

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

April 2, 2014
6:00 p.m.

Multi-Purpose Room
901 Arnold Way
Half Moon Bay, Ca. 94019

All Harbor District Commission meetings are recorded and televised on PCT and replayed the following Friday at 6:00 a.m. and the following Saturday at 7:00 a.m. Copies can also be purchased from PCT and mailed for \$18.

Roll Call

Commissioners

Robert Bernardo, President
Pietro Parravano, Vice President
James Tucker, Treasurer & Secretary
Sabrina Brennan, Commissioner
William Holsinger, Commissioner

Staff

Peter Grenell, General Manager
x Debra Galarza, Director of Finance
x Marietta Harris, Human Resource Manager
Scott A. Grindy, Harbor Master
Jean Savaree, District Counsel
Debbie Nixon, Deputy Secretary

x-absent

Public Comments/Questions – Todd Korth

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 Meeting March 5, 2014 |
| | REPORT: | Draft minutes |
| | PROPOSED ACTION: | Approval |

- 2 TITLE: **Minutes of Meeting March 19, 2014**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

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

Ayes: 4
Nays: 1 (Brennan)

Agenda Setting

Harbor Commissioners may suggest future agenda items.

Action: Motion by Brennan, second by Bernardo to agendize a closed session item for a performance evaluation for the General Manager. The motion failed.

Ayes: 2
Nays: 3 (Holsinger, Parravano, Tucker)

New Business

- 3 TITLE: **Retention of Maritime Legal Services: Cox Wootton Lerner**
 REPORT: Grenell, Memo, Attachment
 PROPOSED ACTION: Authorize General Manager to engage the Firm of Cox Wootton Lerner to provide maritime legal services

Action: Motion by Tucker, second by Parravano to authorize the General Manager to engage the firm Cox Wootton Lerner to provide maritime legal services. The motion passed unanimously.

Ayes: 5
Nays: 0

- 4 TITLE: **Request for Proposals: District Counsel Legal Services**
 REPORT: Grenell, Memo
 PROPOSED ACTION: Direct General Manager to issue Request for Proposals (RFP)

Action: Motion by Tucker, second by Parravano to direct the General Manager to issue Request for Proposals. The motion passed unanimously.

Ayes: 5
Nays: 0

Continued Business

- 5 TITLE: **Additional Task for GHD, Inc.: Pillar Point Harbor West (Mavericks) Trail Phase I Repairs**
REPORT: Grenell, Memo, Attachment
PROPOSED ACTION: Authorize the General Manager to direct GHD, Inc. to carry out an additional task under Paragraphs C.4 of the District's contract with GHD, Inc. to provide permit assistance, plans, specifications, construction bid documents, and bidding and construction support services for Phase I repairs of the Pillar Point Harbor West (Mavericks) Trail in an amount not to exceed \$77,090.00

Action: Motion by Holsinger, second by Brennan to authorize the General Manager to direct GHD, Inc. to carry out an additional task under Paragraphs C.4 of the District's contract with GHD, Inc. to provide permit assistance, plans, specifications, construction bid documents, and bidding and construction support services for Phase I repairs of the Pillar Point Harbor West (Mavericks) Trail in an amount not to exceed \$77,090.00. The motion passed unanimously by a roll call vote.

Ayes: 5
Nays: 0

- 6 TITLE: **Minutes of Meeting February 19, 2014**
REPORT: Draft minutes
PROPOSED ACTION: Approval

Action: Motion by Holsinger, second by Tucker to approve the minutes of February 19, 2014. The motion passed.

Ayes: 4
Nays: 1 (Brennan)

Public Hearing

- 7 TITLE: **Public Hearing: First Draft Preliminary Operating and Capital Budget for Fiscal Year 2014/15**
- A. Declare Hearing Open: President Bernardo
B. Report of Notice Given: Grenell
C. Staff Report and Recommendation: Draft Budget FY 2014/15
D. Public Testimony:
E. Harbor Commission Questions:
F. Close Public Testimony: President Bernardo
G. Commission Deliberation:
H. Recommended Commission Action: To Be Determined

Bernardo declared the public hearing open. Grenell stated notice had been given.

Public Comment – Bud Ratts

Action: Motion by Tucker, second by Parravano to continue the public hearing at the next meeting. The motion passed.

Ayes: 5
Nays: 0

New Business, Continued

- 8 TITLE: **Bills and Claims in the Amount of \$71,372.72**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$71,372.72 to cover payment of Bills and Claims

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

Ayes: 4
Nays: 1 (Brennan)

Continued Business, Continued

- 9 TITLE: **Harbor Commissioner Benefits: Information and Possible Action to Amend Commissioner Benefit Policies**
REPORT: Harris, Memos
PROPOSED ACTION: To be determined

This item was put over to the next meeting.

- 10 TITLE: **Auction Item for Sustainable San Mateo County Awards Ceremony**
REPORT: Grenell, Memo
PROPOSED ACTION: Approve an auction item in an amount not to exceed \$200.00 or an in-kind contribution

Action: Motion by Holsinger, second by Brennan to approve an auction item in the amount of \$200. The motion passed by a roll call vote.

Ayes: 5
Nays: 0

- 11 TITLE: **Facilitator Services for Harbor Commission: Possible Candidate Interview and Consideration and Possible Action to Select a Facilitator to Work with the Harbor Commission on Commission Functioning and Communications**
REPORT: Grenell, Attachment
PROPOSED ACTION: To be determined

Public Comment — Leonard Woren

Action: Motion by Tucker, second by Brennan to retain Brent Ives with BHI Management Consulting to work with the Harbor Commission on Commission functioning and communications. The motion passed unanimously.

Ayes: 5
Nays: 0

- 12 TITLE: **Post Office Lot**
 REPORT: Grenell, Memo, Resolution
 PROPOSED ACTION: Adopt Resolution 06-14 to declare land owned by the San Mateo County Harbor District designated as APN 047-261-030 and known as the “Post Office Lot” located in El Granada as surplus, and direct the General Manager to send written offers to sell or lease said property in compliance with and as designated by Code Section 54222

Public Comment — Dan Haggerty, Leonard Woren

Action: Motion by Brennan, second by Bernardo to table the item for 6 months. The motion failed.

Ayes: 2
Nays: 3 (Holsinger, Parravano, Tucker)

Action: Motion by Tucker, second by Holsinger to adopt Resolution 06-14 to declare land owned as the “Post Office Lot” as surplus. The motion passed.

Ayes: 4
Nays: 1 (Brennan)

The Commission took a 5 minute break at 8:15 p.m.

- 13 TITLE: **Update on Pillar Point Harbor Sidewalk Improvements at Concessionaires Building**
 REPORT: Grenell, Memo
 PROPOSED ACTION: Harbor Commission should revisit the proposed project following review of all information obtained from Next Steps outlined in Staff Memorandum to determine a course of action for the District

Public Comment — Mary Botham

Action: Motion by Holsinger, second by Tucker to initiate a new permit or renew the existing permit to move the project forward, for staff to bring the five lessees together to be on the same page, and to update the engineers estimate. The motion passed unanimously.

Ayes: 5
Nays: 0

Staff Reports: a) Administration and Finance

14 General Manager - Grenell

Nothing further to add to written report.

15 Finance Report - Galarza

Nothing further to add to written report.

16 Human Resources Manager – Harris

Nothing further to add to written report.

b) Operations

17 Oyster Point Marina/Park and Pillar Point Harbor – Grindy

Grindy spoke on his report.

Board of Harbor Commissioners

18 A. Committee Reports

B. Commission Statements and Requests

Harbor Commissioners may make public statements limited to 5 minutes

Parravano welcomed back Nixon.

Brennan thanked staff for the disk of Resolution summaries and some of the Resolutions.

- 19 TITLE: **Identification of District Real Property Negotiator**
REPORT: Bernardo
PROPOSED ACTION: Designate District Real Property Negotiator Peter Grenell

Bernardo identified Grenell as the real property negotiator.

Action: Motion by Bernardo, second by to adjourn to closed session. The motion passed unanimously at 9:10 p.m.

Ayes: 5
Nays: 0

Closed Session

- 20 TITLE: **Conference with Real Property Negotiator Peter Grenell:
Pursuant to Government Code Section 54956.8**
- PROPERTY: **504 Alhambra Road, El Granada, APN # 047-204-120**
REPORT:
NEGOTIATING PARTIES: San Mateo County Harbor District, Marlborough Group LLC
UNDER
NEGOTIATION: Price, Terms and Conditions for Purchase of Property

Action: Adjourned to open session.

Open Session, Continued

- 21 TITLE: **Purchase Agreement for Property at 504 Avenue
Alhambra, El Granada, San Mateo County, APN 047-204-
120**
- REPORT: Grenell, Memo, Attachment
PROPOSED ACTION: Approve purchase agreement and direct General Manager to execute the agreement and take necessary steps to effect the purchase

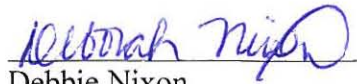
Action: Motion by Bernardo, second by Tucker to authorize the General Manager to execute the agreement and purchase 504 Avenue Alhambra for \$1.8 million. The motion passed unanimously

Ayes: 5
Nays: 0

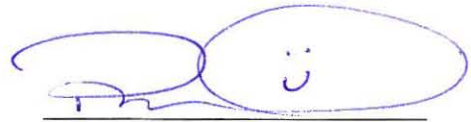
Adjournment

Action: Motion by Tucker, second by Brennan to adjourn the meeting. The motion passed at 9:37 p.m.

The next scheduled meeting will be held on April 16, 2014 at the **Oyster Point Yacht Club, 911 Marina Blvd., South San Francisco** at 6:00 p.m.



Debbie Nixon
Deputy Secretary



Robert Bernardo
President