

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

**February 15, 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 Sally Campbell, Commissioner

**Staff**

Peter Grenell, General Manager  
Genevieve Frederick, Director of Finance  
Marietta Harris, Human Resource Manager  
x Jean Savaree, District Counsel  
Debbie Nixon, Deputy Secretary  
Charles White, Assistant Harbormaster (OPM)  
John Draper, Assistant Harbormaster (PPH)

x- absent

**Public Comments/Questions** — Richard Lefief, a tenant at OPM, addressed motor homes at Oyster Point Marina. Lefief stated he has been a tenant at Oyster Point for over 20 years and has been a Live Aboard for the last 17 years. He purchased a motor home 3 years ago to help with his self employment and also as a necessity for his lifestyle because he has a health condition. He cannot purchase a larger vessel at this time to store all of his belongings.

Dennis Lien also has a motor home at Oyster Point Marina, which is used to store his tools since he does wood work on vessels at the Harbor.

Lefief and Lien are asking for some solutions so they can store the motor homes on the property, not for people to live in, but for storage needs.

**Staff Recognition-** Grenell informed the Commission he received a letter from Bill Davis from Ghirardelli Associates, whose firm is the construction manager for Water

Emergency Transit Authority (WETA), regarding Jim Merlo. The complimentary letter acknowledged Merlo's work on behalf of the Harbor District and with the WETA contractors. Grenell reiterated that Merlo has done an outstanding job and the letter will go in his file.

## 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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 February 1, 2012**  
REPORT: Draft minutes  
PROPOSED ACTION: Approval

**Action:** Motion by Parravano, second by Bernardo to approve the minutes. The motion passed.

Ayes: 3  
Nays: 0  
Abstention: 1 (Padreddii)  
Absent: 1 (Campbell)

## Public Hearing - None

## New Business

- 2 TITLE: **Commercial Activity Permit for Margaret Tassi**  
REPORT: Grenell, Memo, Attachments  
PROPOSED ACTION: Deny request for Commercial Activity Permit

Staff concluded selling ceramic pottery from a mobile hut was not an appropriate use in Pillar Point Harbor and does not coincide with the various changes going on at the Harbor.

**Action:** Motion by Parravano, second by Bernardo to deny request for Commercial Activity Permit.

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

- 3     **TITLE:**                                 **Design and Engineering Services for Reconfiguration of Oyster Point Marina, Dock 11**
- REPORT:**                                 Grenell, Memo, Attachment
- PROPOSED ACTION:**                 Consistent with Ordinance Code Section 2.7.2.2, make finding that the best interest of the District would be served without requiring a request for proposals, and authorize the General Manager to execute a contract with Moffatt & Nichol Engineers for design and engineering services in an amount not to exceed \$214,500.00.

Grenell stated this was a significant item in regard to Oyster Point Marina. He stated that the Capital Improvement Project (CIP) that was submitted to the City of South San Francisco and approved by the City, the District indicated the District's intent to rebuild and upgrade the guest dock and Dock 11. Staff concluded the quickest and most economical way to proceed with getting the docks completed and also to be ready with any overflow for the America's cup would be to use Moffatt and Nichol Engineers. There would be a zero learning curve with Moffatt and Nichol because they are very familiar with Oyster Point and have extensive experience at both Oyster Point and Pillar Point.

Grenell said Ordinance Code Section 2.7.2.2 states if the District makes findings that it is in the District's best interest to dispense with a request for proposals process, the District can go ahead and designate a particular firm to do the work. Staff recommends the Commission authorize Moffatt and Nichol to start working on Dock 11 and the guest dock. Brad Porter from Moffatt and Nichol was in the audience and available for any questions.

Tucker asked Grenell how the District would be served without requiring a request for proposals. He stated the recommendation for approval for \$214,500 was a significant amount and that it is not like other contracts worth less than \$10,000, where the District would approve the contract amount without going to bid.

Grenell stated if the Commission did not choose to proceed with Moffatt and Nichol, but did desire to proceed with the engineering of the docks, then they would have to prepare and issue a request for proposals. The District would then have to review and evaluate the proposals to make a recommendation to the Commission. This process would take about three months, which means the District would lose critical time, given the time line they are foreseeing. Grenell also stated by going out with an RFP, there is no guarantee the District would receive a proposal less than what Moffatt and Nichol are offering. Grenell also stated the advantages with this firm stem to a great extent from the fact that they can come in immediately and rapidly finish the actual design and engineering tasks. He stated they are completely familiar with the physical situation and Mr. Porter could make any comments if the Commission asked. Grenell also stated that Moffatt and Nichol have an extensive library of documentation on Oyster Point Marina, which also relates to the next stage if and when plans are approved by this Commission. The District would be going for permits and there would be a lot of time saving since Moffatt and Nichol has a good relationship with the Permit Authorities. Grenell stated once again there is economy and time saving by choosing Moffat and Nichol.

Bernardo asked about the urgency and also stated the District does want to take advantage of potential new revenue related to the America's Cup. He asked Grenell what kind of record Moffatt and Nichol had to complete projects at or under budget.

Grenell stated they have a good record. Moffatt and Nichol were used on the Johnson Pier Rehabilitation project and all the work was done on schedule.

Tucker also stated he was at Pillar Point Harbor over the weekend. He stated the substrate on the decking in the back by the fish buyers was peeling. He stated it was not pleasant and it was only going to get worse.

Grenell stated Winzler and Kelly were including this problem in their work on the pier. He stated the surfacing used was not adequate and it will be completed at the Harbor District's expense since it is past warranty.

**Action:** Motion by Padreddii, second by Bernardo to approve a contract with Moffatt and Nichol for design and engineering services in an amount of \$ 214,500.

Parravano stated he appreciated the discussion about urgency but stated a project with this amount of money to obtain, should be going out to bid. He stated the staff report shows the proposed schedule of construction to begin around Mid 2012. He mentioned Grenell said it would take three months to obtain proposals, which would cover enough time for proposals to be submitted and sent back to the Commission for approval.

Ayes: 3  
Nays: 1 (Parravano)  
Absent: 1 (Campbell)

- 4 TITLE: Bills and Claims in the Amount of \$137,555.76**  
**REPORT: Bills and Claims Detailed Summary**  
**PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$137,555.76 to cover payment of Bills and Claims**

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

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

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

## **Reports for Possible Discussion/Action Administration and Finance**

### **5 General Manager - Grenell**

Bernardo asked Grenell what the timeline is for the specials events policy. Grenell stated he anticipated a draft would be completed in one to two months.

### **6 Director of Finance - Frederick**

Nothing further to add to written report.

### **7 Human Resources Manager – Harris**

Bernardo asked how the timeline for Harbor Master recruitment is coming along. Harris stated interviews begin on February 29, 2012 and they will schedule another set or two of interviews after that. She stated they hope to make an offer by the beginning of April.

## **Operations**

### **8 Oyster Point Marina/Park - White**

Nothing further to add to written report.

### **9 Pillar Point Harbor – Draper**

Nothing further to add to written report.

# Board of Harbor Commissioners

## 10 A. Committee Reports

Padreddii stated he went to a meeting of Water Transit Advocates in South San Francisco to discuss the ferry project with Water Emergency Transportation Authority.

## B. Commission Statements and Requests

Parravano stated he wanted to thank staff for organizing the employee appreciation dinner that was held on February 4.

Padreddii also wanted to compliment Bernardo for the photos he took at the Employee Appreciation Dinner.

**Closed Session** — None.

## Adjournment

**Action:** Motion by Padreddii, second by Bernardo to adjourn the meeting. The motion passed unanimously at 7:25 p.m.

**The next scheduled meeting will be held on March 7, 2012 at the Mavericks Lodge and Event Center, 107 Broadway Avenue, Half Moon Bay, Ca. at 9:00 a.m.**

---

Debbie Nixon  
Deputy Secretary

---

James Tucker  
President