San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

June 20, 2012 7:00 p.m.

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

Roll Call

Commissioners

James Tucker, President Leo Padreddii, Vice President Robert Bernardo, Treasurer Pietro Parravano, Secretary

x William Holsinger, Commissioner

Staff

Peter Grenell, General Manager Genevieve Frederick, Director of Finance

Marietta Harris, Human Resource Manager

Scott A. Grindy, Harbor Master Kai Ruess, District Counsel 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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 Special Meeting June 6, 2012

REPORT: Draft minutes PROPOSED ACTION: Approval

2 TITLE: Minutes of Meeting June 6, 2012

REPORT: Draft minutes PROPOSED ACTION: Approval

Action: Motion by Padreddii, second by Bernardo to approve the consent calendar. The motion passed.

Ayes: 4 Nays: 0

Absent: 1 (Holsinger)

Abstention: 1 (Parravano from item 1)

Public Hearing

3 TITLE: Fix and Adopt the Final FY2012-2013 Operating

and Capital Budget by Resolution 14-12 Pursuant to Harbors and Navigation Code

§6093.1

A. Declare Hearing Open: President Tucker

B. Report of Notice Given: Grenell

C. Staff Report and

Recommendation: Resolution 14-12, Budget FY2012-2013

D. Public Testimony: E. Harbor Commission

Ouestions:

F. Close Public Testimony: President Tucker

G. Commission Deliberation:

H. Recommended

Commission Action: Adopt Resolution 14-12 to Adopt the Final FY2012-2013

Operating and Capital Budget

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

Grenell stated that the final budget for FY12/13 was before the Commission. He stated that Rates and Fees for FY12/13 had previously been adopted. He stated that there were several changes which have been brought to the Commission's attention at previous meetings.

Action: Motion by Parravano, second by Padreddii to close the public hearing. The motion passed by a unanimous vote.

Ayes: 4 Nays: 0

Absent: 1 (Holsinger)

Action: Motion by Parravano, second by Padreddii to fix and adopt the final FY12/13 Operating and Capital Budget. The motion passed unanimously by a roll call vote.

Ayes: 4 Nays: 0

Absent: 1 (Holsinger)

New Business

4 TITLE: Renewal of District Insurance Policies

REPORT: Grenell, Attachment

PROPOSED ACTION: Approve renewal of District insurance policy package in an

amount not to exceed \$388,405.00

Tucker stated that an updated report had been given to them by Zack Goldenberg with MacCorkle Insurance.

Grenell stated that Goldenberg was present and would make a brief presentation as some numbers have changed.

Goldenberg stated that for the last 90 days he has been working with Grenell and Harris to renew the District's insurance policies. He stated that there was a significant change to the premium for Workers Compensation and Directors' & Officers Liability. Goldenberg pointed out that the replacement cost for the new docks will be more than what they were appraised for back in 2009 and if the new docks are added to the insurance, to expect a rate increase. He stated that the only piece that is still in negotiations as of now is the Directors & Officers Liability. He stated that the current insurer is Chartis and they have asked for a 45% increase. He stated that he received a quote from Ace Insurance that was significantly less than the Chartis quote, which was only a 10% increase. Goldenberg stated that he is just making sure that the coverage is sufficient.

Bernardo asked Grenell how long we have used MacCorkle Insurance Services. Grenell stated that this will be the fifth year. Bernardo asked if other providers have been considered. Grenell stated that they have in the past. Goldenberg stated that MacCorkle is a brokerage firm and his service is to solicit the entire insurance market and compile the best insurance package.

Tucker added that he and Campbell were on the Board's Ad Hoc Insurance Committee five years ago. He stated that back then the District did not have a schedule of assets. He stated that MacCorkle has put together their whole insurance package. Bernardo thanked Tucker for the background. Tucker asked Goldenberg if the schedule of assets was current. Goldenberg stated that there were a couple duplicate pieces and they are in the process of removing those. Otherwise, the list is current.

Action: Motion by Padreddii, second by Bernardo to approve the renewal of District insurance policy package in an amount not to exceed \$383,799.80. The motion passed unanimously by a roll call vote.

Ayes: 4

Nays:

Absent: 1 (Holsinger)

5 TITLE: Application for Commercial Activity Permit from Mark

and Natalie Strum to use their vessel Baroness in a

business venture at Pillar Point Harbor

REPORT: Grenell, Memo

PROPOSED ACTION: Do not approve Commercial Activity Permit for Mark and

Natalie Strum

Tucker stated that they received a letter from the Strums. Grenell stated that he and Grindy reviewed the application and had several questions, which the applicant has answered. He stated that their responses were taken into consideration. He stated that in the letter the Strums refer to "boat for sale" and refer to two termination letters. Grenell stated that staff determined there was only one termination letter issued to the Strums which was withdrawn after repair to their on board toilet facility. He stated that staff feels there are a number of implications for Pillar Point Harbor if this activity were to be approved.

Padreddii stated that in all fairness to the applicant, he felt that the item should be continued to the next meeting to allow the Commission to read the letter that was given to them at the meeting.

Action: Motion by Padreddii, second by Bernardo to continue the item to the July 18, 2012 meeting. The motion passed.

Ayes: 4 Nays: 0

Absent: 1 (Holsinger)

6 TITLE: Introduce Amendment to District Ordinance Code Section

5.2.1.6 Concerning Process for Approving and Issuing Commercial Activity Permits for Non-Lessee Wholesale

Commercial Fish Buyers at Pillar Point Harbor

REPORT: Grenell, Memo

PROPOSED ACTION: Direct the General Manager to publish a notice in compliance

with the provisions of Harbors and Navigation Code Section 6070.2 to provide for public review and comment on the

proposed ordinance amendment

Grenell stated that at a previous meeting the Commission approved a requirement for non-lessee commercial fish buyers to obtain a Commercial Activity Permit to be in compliance with the District's Ordinance Code. He stated that Ordinance Code 5.2.1.6 states that all Commercial Activity Permits must be brought before the Harbor Commission. He stated that this could cause a serious problem for the buyers, unloaders, and fishermen to actually make this activity work. He recommended amending the Ordinance Code to allow the Harbor Commission by Resolution to authorize the General Manager to administratively approve these Commercial Activity Permits.

Tucker asked if he thought there was more than ten non-lessee fish buyer that would apply for this permit. Grenell stated he thought there were less, maybe five or six. Tucker stated

that staff will need to ensure that all parties operating under such capacity obtain this permit. Grenell stated that the permit language will provide required documentation. Tucker asked if the lessees have signed their leases yet. Grenell stated that each party is doing a final review of the lease, it will then go to the Department of Boating and Waterways for approval and then each lessee will sign the final lease. Tucker stated that the first few months will be challenging to get everyone on board and understand the process.

Action: Motion by Tucker, second by Padreddii to authorize the General Manager to issue a public notice regarding the amendment to Ordinance Code 5.2.1.6. The motion passed.

Ayes: 4 Nays: 0

Absent: 1 (Holsinger)

Grenell pointed out that the Harbors and Navigation Code states that there must be a twenty day public review and comment period; and staff plans to bring the item back on July 18, 2012.

Continued Business

7 TITLE: Report on Video Recording Harbor Commission Meetings

REPORT: Grenell, Report PROPOSED ACTION: To be determined

Grenell stated that at a previous meeting staff was asked to follow up on a few questions from the Commission. He stated that in the conclusion of the staff memo, there is information regarding audio recording. He stated that we currently record the meetings this way and the audio is available to the public. He stated that he wanted to bring this option to the Commission's attention because this option could be implemented immediately with practically no cost to the District.

Harris stated that a question the Commission had was what was the best way to get the recording to the public. She stated that the best way would be to have a link on the District web site to Pacifica Community Television (PCTV) and it could also be posted on the Agenda and Minutes. What PCTV will do is have our meetings under their "on demand" section. She stated that they will also have it play at a scheduled day and time which can also be put on the Agenda and web site. She stated that Vimio is similar to YouTube, but YouTube has a limit to the size of video being uploaded where Vimio has special requirements which can become costly. She stated that she felt the best way to get the recording to the public would be with the link on the web site and posted on the agenda.

Bernardo stated that the audio recording is nice but would like to see the District move to the video recording. He stated that it is important to be in line with other public agencies.

Parravano stated that he would like to have the meetings videotaped and have heard options in getting that done. He stated that since the District serves the County, he would like to ensure that everyone in the County has easy access to view the tape. Harris stated that using PCTV is the best option to do that.

Tucker stated that he agreed and it is important for the District to video tape the meetings and stated that PCTV seems to be the best choice.

Brennan stated that she supported videotaping the meetings and was very happy to hear that the Commission supported it as well. She stated that it will be a great service to the community.

Action: Motion by Parravano, second by Bernardo to provide the Commission with a contract with PCTV. The motion passed.

Ayes: 4 Nays: 0

Absent: 1 (Holsinger)

8 TITLE: Nominations by the Special Districts Selection Committee

for Candidates to Fill the Independent Special District

Term that will Expire in May 2018

REPORT: Grenell, Memo PROPOSED ACTION: To be determined

Tucker stated that a letter was received from Iris Gallagher, Special District Representative for LAFCo, recommending that the Commission nominate Joseph Sheridan who has been the alternate.

Tucker stated that he nominated Joseph Sheridan to fill the independent special district term that will expire in May 2018.

New Business Continued

9 TITLE: Bad Debt Write-Offs

REPORT: Grenell, Memo, Resolution 13-12

PROPOSED ACTION: Adopt Resolution 13-12 to Approve Bad Debt Write-Offs

Frederick stated that there was a debt that was not on the last agenda item that was previously approved by the Commission. She recommended approval of the bad debt write-off.

Action: Motion by Parravano, second by Bernardo to adopt Resolution 13-12 to approve the bad debt write-off. The motion passed by a roll call vote.

Ayes: 4 Nays: 0

Absent: 1 (Holsinger)

10 TITLE: Bills and Claims in the Amount of \$165,056.22

REPORT: Bills and Claims Detailed Summary

PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in

the amount of \$165,056.22 to cover payment of Bills and

Claims

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

Action: Motion by Bernardo, second by Parravano to approve the bills and claims. The motion passed by a roll call vote.

Ayes: 4 Nays: 0

Absent: 1 (Holsinger)

11 TITLE: Authorization to Pay Bills and Claims Occurring Between

June 21, 2012 and July 10, 2012 in an Amount Not to

Exceed \$260,000.00

REPORT: Bills and Claims Detailed Summary

PROPOSED ACTION: Authorize Payment of Bills and Claims Occurring Between

June 21, 2012 and July 10, 2012 in an Amount Not to Exceed

\$260,000.00

Action: Motion by Parravano, second by Bernardo to authorize payment of bills and claims occurring between June 21, 2012 and July 10, 2012. The motion passed by a roll call vote.

Ayes: 4

Nays: 0

Absent: 1 (Holsinger)

Reports for Possible Discussion/Action Administration and Finance

12 General Manager – Grenell

Grenell stated that there are several events coming up and emphasized two. He stated that on June 26, 2012 the Pacific Coast Federation of Fisherman's Association is planning a Community Fisheries Association workshop but is still trying to find a venue. Grenell stated that As Fresh as it Gets program has set a date for this year's chef's tour of Farms and Docks on July 30, 2012, and will visit Pillar Point Harbor.

13 Director of Finance – Frederick

Frederick stated that the period for receiving proposals for audit services closed at 4:00 p.m. and six proposals were received.

14 Human Resources Manager - Harris

Nothing further to add to written report.

Operations

15 Oyster Point Marina/Park - Grindy

Grindy stated that he will be providing the Commission with a dashboard report which will give more historical data for each facility in late July.

16 Pillar Point Harbor - Grindy

Board of Harbor Commissioners

17 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 wanted to make sure that Perched Beach didn't get overlooked.

Grenell updated the Commission and stated that the additional sediment testing is being done and the testing plan report has been sent to the pertinent agencies. He stated that this is significant because the dredge material from the launch ramp will be placed at Perched Beach. Grenell stated that he located a dredge that the District can use to dredge the launch ramp and any other dredging in the future. He stated that the City of Monterey has just purchased one and we would be able to rent it from them. Grenell stated that he and Grindy plan to go out to bid for the project to show the cost benefit of renting.

Bernardo stated that he has been commuting on the San Francisco Bay Ferry since June 4. He stated that it is the most relaxing part of his day. Tucker asked if the concession stand on the ferry was sufficient enough or if one should be on land. Bernardo stated that you are not waiting for the ferry very long and most people wait in the terminal, not outside, so he wasn't sure. Grenell stated that staff has received an application for a permit for a food cart to operate outside the ferry terminal. He stated that the item will be brought to the Commission at the July 18 meeting.

Parravano stated that there was an article in the San Francisco Chronicle about food trucks at the Larkspur Ferry and how successful they have been. He stated that not only people who are riding the ferry visit the food trucks but so are other locals who know they are located there. He stated that food trucks would be a great source of revenue for the District.

Tucker stated that he will not be at the July 18 meeting and stated that his concern was where to limit how many food trucks are allowed at one time.

Tucker appointed Commissioner Holsinger and Parravano to form an Audit Committee.

Adjournment

Action: Motion by Bernardo, second by Parravano to adjourn the meeting. The motion passed unanimously at 7:48 p.m.

The meeting for July 4, 2012 has been cancelled due to the Holiday.

The next scheduled meeting will be held on July 18, 2012 at the Municipal Services Building, 33 Arroyo Drive, South San Francisco at 7:00 p.m.

Debbie Nixon

Deputy Secretary

Leo Padreddii
Acting President