

# **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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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.

- |          |                         |   |
|----------|-------------------------|---|
| <b>1</b> | <b>TITLE:</b>           | <b>Minutes of <i>Special</i> Meeting June 6, 2012</b> |
|          | <b>REPORT:</b>          | Draft minutes   |
|          | <b>PROPOSED ACTION:</b> | Approval  |
| <br>     |                         |   |
| <b>2</b> | <b>TITLE:</b>           | <b>Minutes of Meeting June 6, 2012</b>                |
|          | <b>REPORT:</b>          | Draft minutes   |
|          | <b>PROPOSED ACTION:</b> | 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 Questions:  
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:           | <b>Renewal of District Insurance Policies</b>  |
|   | 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: 0  
Absent: 1 (Holsinger)

- REPORT: Grenell, Memo  
PROPOSED ACTION: Do not approve Commercial Activity Permit for Mark and Natalie Strum

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.

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

- |                  |   |
|------------------|---|
| 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 |

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

**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.

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.

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.



**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.

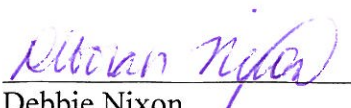
Tucker appointed Commissioner Holsinger and Parravano to form an Audit Committee.


## 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 Padreddi  
Acting President