

**BOARD OF HARBOR COMMISSIONERS  
CITY OF SANTA BARBARA  
MINUTES**

Regular Monthly Meeting  
September 16, 2010  
City Council Chambers - City Hall 6:30 p.m.

**ROLL CALL** 6:30 p.m.

Commissioners Present

Will Anikouchine  
Cory Bantilan  
Betsy R. Cramer  
Eric Friedman  
Frank Kelly  
Bill Spicer

Staff Present

John Bridley, Waterfront Director  
Scott Riedman, Business Manager  
Karl Treiberg, Facilities Manager  
Mick Kronman, Harbor Operations Manager  
Mary Adams, Harbor Commission Secretary

Councilmembers Present

None

**CHANGES TO THE AGENDA**

None

**PUBLIC COMMENT**

None

**1. Harbor Commission Rules**

Moved to approve changes to the Harbor Commission Rules. Friedman/Cramer  
6-0 (Attached)

Article I Section 1 shall read as follows:

SECTION 1. Chairperson. The Board of Harbor Commissioners shall elect a Chairperson at each July meeting or the next scheduled meeting. The Chairperson's term of office shall begin at the time of election and run until the next July meeting. ~~The Chairperson shall serve for one year or until a new~~

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~~Chairperson is elected.~~ Election shall be by majority vote of the members present at the regular meeting.

SECTION 2. ~~Vice-Chairperson.~~ The Board of Harbor Commissioners shall elect a Vice-Chairperson at each July meeting or the next scheduled meeting. The Vice-Chairperson's term of office shall begin at the time of election and run until the next July meeting. ~~The Vice-Chairperson shall serve for one year or until a new Vice-Chairperson is elected.~~ Election shall be by majority vote of the members present at a regular meeting.

Article II will add a new section regarding noticing of Committee meetings as follows:

SECTION 5. Committee Meetings. Staff will notify all Harbor Commission members of any scheduled Harbor Commission committee meeting not less than seventy-two (72) hours prior to the scheduled meeting.

## APPROVAL OF MINUTES

2. Moved to approve the minutes for the August 19, 2010, meeting. Anikouchine/ Bantilan 5-0 (Friedman abstained).

## DIRECTOR'S REPORT

3. **Department Update – John Bridley**
  - Council Actions
  - Cruise Ship Visits to Santa Barbara
  - Tentative Agenda Items for October 2010
4. **Business Services Report – Scott Riedman**
  - Stearns Wharf Free Movie Night
  - Stearns Wharf Coastal Cruise / Whale Watching Concession
  - Marine Center Building/ Office Space for Lease
5. **Facilities Management Report – Karl Treiberg**
  - Annual Slurry Seal Project
6. **Harbor Operations Report – Mick Kronman**
  - Harbor and Seafood Festival—Saturday, October 9<sup>th</sup>

## NEW BUSINESS

### 7. Request for Proposal: 217-G Stearns Wharf Wine Tasting Room

Scott Riedman reviewed the staff report, which outlined the Request for Qualifications (RFQ) and Request for Proposal (RFP) process involved in the selection of an operator for a wine tasting facility at 217-G Stearns Wharf. The report included information about the finalists' proposals received from Kalyra Winery, Metropulos Fine Foods Merchants, and Conway Family Wines.

Speakers: Garth Conway – Conway Family Wines  
Doug Scott

Commissioners Spicer and Bantilan spoke on behalf of the Selection Committee regarding the process and the selected proposal. After a brief discussion period, the Commission moved to approve staff recommendation.

Moved to accept the recommendation from the Selection Committee and make a finding that Conway Family Wines was the most responsive and appropriate lessee to redevelop the wine tasting business on Stearns Wharf; and directed staff to negotiate a lease agreement with Conway Family Wines based on the business terms outlined in the RFQ / RFP and proceed to City Council for final approval. Bantilan/Spicer 6-0.

### 8. Six-Year Capital Improvement Plan

Karl Treiberg and Scott Riedman gave a PowerPoint presentation on the Six-Year Capital Improvement Plan.

Harbor Commissioners asked a number of questions on costs, financing, grants, cost savings, reserve limits and components of the various funded and unfunded projects included in the staff report.

Moved to approve the proposed Waterfront Department Six-Year Capital Improvement Plan for Fiscal Years 2012 through 2017. Anikouchine/ Cramer 6-0.

## STAFF COMMUNICATIONS - None

## ADJOURNMENT

Moved to adjourn the meeting at 7:51 p.m. Kelly/Bantilan 6-0

\*It should be noted that Harbor Commission Meetings are televised and recorded. To view these televised recordings, please visit [www.santabarbaraca.gov/government/boards\\_and\\_commissions\\_D-M/Harbor\\_Commission/Videos](http://www.santabarbaraca.gov/government/boards_and_commissions_D-M/Harbor_Commission/Videos)

**Attachment:** Harbor Commission Rules

# BOARD OF HARBOR COMMISSIONERS - RULES

## ARTICLE I

### ORGANIZATION

SECTION 1. Chairperson. The Board of Harbor Commissioners shall elect a Chairperson at each July meeting or the next scheduled meeting. The Chairperson's term of office shall begin at the time of election and run until the next July meeting. Election shall be by majority vote of the members present at a regular meeting.

SECTION 2. Vice-Chairperson. The Board of Harbor Commissioners shall elect a Vice-Chairperson at each July meeting or the next scheduled meeting. The Vice-Chairperson's term of office shall begin at the time of election and run until the next July meeting. Election shall be by majority vote of the members present at a regular meeting.

SECTION 3. Committees. The Chairperson, upon motion from the Board of Harbor Commissioners, can establish committees for the purpose of developing background information and making recommendations to the Board of Harbor Commissioners. Every Committee's term and meeting schedule are limited to the scope of the matter assigned to the Committee. Any committee which is established for a specific purpose and which has a continuing subject matter of jurisdiction shall be a Standing Committee. All Standing Committees shall comply with the Ralph M. Brown Act, including the requirements governing public notification and conduct of meetings. Membership shall consist of no more than three (3) members of the Commission, appointed by the Board of Harbor Commissioners. Any member of the public may attend meetings, speak when recognized, or submit written comments to a Committee, but is not a member of the Committee and shall have no vote on any matter. Members of the public may serve on a Board of Harbor Commission Committee only if appointed or designated by the City Council, either by individual name(s) or representative category.

## ARTICLE II

### MEETINGS

SECTION 1. Meetings. A meeting is any gathering of a quorum of the Board to discuss or transact business.

SECTION 2. Regular Meetings. The regular meeting of the Harbor Commission shall be on the Third Thursday of each month, at 6:30 p.m., in the City Council Chambers, City Hall, City of Santa Barbara, State of California. Meetings held at any other time, whether scheduled or not, are special meetings of the Board of Harbor Commissioners.

SECTION 3. Special Meetings. A special meeting of the Harbor Commission may be called by any two (2) members of the Board of Harbor Commissioners.

SECTION 4. Notice of Regular and Special Meetings. The agenda, including the time, date and place of the meeting, shall be posted in a place publicly accessible at the City Clerk's Office and the City Waterfront Director's Office not less than seventy-two (72) hours prior to both regular and special meetings of the Board of Harbor Commissioners.

Notice of any special meeting must also be provided to media outlets not less than 24 hours prior to the meeting.

SECTION 5. Committee Meetings. Staff will notify all Harbor Commission members of any scheduled Harbor Commission committee meeting not less than seventy-two (72) hours prior to the scheduled meeting.

### ARTICLE III

#### AGENDA

SECTION 1. Scope of Matters to be Considered. The agenda for each meeting will contain a brief description of each item of business to be discussed or transacted at the meeting. Every agenda for a regular meeting shall provide an opportunity for members of the public to directly address the Board on any item under its jurisdiction. The Harbor Commission shall consider the matters of policy with respect to the Santa Barbara Harbor, Stearns Wharf and other Waterfront areas within its jurisdiction. The scope of matters for the Harbor Commission shall be consistent with the Santa Barbara City Charter, Section 811. The Waterfront Business Manager, Facilities Manager and Harbormaster, under the direction of the Waterfront Director, shall submit to the Commission a report pertaining to lease matters, parking, business services information, capital improvements, facilities maintenance, dredging operation and marina management on a regular basis but not less than six (6) times annually.

SECTION 2. Placing Items on Agenda. A matter may be placed on the Harbor Commission agenda by submitting a written request to the Waterfront Director's Office, City Hall, P.O. Box 1990, Santa Barbara, California, 93102-1990, at least ten (10) working days before the meeting at which the matter is to be presented. The request shall indicate the subject matter and the requested action of the Commission. A Harbor Commissioner may place an item on the agenda at any time prior to the preparation of the agenda for the meeting by calling the Waterfront Director's Office. Any material pertaining to an agenda item which is to be reviewed at the meeting shall be submitted to the Waterfront Director concurrently with the agenda request.

SECTION 3. Agenda Order. The agenda shall be prepared in accordance with Robert's Rules of Order. Items of significant public interest may be taken out of order and considered at a different point in the agenda as determined by the Chairperson.

SECTION 4. Ex-Agenda Items. Items which are not listed on the written agenda may be considered if the following occurs:

a. The Harbor Commission determines, by majority vote, that the matter in question constitutes an emergency or

b. The Harbor Commission determines that there is a need for immediate action which cannot reasonably wait for the next scheduled meeting, that the need for action came to the attention of the body after the agenda was posted, and that the need for immediate action is determined by vote of 2/3 of total body, or, if 2/3 is not present, by unanimous vote of those present.

## ARTICLE IV

### CONDUCT OF MEETING

SECTION 1. Quorum. A simple majority of the appointed Harbor Commissioners shall constitute a quorum for the Board of Harbor Commissioners.

SECTION 2. Decorum and Procedure. All meetings shall be conducted in a dignified and orderly manner. Meetings shall be conducted in accordance with Robert's Rules of Order, Revised, except as otherwise provided herein.

SECTION 3. Time Limits on Consideration of Matters. The Chairperson may place a time limit on speakers who appear on behalf of a particular group or who wish to speak to a particular issue.

## ARTICLE V

### REFERRAL OF COMMISSION ACTIONS TO CITY COUNCIL

All Harbor Commission recommendations to the City Council shall be presented by staff to the City Council no later than the second City Council meeting following the Harbor Commission meeting at which the recommendation was passed. Staff may be specifically directed to the contrary by majority vote of the Harbor Commission.

EFFECTIVE DATE: When these Rules have been approved by the Santa Barbara City Council they shall govern the operation of the Board of Harbor Commissioners. The approved Rules shall supersede any and all Rules which had been in effect prior to the City Council approval of these rules.

MODIFICATIONS: Suggested changes or additions to these Rules can be submitted to the Santa Barbara City Council for their approval following the motion of the Board of Harbor Commissioners at a regular meeting.

Approved by Harbor Commission  
Regular Meeting  
25 April 1985

Revised by Harbor Commission  
Regular Meeting  
16 May 1996

Revised by Harbor Commission  
Regular Meeting  
16 September 2010