenell reported that he has responded to Hayes indicating that the District is in receipt of his letter and to accommodate his request the Board will need to discuss an amendment to the Ordinance Code. The item will be placed on the July 5 Agenda.

- 22 TITLE: **Identification of Real Property Negotiator Pursuant to Government Code §54956.8**
REPORT: Zafferano
PROPOSED ACTION: Identify Peter Grenell as Real Property Negotiator

Action: Zafferano identified Grenell as the Real Property Negotiator for Item 24.

The Board took a 5 minute break.

Closed Session

- 23 TITLE: **Conference with Legal Counsel – Anticipated
Litigation pursuant to Government Code Section
§54956.9 (b): one case**
- REPORT: Zafferano
- PROPOSED ACTION: To Be Determined
- 24 TITLE: **Conference with Real Property Negotiator Pursuant to
§54956.8
985 Marina Blvd., South San Francisco CA 94080**
- REPORT: Grenell, Real Property Negotiator
- PROPOSED ACTION: To Be Determined, Regarding Terms and Conditions of
Lease

Open Session, Continued

Zafferano reported no reportable action from Closed Session.

- 25 TITLE: **Assignment of Oyster Point Marina/Park Bait and
Tackle Lease**
- REPORT: Memo, Attachments, Resolution 44-06
- PROPOSED ACTION: Adopt Resolution 44-06 to approve assignment of lease to
John K Akina Sr. and Christina Akina.

Action: Grenell presented the item. Motion by Padreddii, second by Lundie to adopt Resolution 44-06 to approve the lease assignment. The motion passed.

Ayes: 5
Nays: 0
Abstentions: 0

Parravano then called on Marty Botham of Princeton Seafood, who wanted to make a public comment. He thanked the Commission for the steps they have taken to help Pillar Point lessees during the Devil's Slide closure. He also commented on business promotion and competition, and that he has tried for many years to promote local fishermen.

Adjournment

Motion by Tucker, second by Padreddii to adjourn the meeting. Motion carried by unanimous vote at 9:05 p.m.

APPROVED BY:

ATTESTED BY:

Pietro Parravano
President

Leo Padreddii
Secretary