

**San Mateo County Harbor District
Board of Harbor Commissioners
*Amended Meeting Agenda***

**June 4, 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.

Persons requiring special accommodation with respect to physical disability are directed to make such requests per the Americans With Disabilities Act to the Deputy Secretary to the Board at 650-583-4400.

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

Closed Session

- 1 TITLE: **PUBLIC EMPLOYEE APPOINTMENT: Government Code Section 54957. Legal Counsel**

Open Session

New Business

- 2 TITLE: **Bills and Claims in the Amount of \$105,922.77**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$105,922.77 to cover payment of Bills and Claims
- 3 TITLE: **Emergency Repair of Pillar Point Harbor Sewer Line (Underground Between Harbor Office and Restroom)**
REPORT: Grenell, Grindy, Memo, Attachment
PROPOSED ACTION: Authorize payment to Andreini Bros., Inc. for emergency repair of Pillar Point Harbor sewer line in an amount not to exceed \$29,440.00
- 4 TITLE: **General Election 2014 for Harbor Commission: Provision of Information to Chief Elections Officer**
REPORT: Grenell, Memo, Attachment
PROPOSED ACTION: Decide provisions of the required Policy Statements and authorize the General Manager to submit the Administrative Contract & Incumbent List and Candidate Policy for Special Districts Forms for the Statewide General Election, November 4, 2014, to the Chief Elections Officer of San Mateo County
- 5 TITLE: **Rate Adjustment for Liebert Cassidy and Whitmore Legal Services**
REPORT: Grenell, Memo, Letter
PROPOSED ACTION: Approve revised rate schedule for Liebert Cassidy and Whitmore Legal Services as set forth in attached letter and fee schedule
- 6 TITLE: **Special Event Permit for Coastside Fishing Club**
REPORT: Harris, Memo
PROPOSED ACTION: Waive fee for Special Event Permit for Coastside Fishing Club for Oyster Point Fishing Derby

Continued Business

- 7 TITLE: **Extension of General Manager's Employment Contract**
REPORT: Grenell, Attachment
PROPOSED ACTION: Approve General Manager's contract extension

- 14 TITLE: **Minutes of Special Meeting May 28, 2014**
REPORT: Draft minutes
PROPOSED ACTION: Approval

Staff Reports: a) Administration and Finance

- 15 **General Manager - Grenell**
16 **Director of Finance - Galarza**
17 **Human Resources Manager - Harris**

b) Operations

- 18 **Oyster Point Marina/Park and Pillar Point Harbor – Grindy**

Board of Harbor Commissioners

- 19 A. Committee Reports
B. Agenda Setting
C. 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.

Staff Recognition

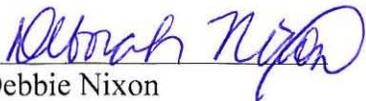
Public Comments/Questions -

The Public may directly address the Board of Harbor Commissioners for a limit of three minutes, unless a request is granted for more time, on any item of public interest within the subject matter jurisdiction of the San Mateo County Harbor District, Board of Harbor Commissioners that is not on the regular Agenda. If a member of the public wishes to address the Board on an Agenda Item, that person must complete a Public Speaker Form and wait until that Item comes up for discussion. Agenda material may be reviewed at the administration offices of the District, 400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080 or online at www.smharbor.com.

Adjournment

The next scheduled meeting will be held on June 18, 2014 at the Municipal Services Building, 33 Arroyo Drive, South San Francisco at 6:00 p.m.

Amended Agenda Posted As Required:
May 29th at 8:10 a.m.



Debbie Nixon
Deputy Secretary

ITEM 2

Memorandum

TO: Harbor Commissioners

FROM: Debra Galarza & Belén Cruz

RE: Bills & Claims for Period Ending 6/04/14

Total Disbursements being submitted for your review: \$ 105,922.77

These include:

Handchecks in the amount of: \$ 38,506.75

Payables in the amount of: \$ 67,416.02

<u>Dept. Code</u>	<u>Description</u>		<u>Page Reference</u>
101	Harbor Commission	\$ 12,592.57	2
103	Administration	\$ 5,973.21	2
201	Pillar Point Harbor	\$ 52,953.72	2
301	Oyster Point Marina	\$ 4,444.87	2
	Payroll Related	\$ 29,958.40	2
	Total for Review	\$ 105,922.77	2

Notes:

Handchecks Written for:

Payroll \$ 29,958.40

Invoices with Due Dates on or Before Board Meeting \$ 8,548.35

Total Handchecks Written: \$ 38,506.75

BILLS CLAIMS FOR 6/4/14 BOARD MEETING

VENDOR	DESCRIPTION	AMOUNT	PAYROLL RELATED	COMM 101	ADMIN 103	PILLAR POINT 201	OYSTER POINT 301
ADP	PAYROLL PROCESSING	681.07			170.27	328.37	182.43
ANDREINI BROS., INC.	CAPITAL PROJECT	29,440.00				29,440.00	
ARAMARK UNIFORM SERVICES	UNIFORM SERVICES	229.64					229.64
AT&T	TELEPHONE/COMMUNICATIONS	174.07				115.73	58.34
AT&T	TELEPHONE/COMMUNICATIONS	11.39			11.39		
BLUE RIBBON	OPERATING SUPPLIES	996.64				996.64	
CNA SURETY DIRECT BILL	INSURANCE PREMIUM	604.80			604.80		
FEDERAL EXPRESS CORPORATION	CONTRACTUAL SERVICES	197.54		170.44	27.10		
GHD	CAPITAL PROJECT	4,406.46				4,406.46	
HOLMAN PROF COUNSELING CENTERS	EAP SERVICES	289.00		45.16	54.18	103.86	85.80
LIEBERT, CASSIDY & WHITMORE	LEGAL SERVICES	12,002.28		12,002.28			
MISSION UNIFORM SERVICE, INC.	UNIFORM SERVICES	550.74				550.74	
MOFFATT & NICHOL ENGINEERS INC.	CONTRACTUAL SERVICES	9,053.00				7,916.50	1,136.50
NATIONAL CHEMICAL SERVICE	CONTRACTUAL SERVICES	81.00				81.00	
OFFICE DEPOT, INC.	OFFICE SUPPLIES	878.49		130.79	597.84		149.86
PG&E	UTILITIES	2,501.41				2,501.41	
TYLER TECHNOLOGIES, INC.	CONTRACTUAL SERVICES - PROF	2,443.91			2,443.91		
UNITED SITE SERVICES	CONTRACTUAL SERVICES	1,582.57				1,582.57	
VERIZON WIRELESS	TELEPHONE/COMMUNICATIONS	287.39			74.81	179.11	33.47
ZAPANTIS MARINE SERVICE	REPAIRS & MAINTENANCE - BOAT	1,004.62				425.00	579.62
SUBTOTAL OF PAYMENTS TO BE PROCESSED 6/4/14		67,416.02	-	12,348.67	3,984.30	48,627.39	2,455.66
ARROWHEAD MOUNTAIN WATER	WATER SERVICES	56.54					56.54
AT&T	TELEPHONE/COMMUNICATIONS	1,557.56			116.59	931.29	509.68
CALPERS	PAYROLL DED PAYABLE	21,434.40	21,434.40				
CALPERS SUPPLEMENTAL INCOME	PAYROLL DED PAYABLE	4,968.00	4,968.00				
CINTAS	OPERATING SUPPLIES	221.22				221.22	
FASTENAL COMPANY	REPAIRS & MAINTENANCE	766.73				766.73	
FEDERAL EXPRESS CORP.	CONTRACTUAL SERVICES	173.90		173.90			
HALF MOON BAY REVIEW	ADVERTISING EXPENSE	70.00		70.00			
HONEY BUCKET	REPAIRS & MAINTENANCE	316.10				316.10	
HRDIRECT	2014 POSTER RENEWAL	194.97			64.99	64.99	64.99
HUE & CRY	CONTRACTUAL SERVICES	204.00					204.00
MARINE LIEN SALES SERVICE	LIEN SALE	250.00				250.00	
MOFFATT & NICHOL ENGINEERS INC.	CONTRACTUAL SERVICES - PROF	460.00				460.00	
MRC	REPAIRS & MAINTENANCE	807.33			807.33		
NATIONAL CHEMICAL SERVICE	CHEMICAL SERVICES	162.00				162.00	
OPERATING ENGINEERS LOCAL NO.3	UNION DUES	1,062.00	1,062.00				
PURCHASE POWER	POSTAGE EXPENSE	1,000.00			1,000.00		
TEAMSTERS UNION LOCAL 856	UNION DUES	394.00	394.00				
VANTAGEPOINT TRANSFER AGENTS	PAYROLL DED PAYABLE	2,100.00	2,100.00				
YE ZOU	PROJECT MANAGER	2,308.00				1,154.00	1,154.00
TOTAL HANDCHECKS		38,506.75	29,958.40	243.90	1,988.91	4,326.33	1,989.21
TOTAL BILLS & CLAIMS		105,922.77	29,958.40	12,592.57	5,973.21	52,953.72	4,444.87
			PAYROLL	COMM	ADMIN	PPH	OPM

Memo

Date: 5/23/2014

To: Board of Harbor Commissioners

From: Peter Grenell 
General Manager

Re: Emergency Repair of Pillar Point Harbor Sewer Line
(Underground Between Harbor Office and Restroom)

RECOMMENDATION

Authorize payment to Andreini Bros., Inc. for emergency repair of Pillar Point Harbor sewer line in an amount not to exceed \$29,440.00.

BACKGROUND

On April 8, 2014, a blockage in an old sewer line located underground between the PPH harbor office and the public restroom before the entrance to Johnson Pier caused a failure of a cleanout plug on the line under the pier, occasioned by the operation of the vessel pump-out system. The source of the blockage was quickly determined, as was the need for emergency repair work on the line.

In accordance with District policy, the General Manager contacted the President of the Board of Harbor Commissioners to notify him of the need for emergency repair action. The President was informed that as per policy the repair action and cost would be brought to the Board for formal approval.

The Harbor Master arranged for Andreini Bros., Inc. to implement the repair work on the underground sewer. The work was extensive, as the

underground pipe, located about 8 feet below grade, had been crushed apparently by the pressure from heavily loaded fish trucks coming off the Johnson Pier onto a thin covering of asphalt above the sewer pipe; and the area where the broken pipe was is complicated because of around 9 underground utility lines plus cable and high voltage electrical. An existing line, unused and in good condition, was found and utilized in making the repair, which avoided extensive deeper digging and resulted in a cost saving.

CONCLUSION

The full repair cost is \$29,440.00 (see attached invoice). Staff recommends approval of this expenditure.

INVOICE

CUSTOMER #: 4047

INVOICE #: 775732

INVOICE DATE: 05/22/14

DUE DATE: 06/06/14

ANDREINI BROS., INC.

GRADING • PAVING • UNDERGROUND
MATERIAL HAULING

BILL TO:

PILLAR POINT HARBOR
#1 JOHNSON PIER
HALF MOON BAY, CA 94019

JOB: P1445

PILLAR POINT HARBOR-
1 JOHNSON PIER
HALF MOON BAY, CA

DESCRIPTION	QUANTITY	PRICE	AMOUNT
04/17/14 LABORER	8.00 HRS	80.000 / HRS	640.00
04/17/14 LABOR OVERTIME	0.50 HRS	110.000 / HRS	55.00
04/17/14 FERGY SKIP LOADER	8.00 HRS	107.000 / HRS	856.00
04/17/14 FERGY SKIP LOADER O.T.	0.50 HRS	137.000 / HRS	68.50
04/17/14 HMB BUILD/GARD 200932	1.00 AT	117.300 / AT	117.30
04/17/14 10 WHEELER	3.00 HRS	102.00 / HRS	306.00
04/17/14 HILLTOP BASE ROCK	5.00 TON	10.000 / TON	50.00
04/17/14 HILLTOP BROKEN A/C	1.00 LDS	100.000 / LDS	100.00
04/17/14 HMB BUILD/GARD 200961	1.00 AT	65.530 / AT	65.53
04/18/14 HMB BUILD/GARD 200994	1.00 AT	100.050 / AT	100.05
04/23/14 LABORER	5.00 HRS	80.000 / HRS	400.00
04/23/14 MINI EXCAVATOR	5.00 HRS	117.000 / HRS	585.00
04/23/14 PENHALL 9864	1.00 AT	304.750 / AT	304.75
04/23/14 ROBERTS & BRUNE S1409165	1.00 AT	680.760 / AT	680.76
04/23/14 HMB BUILD/GARD 201101	1.00 AT	87.400 / AT	87.40
04/23/14 MOB SKID STEER LOADER	2.00 HRS	112.000 / HRS	224.00
04/23/14 10 WHEELER	2.50 HRS	102.000 / HRS	255.00
04/23/14 TRENCH PLATES (7)	10.00 DAY	35.000 / DAY	350.00
04/24/14 LABORER	8.00 HRS	80.000 / HRS	640.00
04/24/14 LABOR OVERTIME	1.50 HRS	110.000 / HRS	165.00
04/24/14 MINI EXCAVATOR	8.00 HRS	117.00 / HRS	936.00
04/24/14 MINI EXCAVATOR O.T.	1.50 HRS	147.000 / HRS	220.50
04/24/14 CUT OFF SAW	1.00 AT	85.000 / AT	85.00
04/24/14 PRESIDIO SYSTEMS INC 7045	1.00 AT	1150.000 / AT	1,150.00

151 MAIN STREET • HALF MOON BAY, CALIFORNIA 94019 • OFFICE: (650) 726-2065



REORDER FROM YOUR LOCAL SAFEGUARD DISTRIBUTOR. IF UNKNOWN, CALL 800-523-2422

M99SF030363M 08 11

INVOICE

CUSTOMER #: 4047

INVOICE #: 775732

INVOICE DATE: 05/22/14

DUE DATE: 06/06/14

ANDREINI BROS., INC.

GRADING • PAVING • UNDERGROUND
MATERIAL HAULING

PAGE: 2

BILL TO:

PILLAR POINT HARBOR
#1 JOHNSON PIER
HALF MOON BAY, CA 94019

JOB: P1445

PILLAR POINT HARBOR-
1 JOHNSON PIER
HALF MOON BAY, CA

DESCRIPTION	QUANTITY	PRICE	AMOUNT
04/24/14 1ST CALL UTILITY LOCATING	1.00 AT	943.000 / AT	943.00
04/24/14 END DUMP	8.00 HRS	107.000 / HRS	856.00
04/24/14 END DUMP OVERTIME	2.00 HRS	137.000 / HRS	274.00
04/24/14 HILLTOP DUMP FEE	1.00 LDS	200.000 / LDS	200.00
04/25/14 LABORER	8.00 HRS	80.000 / HRS	640.00
04/25/14 LABORER	8.00 HRS	80.000 / HRS	640.00
04/25/14 OPERATOR TIME	8.00 HRS	90.000 / HRS	720.00
04/25/14 CUT OFF SAW	2.00 EA	85.000 / EA	170.00
04/25/14 10 WHEELER	2.00 HRS	102.000 / HRS	204.00
04/25/14 HILLTOP BASE ROCK	12.00 TON	10.000 / TON	120.00
04/25/14 10 WHEELER	2.00 HRS	102.000 / HRS	204.00
04/25/14 HILLTOP BASE ROCK	12.00 TON	10.000 / TON	120.00
04/29/14 MABEY 219577	1.00 AT	654.350 / AT	654.35
04/30/14 ROBERTS & BRUNE S1410196	1.00 AT	1423.530 / AT	1,423.53
04/30/14 OCEAN SHORE 323684	1.00 AT	20.910 / AT	20.91
05/02/14 LABORER	8.00 HRS	80.000 / HRS	640.00
05/02/14 LABOR OVERTIME	0.50 HRS	110.000 / HRS	55.00
05/02/14 LABORER	8.00 HRS	80.000 / HRS	640.00
05/02/14 LABOR OVERTIME	0.50 HRS	110.000 / HRS	55.00
05/02/14 LABORER	8.00 HRS	80.000 / HRS	640.00
05/02/14 LABOR OVERTIME	0.50 HRS	110.000 / HRS	55.00
05/02/14 MINI EXCAVATOR	8.00 HRS	117.000 / HRS	936.00
05/02/14 MINI EXCAVATOR O.T.	1.00 HRS	147.000 / HRS	147.00
05/02/14 HMB BUILD/GARD 201327	1.00 AT	86.130 / AT	86.13
05/02/14 HMB BUILD/GARD 201315	1.00 AT	60.290 / AT	60.29

151 MAIN STREET • HALF MOON BAY, CALIFORNIA 94019 • OFFICE: (650) 726-2065

INVOICE

CUSTOMER #: 4047

INVOICE #: 775732

INVOICE DATE: 05/22/14

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ANDREINI BROS., INC.

GRADING • PAVING • UNDERGROUND
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PAGE: 3

BILL TO:

PILLAR POINT HARBOR
#1 JOHNSON PIER
HALF MOON BAY, CA 94019

JOB: P1445

PILLAR POINT HARBOR-
1 JOHNSON PIER
HALF MOON BAY, CA

DESCRIPTION	QUANTITY	PRICE	AMOUNT
05/02/14 END DUMP	4.50 HRS	107.00 / HRS	481.50
05/02/14 GRANITE ROCK 3/4" MED RAP 295.360	38.05 TON	45.00 / TON	1,712.25
05/02/14 END DUMP	8.00 HRS	107.00 / HRS	856.00
05/02/14 END DUMP OVERTIME	3.00 HRS	137.000 / HRS	411.00
05/02/14 HILLTOP BROKEN A/C	2.00 LDS	200.000 / LDS	400.00
05/02/14 GRANITE ROCK 3/4" MED RAP 385	4.29 TON	45.00 / TON	193.05
05/02/14 MOB MINI EXCAVATOR	1.00 HRS	117.00 / HRS	117.00
05/02/14 MOB SKID STEER LOADER	1.00 HRS	112.000 / HRS	112.00
05/02/14 MOB CAT ROLLER	1.00 HRS	122.000 / HRS	122.00
05/09/14 PENHALL 9999	1.00 AT	370.870 / AT	370.87
05/12/14 LABORER	7.00 HRS	80.000 / HRS	560.00
05/12/14 LABORER	7.00 HRS	80.000 / HRS	560.00
05/12/14 FUEL SURCHARGE	1.00 AT	245.140 / AT	245.14
05/12/14 BROOM SERVICE 225307	1.00 AT	621.000 / AT	621.00
05/16/14 WEATHERLY STRIPPING 9129	1.00 AT	3220.000 / AT	3,220.00
		SUBTOTAL	28,927.81
		SALES TAX:	512.19
		NET DUE:	29,440.00

Thank you for your business!

Memo

Date: 5/23/2014

To: Board of Harbor Commissioners

From: Peter Grenell 
General Manager

Re: General Election 2014 for Harbor Commission: Provision of Information to Chief Elections Officer

RECOMMENDATION

Decide provisions of the required Policy Statements and authorize the General Manager to submit the Administrative Contact & Incumbent List and Candidate Policy for Special Districts Forms for the Statewide General Election, November 4, 2014, to the Chief Elections Officer of San Mateo County.

BACKGROUND

The Harbor District is required to provide specific information to the San Mateo County Chief Elections Officer prior to the 2014 general election (see attached letter and forms which specify the required information). The Board of Harbor Commissioners must decide policy statements determining:

- Whether a candidate's statement will be limited to 200 or 400 words; and
- Whether the candidate or the District will pay for the candidate's statement.

The Board's past practice regarding these policy statements has been (a) to limit candidates' statements to 200 words, and (b) to require each candidate to pay for their own statements. Sample forms based on these past actions are attached.



Mark Church

Chief Elections Officer & Assessor-County Clerk-Recorder

40 Tower Road
San Mateo, CA 94402
phone 650.312.5222 fax 650.312.5348
email registrar@smcare.org
web www.shapethefuture.org

May 7, 2014

MAY 8 '14 13:16

Peter Grenell, General Manager
San Mateo County Harbor District
400 Oyster Point Blvd., Suite 300
South San Francisco, CA 94080

RE: November 4, 2014 Statewide General Election

Dear General Manager Grenell:

The November 4, 2014 Statewide General Election is rapidly approaching and I would like to advise you of some district responsibilities related to this election. State law requires each Special District to provide the following information to the election officer by July 2, 2014 125 days prior to the election. (*EC §§10522, 10509, 13307*)

- Map showing the District's boundaries effective for the election.
- Elective offices to be filled, specifying which offices, if any, are for the balance of an unexpired term.
- Statement indicating if any officer(s) is running for an at-large seat.
- Policy statement determining whether a candidate's statement will be limited to 200 or 400 words.
- Policy statement as to whether the candidate or the district will pay for the candidate's statement.

We ask that your Board establish an election-specific policy for the bulleted items above. Enclosed are two forms, the Candidate Policy Form and Administrative Contact & Incumbent List Form, which upon completion will fulfill all of these obligations except the map. Please mail or deliver them no later than July 2, 2014 to:

Registration & Elections Division
Office of the Chief Elections Officer & Assessor-County Clerk-Recorder
County of San Mateo
Attn: Jamie Kuryllo, Candidate Filing Officer
40 Tower Road
San Mateo, CA 94402

The Candidate Filing period for the November 4, 2014 Statewide General Election will open on July 14 and close on August 8, 2014. I would like to remind you that all candidates running for office must file a Form 700 Statement of Economic Interest. This requirement may affect some of your incumbent candidates for the very first time. Please discuss this with incumbent board

members who intend to run for re-election. (GC §87302.3) Candidates must file their Form 700 at the Registration & Elections Division, Office of the Chief Elections Officer & Assessor-County Clerk-Recorder, 40 Tower Road in San Mateo by August 8, 2014, the deadline for all candidate documents. This requirement may be met if an incumbent files an annual statement within 60 days prior to filing the Declaration of Candidacy. Please forward a copy to Jamie Kuryllo, Candidate Filing Officer.

If you have any questions, please do not hesitate to contact Jamie at 650.312.5202 or jkuryllo@smcare.org.

Thank you in advance for your prompt attention to this matter.

Sincerely,

A handwritten signature in black ink that reads "Mark Church". The signature is written in a cursive, flowing style.

Mark Church

Enclosures: Candidate Policy Form, Administrative Contact & Incumbent List Form





Mark Church

Chief Elections Officer & Assessor-County Clerk-Recorder

40 Tower Road
San Mateo, CA 94402-4035
phone 650.312.5222 fax 650.312.5348
email registrar@smcare.org
web www.shapethefuture.org

Administrative Contact & Incumbent List Form For the November 4, 2014 Statewide General Election

Official District Name SAN MATEO COUNTY HARBOR DISTRICT

Primary Administrative Contact

Name PETER GRESELL

Phone 650-583-4962 Fax 650-583-4611

E-Mail harbordistrict@smharbor.com

Secondary Administrative Contact

Name MARIETTA HARRIS

Phone 650-583-4996 Fax 650-583-4611

E-Mail mharris@smharbor.com

Complete List of Incumbent Board of Directors/Officers

Name ROBERT BERNARDO Most Recent Date Appointed/Elected 2010

Name PIETRO PARRAVANO Most Recent Date Appointed/Elected 2012

Name JAMES TUCKER Most Recent Date Appointed/Elected 2010

Name SABRINA BRENNAN Most Recent Date Appointed/Elected 2012

Name WILL HOLSINGER Most Recent Date Appointed/Elected 2013

Name _____ Most Recent Date Appointed/Elected _____

Registration & Elections Division
Office of the Chief Elections Officer & Assessor-County Clerk-Recorder
County of San Mateo
Attn: Jamie Kuryllo, Candidate Filing Officer
40 Tower Road
San Mateo, CA 94402



Mark Church

Chief Elections Officer & Assessor-County Clerk-Recorder

40 Tower Road
San Mateo, CA 94402-4035
phone 650.312.5222 fax 650.312.5348
email registrar@smcare.org
web www.shapethefuture.org

Candidate Policy Form for Special Districts Statewide General Election November 4, 2014

Please complete and return this form by July 2, 2014 (EC §10509)

Our District Board adopts the following policies effective for the November 4, 2014 Statewide General Election:

1. The *number of members* to be elected to the Governing Board/Board of Trustees for a **4 year term**: 2 (AT LARGE)

Names of incumbents currently holding these seats:

ROBERT BERNARDO, JAMES TUCKER

2. The *number of members* to be elected to the Governing Board/Board of Trustees for a **2 year term** (if applicable to fill balance of an unexpired term): 1 (AT LARGE)

Name(s) of incumbent(s) currently holding or who previously held and has vacated this seat(s):

WILL HOLSINGER

3. The word limit for a candidate statement will be (EC §13307):

200 word statement

400 word statement

4. The cost of the candidate's statement sent to each voter will be paid by (EC §13307):

District

Candidate

(District Seal)

Signature and Date

Print Name and Title

Official District Name (*to be used as ballot heading*)

Memo

Date: 5/23/2014

To: Board of Harbor Commissioners

From: Peter Grenell 
General Manager

Re: Rate Adjustment for Liebert Cassidy and Whitmore Special
Legal Services

RECOMMENDATION

Approve a revised rate schedule for Liebert Cassidy and Whitmore Special Legal Services as set forth in the attached letter and fee schedule from Liebert Cassidy and Whitmore.

BACKGROUND

The firm of Liebert Cassidy and Whitmore (LCW) has provided special employment and labor legal services to the Harbor District for a number of years. LCW has recently completed several tasks for the District.

Periodically the firm has requested and received a fee increase adjustment. LCW has not increase their rates for three years, but now request an adjustment (see attached fee schedule). Current hourly rates for attorney staff is (\$180-\$300) and (\$70-\$140) for paraprofessional and litigation support staff.

LIEBERT CASSIDY WHITMORE

A PROFESSIONAL LAW CORPORATION

LOS ANGELES | FRESNO | SAN FRANCISCO | SAN DIEGO

6035 WEST CENTURY BOULEVARD, SUITE 500
LOS ANGELES, CALIFORNIA 90045
T: (310) 981-2000 F: (310) 337-0837

STIEDEMANN@LCWLEGAL.COM
(310) 981-2022

April 30, 2014

San Mateo Harbor District
c/o Jean Savaree
District Counsel
Aaronson Dickerson & Lanzone
1001 Laurel Street, Suite A
San Carlos, CA 94070

Re: *Agreement for Special Services*

Dear Valued Client:

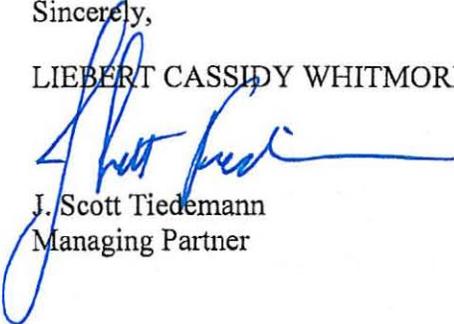
Over the past thirty-four years, LCW has built a reputation as the leading public sector labor, employment and education law firm in California by achieving positive results for clients at a substantial value. Our creative legal strategies, our focus on labor, employment and education issues, and our unparalleled depth and breadth of experience set us apart. Expert legal counsel can make the crucial difference in your agency's successful navigation of difficult legal issues – that is why clients entrust LCW with their most complex problems and their highest stakes negotiations and litigation.

We have not increased rates in three years, but the rising costs of doing business – from the price of office space to health care to employee compensation – necessitates doing so now to ensure that we continue to attract and retain the best legal talent. A schedule of rates is attached.

Exceptional legal counsel saves time and money and leads to successful results. We are confident that our new rates will allow us to continue to deliver the best possible legal services at an excellent value. If you have any questions regarding this notice, or any other matter involving our Legal Services Agreement, please do not hesitate to contact me directly.

Sincerely,

LIEBERT CASSIDY WHITMORE



J. Scott Tiedemann
Managing Partner

LIEBERT CASSIDY WHITMORE

FEE SCHEDULE

(EFFECTIVE JULY 1, 2014)

HOURLY RATES

Partners	\$325.00
Of Counsel	\$285.00
Associates	\$190.00 - \$265.00
Paraprofessionals & Litigation Support	\$75.00 - \$150.00

Memo

Date: May 29, 2014

To: Board of Harbor Commissioners

Thru: Peter Grenell
General Manager

From: Marietta Harris
Human Resources Manager

Re: Event Special Use Permit for the Coastside Fishing Club for the 2014 Oyster Point Marina (OPM) Classic on June 21, 2014.

RECOMMENDATION

Waive fee and approve a Special Use Permit for the Coastside Fishing Club for the 2014 Oyster Point Marina (OPM) Classic on June 21, 2014.

BACKGROUND

The Coastside Fishing Club is a community of recreational fisherman. They are a group of individuals that share in the common goal of improving the fishery, sharing their knowledge with the younger generations, and helping to preserve resources for future generations to enjoy.

The OPM Classic has been held at the Oyster Point Marina for several years. This event started as an event coordinated by Oyster Point Marina staff. A few years ago the Coastside Fishing Club took over the event from OPM staff. The last event was held in 2012. The event is

held at Drake Marine (OPM Marine Center) adjacent to the marina. However, participants will be launching and/or slipping their boats at the marina.

This is a one-day fishing derby targeting halibut and striped bass. Prizes will be awarded for the largest fish. During and after the weigh-in, food will be served and a raffle held.

The derby brings in many users to the marina to launch and/or slip their boats. Facility users and their passengers will use the parking the marina already makes available for this purpose.

Coastside Fishing Club is seeking a waiver of the application fee of \$150 and the Permit Fee of \$100, berthing fees for approximately 20 boats of \$480.00 and launch ramp fees for the event for approximately 25 boats at \$11 per launch for about \$275.00. The total amount of the fee waiver is approximately \$1,000. Staff feels that the event specifically promotes Oyster Point Marina and participants will use the marina for its intended purpose, boating and recreation.

Staff supports approval of all fee waivers including the slip fee and launch ramp fees on the basis that this event is deemed to serve a significant District interest.

EMPLOYMENT AGREEMENT FOR GENERAL MANAGER

This Agreement is made this 4th day of June, 2014, by and between the San Mateo County Harbor District (hereinafter "SMCHD"), a political subdivision of the State of California, and Peter Grenell (hereinafter "Grenell").

WHEREAS, SMCHD has determined that Grenell has the experience, skills and abilities to perform the duties of General Manager, and

WHEREAS, SMCHD's position of General Manager is currently being filled by Grenell and SMCHD desires to continue to fill that position by Grenell,

WITNESSETH, in consideration of the mutual promises contained herein, the parties agrees as follows:

Section 1. Appointment

SMCHD's Board of Harbor Commissioners (hereinafter "Board") hereby enters into this Agreement with Grenell to continue in the position of General Manager of SMCHD.

Section 2. Compensation and Benefits

A. Salary. Grenell's initial salary shall be one hundred forty-six thousand seven hundred sixty dollars and twelve cents (\$146,760.12) per year. On July 1, 2014, July 1, 2015 and July 1, 2016, Grenell shall be entitled to a cost of living increase based upon the Consumer Price Index for Urban Wage Earners and Clerical Workers – San Francisco/Oakland, California, All Items Index (1967-100).

B. Retirement. Grenell is eligible to participate in the Public Employees Retirement System (PERS). Employee contributions shall be made on behalf of Grenell by SMCHD at the level of 2.5% at 55; Grenell shall be responsible for paying an amount that is one percent (1.0%) of the difference between the cost of the 2% at 55 plan and the 2.5% at 55 plan cost.

C. Vacation. Grenell shall receive annual vacation as governed by District Policy and Procedure 6.5.1 (Paid Time Off), except as it relates to requests for approval of, or advance notice for, Paid Time Off use.

D. Management Time Off. In addition to vacation time, Grenell shall receive five (5) hours per month of management time off. Management time shall not be accumulated for a period greater than one (1) year from date of

accrual. Management time accrued shall not be subject to cash payout in lieu of use as time off. Grenell shall not, under any circumstances, be entitled to any overtime, overtime pay, compensatory time, or PTO/OT.

E. Car Allowance. SMCHD shall pay Grenell, in lieu of use of an SMCHD motor vehicle, a sum of six hundred dollars (\$600.00) per month for private automobile costs incurred in the performance of this Agreement.

F. Deferred Compensation. Grenell is eligible to participate in the SMCHD Deferred Compensation Plan through ICMA Retirement Corp. SMCHD does not make any contributions to this plan on behalf of Grenell.

G. Health Insurance. Grenell is authorized to participate in the SMCHD's medical plan. Grenell also has the option to decline participation in the SMCHD medical plan and receive one-half of the monthly premiums for employee coverage as income.

H. Life Insurance. SMCHD shall provide to Grenell a group term life insurance policy whose value shall be twice annual salary to a maximum of \$200,000. SMCHD shall pay the premium for such coverage.

I. Cellular Phone. SMCHD shall supply Grenell with a cellular phone. SMCHD shall reimburse Grenell for monthly service and usage fee for business-related charges. Grenell shall pay charges for all personal calls. Grenell shall return all cellular phone equipment to SMCHD upon expiration or termination of this Agreement.

J. Professional Development. SMCHD agrees to budget and pay for membership, dues, conferences, and subscriptions on behalf of Grenell which are reasonably necessary for the continuation and full participation in professional associations as approved and determined by the Board.

K. Holidays and Fringe Benefits. Unless otherwise specified above, Grenell shall be entitled to all holidays and other fringe benefits as governed by District Policy and Procedures Nos. 6.5.2 (Holidays), 6.5.3 (Bereavement Leave), 6.5.4 (Jury/Court Leave), and 6.5.6 (Family Medical Leave), and is eligible for Workers Compensation benefits including industrial disability leave as of the date of appointment or as may thereafter be adjusted for him by the Board and Extended Illness Bank (EIB) credits as provided for by District policy and/or other labor agreements.

L. Continuing Medical and Life Insurance Benefits. Grenell shall continue to be eligible for continuing health, dental, vision, and life insurance benefits per Amended Resolution 28-87.

Section 3. Performance Evaluations

The Board shall provide Grenell with a performance evaluation annually. The Board agrees to meet with Grenell to discuss his evaluation and to mutually establish or redefine performance goals.

Notwithstanding the above paragraph, the Board shall provide Grenell with a mid-term performance evaluation during the first week of March 2015, which shall include consideration of a salary increase, performance incentive pay, and/or bonus.

Section 4. Term of Agreement

Grenell shall begin service under this Agreement on June 4, 2014, and this Agreement shall remain in effect until November 30, 2016, or until terminated by either party pursuant to Section 5 of this Agreement.

Section 5. Termination of Services and Severance Pay

Employment under this Agreement is "at will" and nothing in this Agreement shall prevent, limit, or interfere with SMCHD's right to terminate Grenell, subject only to the provisions of this section. The SMCHD Board may terminate this Agreement at any time without cause and without need of any explanation of cause by providing Grenell with written notice. SMCHD agrees to give Grenell three (3) month's written notice of termination without cause, or in the alternative, equivalent pay and benefits in lump sum in lieu of such notice. If SMCHD terminates this Agreement without cause, it shall, in addition to the notice period, pay Grenell a lump sum in an amount equal to the sum of six (6) month's total compensation consisting of Grenell's gross monthly base salary at his then existing salary level calculated at the date of termination of Grenell's services performed under this Agreement plus the cash value of all benefits to which Grenell is entitled as of the date of termination of Grenell's services. All payments in this paragraph shall be made in accordance with Government Code section 53260, and shall be contingent upon Grenell executing a full release of all claims in favor of SMCHD.

In the event that SMCHD terminates this Agreement as set forth in this Section above, SMCHD may extend Grenell's employment under this Agreement beyond the three (3) month notice period as set forth above for a period not to exceed an additional thirty (30) days to enable SMCHD and Grenell to complete an efficient transition from Grenell's employment as General Manager to his successor.

As of the effective date of termination of this Agreement, Grenell shall receive all of his accumulated hours in his individual PTO bank.

SMCHD Board reserves the right to terminate this Agreement immediately, at any time and if, in the opinion of the Board, Grenell has breached or neglected the duties which he is required to perform, has committed any act of dishonesty, fraud, misrepresentation or act of moral turpitude, or has failed to obey the lawful direction of the Board. In the event of termination under this paragraph, SMCHD will not be required to provide any notice period or pay severance to Grenell. Grenell may appeal in writing within 10 days of his termination and ask for a hearing by the SMCHD, which will be held within 30 days of Grenell's request. Said hearing may be in closed or open session at Grenell's discretion. The SMCHD's decision shall be final.

Grenell may terminate this Agreement by providing a minimum of thirty (30) days written notice of such termination to the SMCHD by Grenell. Notice shall be given to each Commissioner at the SMCHD Office, 400 Oyster Point Boulevard, Suite 300, South San Francisco, CA.

In the event Grenell terminates this Agreement, the provisions of this Agreement and all compensation and benefits owed Grenell under it, including but not limited to payment of severance, shall cease upon the effective date of such termination.

This Agreement shall be considered as terminated by Grenell in the event any of the following events occur, and upon the first of such event to occur. The effective date of such termination shall be the date the event occurs:

1. Grenell's death;
2. Upon the occurrence of an event disqualifying Grenell from public office pursuant to the State Constitution or State law, or causing a forfeiture of office under State law, or otherwise requiring the removal of the General Manager under State law; or
3. Upon Grenell's commission of an act of official misconduct.

If Grenell is permanently disabled or otherwise unable to perform his duties under this Agreement for a period of four months beyond any paid time off, SMCHD may terminate this Agreement subject to the notice and severance pay provisions of Section 5, paragraph 1 of this Agreement.

Section 6. Release

Grenell hereby releases and forever discharges the SMCHD, its officers, Board, agents, commissioners, and employees from any and all claims, damages, and causes of action, known or unknown, arising out of Grenell's employment prior to June 6, 2014, including but not limited to any claims arising out of any of his prior contracts.

Section 7. Professional Performance

Grenell shall perform the duties of General Manager as set forth in the SMCHD job description and other such duties as may be prescribed by the SMCHD Board or by law. Grenell agrees to perform said duties in a professional, workmanlike and businesslike manner in accordance with standards of quality satisfactory to the Board.

As General Manager, Grenell shall direct his performance to focus on achieving or making substantial progress toward achieving performance objectives as identified by Board of Harbor Commissioners during the term of this Agreement.

Section 8. Compliance With Law

Grenell shall, during his employment hereunder, comply with all laws and regulations applicable to such employment.

Section 9. Indemnity and Defense

SMCHD agrees to extend to Grenell as to any action or proceeding brought on account of any act or omission of Grenell within the scope of services provided for SMCHD pursuant to Section 7 of this Agreement, those rights of indemnification, including the right that SMCHD shall pay any judgment or any compromise or settlement of any action and any legal fees or court costs of such action or proceeding, and the right to provision for a defense of actions or processing, as are provided for employees of a public entity by the provisions of Division 3.6 of Title I of the California Government Code.

Section 10. Materials and Supplies

SMCHD agrees to supply Grenell with supplies and materials necessary to accomplish the duties of General Manager. SMCHD shall also provide necessary administrative and clerical assistance to support activities required by this Agreement.

Section 11. Merger; Amendments; Waiver

This Agreement contains the entire Agreement of the parties and no prior oral representations, waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of both parties to this Agreement.

IN WITNESS WHEREOF, The parties hereto have made and executed this amended Agreement as of the date set forth above.

SAN MATEO COUNTY HARBOR DISTRICT

GENERAL MANAGER

Pietro Parravano, Vice President

Peter Grenell

Date: _____

Date: _____

SAN MATEO COUNTY HARBOR DISTRICT

400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080



DRAFT OPERATING AND CAPITAL BUDGET FISCAL YEAR ENDING JUNE 30, 2015

June 4, 2014

Board of Harbor Commissioners

**Peter Grenell
General Manager**

**Debra Galarza
Director of Finance**

**Scott Grindy
Harbor Master**

**Marietta Harris
Human Resource Manager**

San Mateo County Harbor District
Board of Harbor Commissioners

<u>TITLE</u>	<u>NAME</u>	<u>TERM EXPIRES</u>
PRESIDENT	Robert Bernardo	December 31, 2014
VICE PRESIDENT	Pietro Parravano	December 31, 2016
SECRETARY / TREASURER	James Tucker	December 31, 2014
COMMISSIONER	Sabrina Brennan	December 31, 2016
COMMISSIONER	William Holsinger	December 31, 2014

**DRAFT OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2015**

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SAN MATEO COUNTY HARBOR DISTRICT

400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080



BUDGET SUMMARY

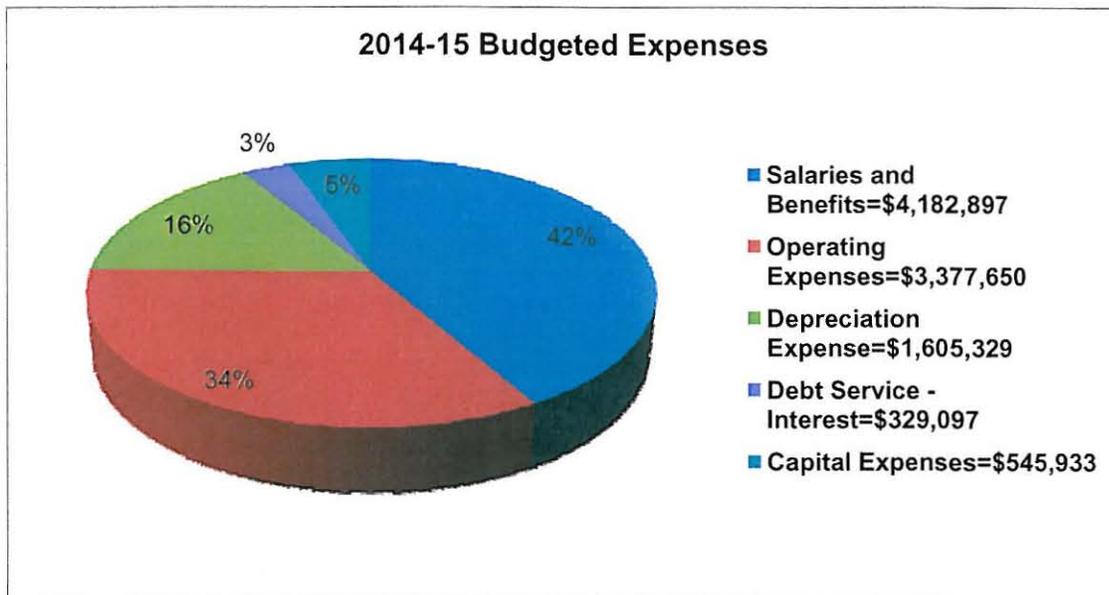
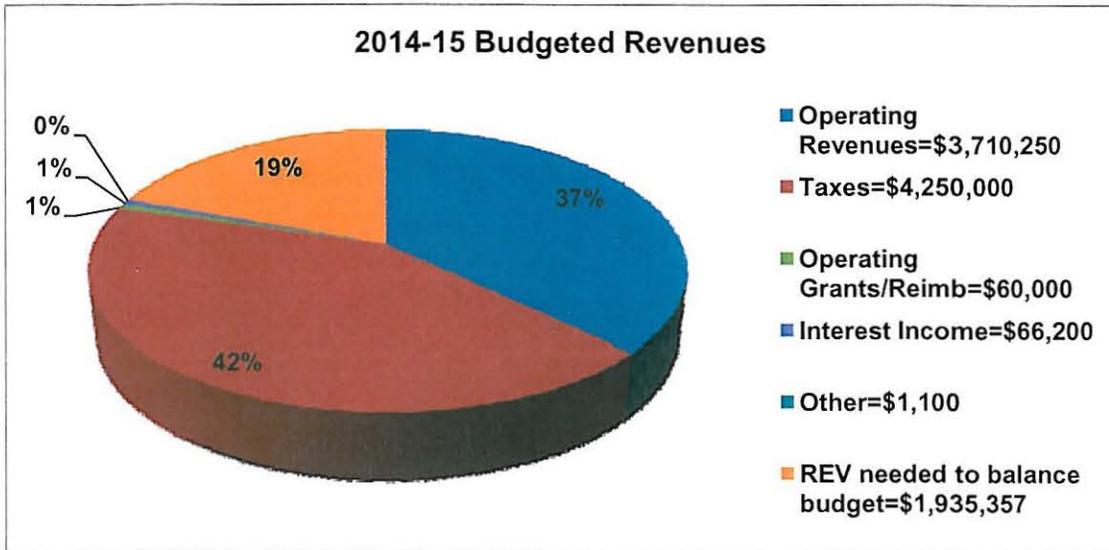
SAN MATEO COUNTY HARBOR DISTRICT
FISCAL YEAR 2014-2015 DRAFT BUDGET

BUDGET SUMMARY

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
Operating Revenues	4,078,967	3,624,249	2,920,875	3,719,296	3,788,250
Non-Operating Revenues	5,236,528	3,907,983	5,982,345	6,726,117	4,317,300
TOTAL REVENUES	9,315,496	7,532,232	8,903,221	10,445,413	8,105,550
Operating Expenses	5,204,451	7,548,041	4,730,659	7,038,069	7,560,547
Non-Operating Expense	1,855,135	2,012,820	375,830	1,846,305	1,934,426
TOTAL OPERATING & NON OPERATING EXPENSES	7,059,587	9,560,861	5,106,490	8,884,374	9,494,974
NET INCREASE(DECREASE)	2,255,909	(2,028,629)	3,796,731	1,561,039	(1,389,424)
Total Capital Projects Expense (including carryovers)	3,294,276	3,267,853	1,250,927	1,957,113	545,933 *
TOTAL EXPENSES WITH CAPITAL	10,353,863	12,828,714	6,357,417	10,841,487	10,040,907
TOTAL INCREASE(DECREASE) INCLUDING CAPITAL	(1,038,367)	(5,296,482)	2,545,804	(396,074)	(1,935,357)

* Note Capital Projects were \$975,294, now changed to \$545,933--Dock Fingers removed, PPH revenue increased by \$18,000

Total Revenues & Expenses



TOTAL SOURCES: \$10 MILLION = TOTAL USES: \$10 MILLION

Budget Summary

Fiscal Year Ending June 30, 2015

1. Prior year actual Operating Revenues are greater than FY2014-15 estimated Final Budget because in FY2013-14 the District received reimbursement for the Oyster Point Wave Attenuators in the amount of \$600,000. In FY 2013-14 the District also received \$2 million dollars for reimbursement for Dock 11 from the City of South San Francisco.
2. Prior year actual Non-Operating Revenues are greater than FY2014-15 estimated Final Budget because in FY2013-14 the District received a Redevelopment Agency Dissolution payment of over \$500,000. It also received close to \$90,000 in recovery funds from the Lehman securities crisis. No additional Redevelopment Agency or Lehman funds are estimated for FY2014-15.
3. Estimated final budget compared to prior year actual is greater due to increased repairs and maintenance for property and docks, contractual services, and election expense for 2014.
4. Capital projects in the amount of ~~\$1,228,491~~ 545,933 are made up of ~~\$415,000~~ 190,000 in new projects and ~~\$813,491~~ 355,933 in carryovers from FY2013-14. Several capital projects were completed in the prior year actual which is why there is such a variance in prior year actual to final budget numbers

SAN MATEO COUNTY HARBOR DISTRICT
FISCAL YEAR 2014-2015 DRAFT BUDGET

BUDGET SUMMARY

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
OPERATING REVENUE:					
Berth Fees	1,666,500	1,098,400	0	0	2,764,900
Mooring Fees	41,000	0	0	0	41,000
Launch Ramp Fees	81,500	17,850	0	0	99,350
Dock Boxes	0	6,400	0	0	6,400
Misc. Fees	51,200	19,200	0	0	70,400
Rents & Concessions	433,000	235,000	0	0	668,000
RV Parking (Fishing)	35,000	0	0	0	35,000
Event Fees	22,100	500	0	0	22,600
Commercial Activity Permits	9,000	3,200	0	0	12,200
Sales	6,500	1,900	0	0	8,400
Operational Grants					
State- DBAW - Abandoned Vessel	30,000	30,000	0	0	60,000
Total Operating Revenues	2,375,800	1,412,450	0	0	3,788,250
NON-OPERATING REVENUE:					
Taxes	0	0	4,250,000	0	4,250,000
Interest Income	0	0	66,200	0	66,200
Miscellaneous Revenues	0	0	1,100	0	1,100
Total Non-Operating Revenues	0	0	4,317,300	0	4,317,300
TOTAL REVENUES	2,375,800	1,412,450	4,317,300	0	8,105,550

* Increased PPH Rents & Concessions by \$18K

SAN MATEO COUNTY HARBOR DISTRICT
FISCAL YEAR 2014-2015 DRAFT BUDGET

BUDGET SUMMARY

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
SALARIES AND BENEFITS:					
Salaries and Wages Expense:					
Base Salary and Wages	1,000,850	691,300	656,200	36,000	2,384,350
Overtime	16,500	7,000	5,500	0	29,000
Other Pay	15,000	20,000	0	0	35,000
Total Salaries and Wages	1,032,350	718,300	661,700	36,000	2,448,350
Benefits Expense:					
Pension Contributions	252,100	189,000	154,200	0	595,300
Health Insurance Costs - Current Employees	211,500	145,354	94,000	52,900	503,754
Worker's Compensation Insurance	79,300	55,000	4,800	400	139,500
Other Insurance - Current Employees	16,025	11,400	10,100	320	37,845
Insurance Costs - Retirees	24,150	35,700	0	20,300	80,150
Social Security and Taxes	14,969	10,200	9,595	3,122	37,886
Auto Allowance	8,400	8,400	8,400	0	25,200
Employment Assistance Program	1,300	1,100	670	550	3,620
Liability for Termination Benefit	185,125	136,168	10,300	(20,300)	311,293
Total Benefits	792,869	592,322	292,064	57,292	1,734,547
TOTAL SALARY AND PAYROLL BURDEN	1,825,219	1,310,622	953,764	93,292	4,182,897

SAN MATEO COUNTY HARBOR DISTRICT
FISCAL YEAR 2014-2015 DRAFT BUDGET

BUDGET SUMMARY

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
OPERATING EXPENSES:					
Advertising	9,000	8,000	2,500	32,500	52,000
Bad Debt Expense	65,000	65,000	0	0	130,000
Communications	22,600	12,800	12,500	0	47,900
Election Costs	0	0	0	650,000	650,000
WiFi Services	9,600	8,000	0	0	17,600
Computer - Hardware and software	11,750	5,000	9,000	0	25,750
Postage	8,100	4,000	6,500	250	18,850
Meetings/Travel/ Training	6,300	6,300	6,500	3,500	22,600
Auto Mileage Reimbursement	500	400	1,500	200	2,600
Memberships/ Exams/ Subscriptions	200	200	15,000	0	15,400
Personnel Tests	2,000	1,100	2,500	0	5,600
Property & Casualty Insurance	135,000	134,970	0	17,545	287,515
Fuel	12,500	6,800	0	0	19,300
Operating Supplies	84,600	31,500	0	0	116,100
Office Supplies	12,000	7,000	16,100	1,700	36,800
Office Equipment	22,000	0	15,000	0	37,000
Uniform Expenses	12,500	8,000	0	0	20,500
Legal Services	20,000	10,000	50,000	110,000	190,000
Contractual Services-IT	18,500	13,000	21,000	4,000	56,500
Contractual Services-Professional	71,505	76,305	71,505	0	219,315
Outside Contractual Services	63,350	109,750	33,150	5,300	211,550
Special Events Expense	6,500	6,500	0	0	13,000
Bank & Credit Card Fees	16,400	22,250	750	0	39,400
Office Space and Equipment Rentals	0	4,200	101,970	0	106,170
Repair and Maintenance	276,000	111,500	0	0	387,500
Garbage Collections	154,300	26,500	0	0	180,800
Harbor/ Marina Equipment	25,300	5,000	0	0	30,300
Vessel Destruction	50,000	50,000	0	0	100,000
Water and Electrical Utility Expenses	168,000	128,300	0	0	296,300
LAFCO Fees	0	0	7,500	0	7,500
Property Tax Admin. Fee	0	0	29,000	0	29,000
Employee Appreciation Dinner	0	0	0	4,800	4,800
Total Operating Expenses	1,283,505	862,375	401,975	829,795	3,377,650
Total All Operating, Salary and Benefit Expenses	3,108,724	2,172,997	1,355,739	923,087	7,560,547
NON-OPERATING EXPENSES:					
Depreciation Expense	603,178	988,195	13,956	0	1,605,329
Interest Expense - DBAW Loan	168,627	160,470	0	0	329,097
Total Non-Operating Expenses	771,805	1,148,665	13,956	0	1,934,426
TOTAL OE&E EXPENSE	3,880,529	3,321,662	1,369,695	923,087	9,494,974

SAN MATEO COUNTY HARBOR DISTRICT
FISCAL YEAR 2014-2015 DRAFT BUDGET

BUDGET SUMMARY

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
CAPITAL PROJECTS (2014-2015 BUDGET APPROPRIATION ONLY):					
Oyster Point Marina:					
Correct Flooding Issues	0	25,000	0	0	25,000
Pillar Point Harbor:					
Mooring Replacements	20,000	0	0	0	20,000
Paid Parking	50,000	0	0	0	50,000
Launch Ramp Restroom Design	25,000	0	0	0	25,000
Inner Harbor Dredging	70,000	0	0	0	70,000
Administration:					
Total Capital Projects (2014-2015 Appropriations)	165,000	25,000	0	0	190,000
CAPITAL PROJECTS (CARRYOVER):					
Pillar Point Harbor:					
West Trail - Fix Erosion	355,933	0	0	0	355,933
Total Capital Projects (Carryover Appropriations)	355,933	0	0	0	355,933
Total All Capital Projects	520,933	25,000	0	0	545,933
TOTAL ALL COSTS	4,401,462	3,346,662	1,369,695	923,087	10,040,907
*Deleted Dock Fingers project from Capital Projects					
TOTAL REVENUES LESS TOTAL EXPENSES					(1,935,357)

SAN MATEO COUNTY HARBOR DISTRICT

400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080



REVENUES

SAN MATEO COUNTY HARBOR DISTRICT
 FISCAL YEAR 2014-2015 DRAFT BUDGET

DESCRIPTION	COMBINED REVENUES				
	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
Operating Revenues	4,078,967	3,624,249	4,740,544	6,031,167	3,788,250
Non-Operating Revenues	5,236,528	3,907,983	5,982,345	6,726,117	4,317,300
TOTAL REVENUES	9,315,496	7,532,232	10,722,889	12,757,284	8,105,550

* Increased PPH Rents & Concessions by \$18,000

SAN MATEO COUNTY HARBOR DISTRICT
FISCAL YEAR 2014-2015 DRAFT BUDGET

PILLAR POINT HARBOR REVENUES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
OPERATING REVENUE:					
Berth Fees	1,464,466	1,514,796	1,226,918	1,609,088	1,666,500
Mooring Fees	45,983	47,337	32,425	44,425	41,000
Launch Ramp Fees	70,561	81,306	76,543	81,306	81,500
Misc. Fees	49,861	33,601	63,091	58,502	45,400
Crab Pot Storage Fee	550	0	5,050	5,750	5,800
Rents & Concessions	353,560	370,696	366,461	432,500	433,000
RV Parking (Fishing)	42,600	54,896	29,616	33,000	35,000
Event Fees	0	0	0	0	22,100
Commercial Activity Permits	10,065	9,000	8,000	9,000	9,000
Sales	6,469	4,472	11,565	11,800	6,500
Operational Grants					
Pump Out Station Grant	23,043	0	0	0	0
State- DBAW - Abandoned Vessel	10,600	26,500	0	26,500	30,000
Total Operating Revenues	2,077,758	2,142,604	1,819,669	2,311,871	2,375,800

* Rents & Concessions increased by \$18K to \$433K

Pillar Point Harbor

Fiscal Year Ending June 30, 2015

1. The fishing season was robust in 2013-14 and Pillar Point was 100% occupied for most of the commercial crab fishing season. It was approximately 94% occupied during salmon season. For FY2014-15 we are projecting a similar season with similar occupancies but do not anticipate any growth until we hear more about drought impacts from Department of Fish and Game.
2. Budgeted revenue from lease rents and concessions is expected to increase as a result of CPI lease rent adjustments. Economists are forecasting a slow recovery. As the economy improves, it is hoped that foot traffic to the harbor and related patronage of the harbor and lessee facilities will increase.
3. Revenue from the establishment of Paid Parking is not currently included in the preliminary budget, but will be added at the time the project analysis is completed and a decision is made about the strategy for implementing a paid parking solution.
4. Grant monies received from Division of Boating and Waterways Grant for Abandoned Vessel Abatement are expected to continue to be received and Pillar Point will continue to remove and salvage abandoned vessels as necessary even though grant funding from the State will not completely cover the costs of abatement. The District will consider alternative methods of cost recovery if/when grants are not available.

SAN MATEO COUNTY HARBOR DISTRICT
FISCAL YEAR 2014-2015 DRAFT BUDGET

OYSTER POINT MARINA PARK REVENUES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
OPERATING REVENUE:					
Berth Fees	1,093,000	1,186,135	892,373	1,097,400	1,098,400
Dock Boxes	7,124	7,288	4,675	6,355	6,400
Launch Ramp Fees	16,994	15,151	14,143	17,843	17,850
Misc. Fees	17,488	19,453	13,015	19,152	19,200
Rents & Concessions	224,714	224,714	171,907	234,769	235,000
Event Fees	0	0	0	0	500
Commercial Activity Permits	1,889	500	3,367	3,500	3,200
Sales	0	1,904	1,726	1,904	1,900
Operational Grants					
State- DBAW - Abandoned Vessel	40,000	26,500	0	26,500	30,000
Reimbursements on Projects(Dock 11)	0	0	2,000,000	2,000,000	0
Federal - DBAW - Guest Dock	600,000	0	250,000	250,000	0
Total Operating Revenues	2,001,210	1,481,645	3,351,207	3,657,424	1,412,450
NON-OPERATING REVENUE:					
Reimbursements on Projects	0	0	0	0	0
Total Non-Operating Revenues	0	0	0	0	0

Oyster Point Marina/Park

Fiscal Year Ending June 30, 2015

1. Operating revenues for FY2014-15 are projected to decrease from FY2013-14. This projection is the net result of flat berth rentals and decreases in grant reimbursements. Grants in FY 2013-14 were \$640,000 compared to an estimated \$30,000 FY2014-15. This is due to the \$600,000 Wave Attenuator grant received in FY2013-14. In FY 2013-14 the District also received \$2 million dollars for reimbursement for Dock 11 from the City of South San Francisco.
2. For FY2014-15, berth revenues are projected to be ~~\$920,000~~1,098,400, as revenues are projected to remain flat due to a slow economic recovery.
3. Grant monies received from Division of Boating and Waterways Grant for Abandoned Vessel Abatement are not expected to fully cover the costs of abatement. Oyster Point will continue to remove and salvage abandoned vessels as necessary despite the lack of grant funding from the State. The District will consider alternative methods of cost recovery if/when grants are not available.

SAN MATEO COUNTY HARBOR DISTRICT
 FISCAL YEAR 2014-2015 DRAFT BUDGET

ADMINISTRATION REVENUES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
NON-OPERATING REVENUE:					
Taxes	5,109,749	3,805,783	3,599,937	4,307,517	4,250,000
Interest Income	96,248	101,200	36,229	71,500	66,200
Miscellaneous Revenues	30,531	1,000	96,180	97,100	1,100
Total Non-Operating Revenues	5,236,528	3,907,983	3,732,345	4,476,117	4,317,300

Administration

Fiscal Year Ending June 30, 2015

1. For FY2014-15, interest income is projected to be \$65 thousand. Interest income is expected to decrease based on estimated decline in cash reserves and continued low interest rates. Currently the interest rate is below 1.0%.
2. Property tax revenues are projected to be \$4.2 million. The FY2014-2015 property tax revenue estimate is an increase from current year projections. This estimate is based upon current trends in property values plus information received from the San Mateo County Assessor's Office. Excess "ERAF" (Educational Revenue Augmentation Fund) and "RDA" (Redevelopment Agency) monies are not included in the property tax estimate as they are uncertain.

SAN MATEO COUNTY HARBOR DISTRICT

400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080



EXPENSES

SAN MATEO COUNTY HARBOR DISTRICT
FISCAL YEAR 2014-2015 DRAFT BUDGET

COMBINED EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
SALARIES AND BENEFITS:					
Salaries and Wages Expense	2,175,750	2,290,370	1,724,811	2,335,829	2,448,350
Benefits Expense	839,164	1,466,249	1,126,573	1,500,148	1,734,547
Total Salary and Payroll Burden	3,014,914	3,756,619	2,851,383	3,835,977	4,182,897
OPERATING EXPENSES	2,189,537	3,791,423	1,879,276	3,202,092	3,377,650
NON-OPERATING EXPENSES	1,855,135	2,012,820	375,830	1,846,305	1,934,426
Total Expenses without Capital Outlay	7,059,587	9,560,861	5,106,490	8,884,374	9,494,974
CAPITAL PROJECTS	3,294,276	3,267,853	1,250,927	1,957,113	545,933 *
TOTAL EXPENSES	10,353,863	12,828,714	6,357,417	10,841,487	10,040,907

* Note Capital Projects were \$975,294, now changed to \$545,933--Dock Fingers removed

SAN MATEO COUNTY HARBOR DISTRICT
FISCAL YEAR 2014-2015 DRAFT BUDGET

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
SALARIES AND BENEFITS:					
Salaries and Wages Expense:					
Base Salary and Wages	876,427	918,817	673,394	952,400	1,000,850
Overtime	12,664	11,000	10,470	13,000	16,500
Other Pay	0	10,000	18,588	0	15,000
Total Salaries and Wages	889,091	939,817	702,452	965,400	1,032,350
Benefits Expense:					
Pension Contributions	215,748	241,800	163,572	211,500	252,100
Health Insurance Costs - Current Employees	203,791	227,708	153,977	205,317	211,500
Worker's Compensation Insurance	73,900	83,924	53,135	76,995	79,300
Other Insurance - Current Employees	15,434	15,566	11,760	15,562	16,025
Insurance Costs - Retirees	26,999	27,100	27,516	23,401	24,150
Social Security and Taxes	11,465	13,673	10,637	13,998	14,969
Auto Allowance	2,875	6,150	3,350	4,400	8,400
Employment Assistance Program	1,246	1,300	935	1,300	1,300
Liability for Termination Benefit	(216,664)	30,485	211,520	225,779	185,125
Total Benefits	334,794	647,706	636,401	778,252	792,869

SAN MATEO COUNTY HARBOR DISTRICT
FISCAL YEAR 2014-2015 DRAFT BUDGET

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
OPERATING EXPENSES:					
Advertising	18,290	10,000	5,900	9,000	9,000
Bad Debt Expense	54,643	35,500	0	65,000	65,000
Communications	23,143	22,600	19,189	22,600	22,600
Wifi Services	0	0	0	0	9,600
Computer Hardware and Software	5,525	11,750	2,133	11,750	11,750
Postage	6,339	9,550	5,055	7,800	8,100
Meetings/Travel/ Training	6,125	6,500	1,168	3,800	6,300
Auto Mileage Reimbursement	418	1,122	143	500	500
Memberships/ Dues/ Subscriptions	60	200	138	200	200
Recruitment and Personnel Tests	15	2,000	47	1,085	2,000
Property & Casualty Insurance	122,627	134,890	111,749	134,890	135,000
Fuel	13,041	15,432	8,326	11,500	12,500
Operating Supplies	78,752	79,077	45,436	71,112	84,600
Office Supplies	9,585	12,024	7,104	12,024	12,000
Office Equipment	0	0	0	0	22,000
Uniform Expenses	10,528	13,286	7,069	10,000	12,500
Special Events Expense	3,885	3,600	5,727	6,500	6,500
Legal Services	42,192	50,000	7,247	18,000	20,000
Contractual Services-IT	16,867	17,300	9,396	17,300	18,500
Contractual Services-Professional	0	91,505	0	81,200	71,505
Outside Contractual Services	37,828	131,472	46,546	63,900	63,350
Bank & Credit Card Fees	14,320	20,782	11,829	16,040	16,400
Repair and Maintenance	139,298	687,044	231,078	554,000	276,000
Garbage Collections	70,349	153,750	99,401	153,750	154,300
Trash Compactor	0	56,062	54,678	54,678	0
Harbor/ Marina Public Access	0	35,000	0	35,000	0
Harbor/ Marina Equipment	9,800	147,800	54,259	100,000	25,300
Vessel Destruction	10,600	40,000	6,573	40,000	50,000
Water and Electrical Utility Expenses	156,573	164,003	145,289	163,261	168,000
Total Operating Expenses	850,803	1,952,249	885,477	1,664,890	1,283,505
NON-OPERATING EXPENSES:					
Depreciation Expense	552,723	818,000	0	644,161	603,178
Interest Expense - DBAW Loan	203,946	192,570	183,257	183,257	168,627
Total Non-Operating Expenses	756,669	1,010,570	183,257	827,418	771,805

SAN MATEO COUNTY HARBOR DISTRICT
FISCAL YEAR 2014-2015 DRAFT BUDGET

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
CAPITAL PROJECTS:					
Rip Rap Repair - Fishing Pier					
Carry Over Money	8,921	157,558	0	0	0
2014-15 Budget Appropriation	0	0	0	0	0
Pump Out Station					
Carry Over Money	23,043	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	0
Johnson Pier Utilities, Deck					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	1,086,393	93,188	92,044	92,044	0
West Trail - Fix Erosion					
Carry Over Money	0	0	0	0	355,933
2014-15 Budget Appropriation	8,817	355,933	0	355,933	0
Multi-Purpose Building					
Carry Over Money	0	7,900	7,600	7,600	0
2014-15 Budget Appropriation	0	0	0	0	0
Restrooms - West Basin					
Carry Over Money	13,552	123,485	116,240	116,240	0
2014-15 Budget Appropriation	0	0	0	0	0
Add'l 71 Berths, Bulkhead					
Carry Over Money	46,837	144,353	15,994	15,994	0
2014-15 Budget Appropriation	0	0	0	0	0
North HMB Shoreline (Surfers Beach)					
Carry Over Money	63,371	100,126	1,159	1,159	0
2014-15 Budget Appropriation	0	0	0	0	0
Pay Station Parking PPH					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	50,000
Dredge Launch Ramp					
Carry Over Money	41,612	312,317	322,917	322,917	0
2014-15 Budget Appropriation	0	0	0	0	0
Launch Ramp Slurry Seal					
Carry Over Money	38,123	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	0

SAN MATEO COUNTY HARBOR DISTRICT
FISCAL YEAR 2014-2015 DRAFT BUDGET

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
CAPITAL PROJECTS:					
Harbor Office Remodel					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	150,000	0	0	0
Recreational Docks Repairs					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	11,037	161,560	16,373	161,560	0
Tenant Sewer Project					
Carry Over Money	24,510	250,333	177,190	209,333	0
2014-15 Budget Appropriation	0	0	0	0	0
Mooring Replacements					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	20,000	9,950	0	20,000
Restrooms - Launch Ramp (Design)					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	25,000
Fisherman Gear Storage					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	8,500	0	7,600	0
ADA Curb Cuts					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	0	7,600	0	0

SAN MATEO COUNTY HARBOR DISTRICT
 FISCAL YEAR 2014-2015 DRAFT BUDGET

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
CAPITAL PROJECTS:					
Dock Fingers					
Carry Over Money	0	580,536	9,670	9,670	0
2014-15 Budget Appropriation	0	0	0	0	0
Removal of Romeo Pier					
Carry Over Money	0	0	0	0	0

Pillar Point Harbor

Fiscal Year Ending June 30, 2015

1. For FY2014-15, the Pillar Point Harbor budget for salaries and payroll related burden is expected to increase by approximately \$63 thousand over FY2013-14 projections not including Termination Benefit expense (see #2). This is due to a 2.5% merit increase for represented employees along with a cost of living adjustment. Management does not receive the 2.5% merit increase but does receive the cost of living adjustment. The cost of living adjustment, based on the December 31, 2013 Labor CPI for San Francisco-Oakland-San Jose, is 2.6%.
2. The budget includes annual Termination Benefit expense of \$185,125 based on the estimated accrued liability for employees who have worked 12 years or more for the District and have been hired prior to July 1, 2009. This benefit expires as follows (example: Employee works 15 years and leaves District. The employee is entitled to 7.5 years of health benefits only.)
3. The FY2014-15 budget for other operating expenses are ~~\$300,000~~ 381,385 less than FY2013-14 projected expenses. FY2013-14 had several deferred repairs and maintenance projects that needed to be addressed. FY2014-15 repairs and maintenance projects focus on safety and immediately needed repairs.
4. Interest payments to the Division of Boating and Waterways (DBAW) have been included in this budget at \$169 thousand as set in the Loan Agreement with the DBAW.
5. Capital expenditures in the FY2014-15 budget total ~~\$1,475,891~~ 520,933, of which ~~\$1,085,891~~ 355,933 are carryover funds. Current projects include design for the Launch Ramp restrooms, ~~for lessees~~ Sidewalk improvements, Dredging for the inner harbor, Mooring replacements, and Paid parking.

SAN MATEO COUNTY HARBOR DISTRICT
FISCAL YEAR 2014-2015 DRAFT BUDGET

OYSTER POINT MARINA PARK EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
SALARIES AND BENEFITS:					
Salaries and Wages Expense:					
Base Salary and Wages	629,249	647,401	491,386	647,801	691,300
Overtime	6,401	7,000	5,728	6,628	7,000
Other Pay	0	25,000	29,177	25,000	20,000
Total Salaries and Wages	635,651	679,401	526,292	679,429	718,300
Benefits Expense:					
Pension Contributions	180,617	174,979	114,636	181,583	189,000
Health Insurance Costs - Current Employees	153,214	154,620	103,106	139,177	145,354
Worker's Compensation Insurance	53,094	58,174	40,827	53,082	55,000
Other Insurance - Current Employees	11,063	11,062	8,823	11,062	11,400
Insurance Costs - Retirees	24,429	20,111	22,656	33,644	35,700
Social Security and Taxes	9,450	9,478	7,679	9,852	10,200
Auto Allowance	2,875	6,150	3,350	6,150	8,400
Employment Assistance Program	1,030	1,100	772	1,030	1,100
Liability for Termination Benefit	(253,170)	25,891	18,902	10,785	136,168
Total Benefits	182,600	461,565	320,751	446,364	592,322

SAN MATEO COUNTY HARBOR DISTRICT
FISCAL YEAR 2014-2015 DRAFT BUDGET

OYSTER POINT MARINA PARK EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
OPERATING EXPENSES:					
Advertising	12,178	10,000	4,635	5,735	8,000
Bad Debt Expense	51,122	38,500	0	65,000	65,000
Communications	13,551	14,000	10,846	12,800	12,800
Wifi Expense	0	0	0	0	8,000
Computer Hardware and Software	1,937	4,750	3,295	4,750	5,000
Postage	2,207	3,220	1,886	3,891	4,000
Meetings/Travel/ Training	6,154	6,000	741	1,450	6,300
Auto Mileage Reimbursement	224	204	117	250	400
Memberships/ Dues/ Subscriptions	0	200	138	200	200
Personnel Tests	15	1,100	190	500	1,100
Property & Casualty Insurance	122,627	134,970	111,749	122,700	134,970
Fuel	6,043	7,154	4,010	5,900	6,800
Operating Supplies	14,954	56,356	33,541	42,200	31,500
Office Supplies	6,146	4,241	3,920	6,000	7,000
Uniform Expenses	7,049	8,240	5,780	7,800	8,000
Special Events Expense	1,363	4,000	1,583	6,500	6,500
Legal Services	11,760	18,000	2,611	5,000	10,000
Contractual Services-IT	7,485	10,400	10,333	12,500	13,000
Contractual Services-Professional	4,157	96,411	3,231	24,400	76,305
Outside Contractual Services	89,961	156,415	79,932	111,150	109,750
Claims Settlements	2,675	0	0	0	0
Bank & Credit Card Fees	14,687	27,750	11,403	18,700	22,250
Office Space and Equipment Rentals	3,057	3,800	2,871	3,800	4,200
Repair and Maintenance	62,311	141,294	26,853	119,000	111,500
Garbage Collections	20,995	26,775	17,422	25,500	26,500
Harbor/ Marina Public Access	0	20,000	0	30,000	0
Harbor/ Marina Equipment	1,838	56,000	1,900	51,000	5,000
Vessel Destruction	60,330	40,000	320	26,500	50,000
Water and Electrical Utility Expenses	93,065	117,551	62,052	117,551	128,300
Total Operating Expenses	617,891	1,007,331	401,359	830,777	862,375

SAN MATEO COUNTY HARBOR DISTRICT
FISCAL YEAR 2014-2015 DRAFT BUDGET

OYSTER POINT MARINA PARK EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
CAPITAL PROJECTS:					
Electrical Pedestals					
Carry Over Money	39,534	0	0	0	0
2013-14 Budget Appropriation	0	0	0	0	0
Launch Ramp Slurry Seal					
Carry Over Money	35,184	0	0	0	0
2013-14 Budget Appropriation	0	0	0	0	0
Replacement of Dock 11					
Carry Over Money	1,230,225	217,319	170,966	217,319	0
2013-14 Budget Appropriation	0	0	0	0	0
Replacement of Guest Dock					
Carry Over Money	415,763	58,216	48,424	58,216	0
2013-14 Budget Appropriation	0	0	0	0	0
East Basin Restroom Renovation					
Carry Over Money	207,355	305,327	251,123	305,327	0
2013-14 Budget Appropriation	0	0	0	0	0
West Restroom Renovation					
Carry Over Money	0	0	0	0	0
2013-14 Budget Appropriation	0	110,000	3,677	0	0
Correct Flooding Issues					
Carry Over Money	0	0	0	0	0
2013-14 Budget Appropriation	0	25,000	0	0	25,000
Laundry Remodel (Drakes)					
Carry Over Money	0	0	0	0	0
2013-14 Budget Appropriation	0	10,000	0	0	0
Electrical Pad for Kayak					
Carry Over Money	0	0	0	0	0
2013-14 Budget Appropriation	0	15,000	0	15,000	0
Total Capital Projects	1,928,060	740,862	474,190	595,862	25,000
TOTAL EXPENSES	4,454,355	3,890,409	1,915,164	3,563,006	3,346,662

Oyster Point Marina/Park

Fiscal Year Ending June 30, 2015

1. For FY2014-15, the Oyster Point Marina budget for salaries and payroll related burden is expected to increase by approximately \$25 thousand over FY2013-14 projections not including OPEB expense (see #2). This is due to a 2.5% merit increase for represented employees along with a cost of living adjustment. Management does not receive the 2.5% merit increase but does receive the cost of living adjustment. The cost of living adjustment, based on the December 31, 2013 Labor CPI for San Francisco-Oakland-San Jose, is 2.6%.
2. The budget includes annual Termination Benefit expense of \$136,168 based on the estimated accrued liability for employees who have worked 12 years or more for the District and have been hired prior to July 1, 2009. This benefit expires as follows (example: Employee works 15 years and leaves District. The employee is entitled to 7.5 years of health benefits only.)
3. Interest payments to the Division of Boating and Waterways (DBAW) have been included in this budget at \$160,470 thousand as set in the Loan Agreement with the DBAW.
4. Several capital projects were completed in FY2013-14 and therefore there are no new capital projects this budget year.

SAN MATEO COUNTY HARBOR DISTRICT
FISCAL YEAR 2014-2015 DRAFT BUDGET

ADMINISTRATION EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
SALARIES AND BENEFITS:					
Salaries and Wages Expense:					
Base Salary and Wages	612,531	631,152	464,649	650,000	656,200
Overtime	3,077	4,000	4,418	5,000	5,500
Total Salaries and Wages	615,609	635,152	469,067	655,000	661,700
Benefits Expense:					
Pension Contributions	161,111	163,177	94,754	142,000	154,200
Health Insurance Costs - Current Employees	98,713	100,164	68,249	97,185	94,000
Worker's Compensation Insurance	5,918	4,637	2,878	4,650	4,800
Other Insurance - Current Employees	9,731	9,781	6,491	9,781	10,100
Social Security and Taxes	9,011	9,210	9,552	9,498	9,595
Auto Allowance	8,050	8,400	6,300	8,400	8,400
Employment Assistance Program	650	650	488	650	670
Liability for Termination Benefit	6,872	10,267	(1,477)	9,149	10,300
Total Benefits	300,056	306,285	187,234	281,313	292,064

SAN MATEO COUNTY HARBOR DISTRICT
FISCAL YEAR 2014-2015 DRAFT BUDGET

ADMINISTRATION EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
OPERATING EXPENSES:					
Advertising	2,651	2,500	1,899	2,500	2,500
Communications	9,911	12,500	8,192	10,800	12,500
Computer Hardware and Software	12,980	10,500	1,668	10,500	9,000
Postage	6,319	6,500	4,422	6,500	6,500
Meetings/Travel/ Training	6,344	8,500	1,635	3,500	6,500
Auto Mileage Reimbursement	952	2,000	826	1,500	1,500
Memberships/ Dues/ Subscriptions	14,834	15,000	12,586	15,000	15,000
Recruitment and Personnel Tests	0	2,500	1,169	2,500	2,500
Office Supplies	13,307	12,100	13,236	15,100	16,100
Office Equipment	0	0	0	0	15,000
Legal Services	43,771	50,000	36,449	50,000	50,000
Contractual Services-IT	15,026	15,400	24,585	28,000	21,000
Contractual Services-Professional	0	91,505	0	20,000	71,505
Outside Contractual Services	34,296	28,150	33,172	32,150	33,150
Bank & Credit Card Fees	634	4,000	370	750	750
Office Space and Equipment Rentals	90,812	99,000	79,813	99,000	101,970
LAFCO Fees	6,755	8,700	5,516	5,516	7,500
Property Tax Admin. Fee	30,504	29,000	22,572	28,322	29,000
Total Operating Expenses	289,096	397,855	248,108	331,638	401,975
NON-OPERATING EXPENSES:					
Depreciation Expense	8,314	1,000	0	8,314	13,956
Total Non-Operating Expenses	8,314	1,000	0	8,314	13,956
TOTAL EXPENSES	1,213,074	1,340,292	904,410	1,276,265	1,369,695

Administration

Fiscal Year Ending June 30, 2015

1. For FY2014-15, the Administration budget for salaries and payroll burden is \$17 thousand higher than FY2013-14 projections. This is due to a 2.5% merit increase for represented employees along with a cost of living adjustment. Management does not receive the 2.5% merit increase but does receive the cost of living adjustment. The cost of living adjustment, based on the December 31, 2013 Labor CPI for San Francisco-Oakland-San Jose, is 2.6%.
2. The budget includes annual Termination Benefit expense of \$10,300 based on the estimated accrued liability for employees who have worked 12 years or more for the District and have been hired prior to July 1, 2009. This benefit expires as follows (example: Employee works 15 years and leaves District. The employee is entitled to 7.5 years of health benefits only.)
3. Other operating expenses are budgeted to increase \$~~2970~~ thousand over the FY2013-14 projections mostly due to the Strategic Plan expense. The budget for FY2014-15 is consistent with prior year actuals and include funds for new office equipment. Office rent is projected to increase by 3%.

SAN MATEO COUNTY HARBOR DISTRICT
FISCAL YEAR 2014-2015 DRAFT BUDGET

HARBOR COMMISSION EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
SALARIES AND BENEFITS:					
Salaries and Wages Expense:					
Base Salary and Wages	35,400	36,000	27,000	36,000	36,000
Total Salaries and Wages	35,400	36,000	27,000	36,000	36,000
Benefits Expense:					
Pension Contributions	0	0	0	0	0
Health Insurance Costs - Current Employees	37,158	46,365	33,084	44,112	52,900
Worker's Compensation Insurance	1,813	248	170	350	400
Other Insurance - Current Employees	196	408	257	304	320
Insurance Costs - Retirees	19,656	19,656	14,742	19,656	20,300
Social Security and Taxes	3,075	3,122	2,341	3,122	3,122
Employment Assistance Program	542	550	406	542	550
Liability for Termination Benefit	(40,727)	(19,656)	(68,812)	(73,867)	(20,300)
Total Benefits	21,713	50,693	(17,813)	(5,781)	57,292
OPERATING EXPENSES:					
Advertising	7,935	17,000	16,541	17,000	32,500
Election Expense	376,975	188,487	188,487	188,487	650,000
Postage	132	250	12	250	250
Meetings/Travel/ Training	7,010	10,600	3,211	3,100	3,500
Auto Mileage Reimbursement	114	400	0	200	200
Memberships/ Dues/ Subscriptions	0	0	433	0	0
Property & Casualty Insurance	14,456	15,950	14,456	15,950	17,545
Office Supplies	999	1,500	1,094	1,500	1,700
Legal Services	16,487	186,000	110,816	130,000	110,000
Contractual Services-IT	3,188	4,000	7,309	8,500	4,000
Contractual Services-Professional	0	0	0	0	0
Outside Contractual Services	1,196	5,300	1,467	5,300	5,300
Employee Appreciation Dinner	3,257	4,500	507	4,500	4,800
Total Operating Expenses	431,748	433,987	344,332	374,787	829,795
TOTAL EXPENSES	488,860	520,680	353,519	405,006	923,087

Harbor Commission

Fiscal Year Ending June 30, 2015

1. For FY2014-15, the Commission budget for salaries and payroll burden is \$89 thousand versus \$105 thousand projected for FY2013-14, due to a decrease in termination benefits. Only one Commissioner became eligible for the termination benefit during her term. No other Commissioners are eligible for this benefit.
2. Total Commission budget for FY2014-15 is ~~\$755,829,795~~ thousand compared with ~~\$659,374,787~~ thousand projected for FY2013-14. The FY2014-15 budget and FY2013-14 projections are approximately ~~\$96,000~~455,008 higher than prior year actual amounts due to the cost of the 2014 election and increased legal service fees.

SAN MATEO COUNTY HARBOR DISTRICT

400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080



CAPITAL IMPROVEMENT PROJECTS

SAN MATEO COUNTY HARBOR DISTRICT
 FISCAL YEAR 2014-2015 DRAFT BUDGET

	<u>Budgeted Projects</u>	<u>Estimated Carryover</u>	<u>Combined Projects</u>
Oyster Point Marina:			
Correct Flooding Issues	25,000	-	25,000
Total Oyster Point Marina	25,000	-	25,000
Pillar Point Harbor:			
Mooring Replacements	20,000	-	20,000
Paid Parking	50,000	-	50,000
Launch Ramp Restroom Design	25,000	-	25,000
Inner Harbor Dredging	70,000	-	70,000
Rip Rap Repair - Fishing Pier	-	-	-
West Trail - Fix Erosion	-	355,933	355,933
Total Pillar Point Harbor	165,000	355,933	520,933
TOTAL DISTRICT	190,000	355,933	545,933

SAN MATEO COUNTY HARBOR DISTRICT

400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080



GLOSSARY

Accrued Liabilities – Unpaid liabilities

Administrative Budget Adjustment –

The Board of Harbor Commissioners has authorized the General Manager to transfer appropriation authority between budget items after the budget is adopted provided that the transfer is within a single department's budget. Any such approved transfer is an Administrative Budget Adjustment.

Adopted Budget – The adopted budget is the District's annual fiscal plan, which is approved by the Board of Harbor Commissioners. The adopted budget establishes the legal authority for the expenditure of funds.

ADA - Americans with Disability Act. Federal law which prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public access, commercial facilities and transportation.

Appropriation - A legal authorization granted by the Board of Harbor Commissioners to make expenditures and to incur obligations for specific purposes. An appropriation usual is limited in amount, and in the time in which it may be expended.

Balanced Budget – A budget in which resources, including estimated revenue and other sources such as bond proceeds, and approved fund balances/net assets, meet or exceed uses.

Budget - A plan for financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

Budget Adjustment – A transfer of appropriation authority that has formal approval of the Board of Harbor Commissioners and is enacted after the budget is adopted.

Capital Budget - A plan for proposed capital outlays and the means of financing them.

Capitalized Expenditures - Expenditures resulting in the acquisition and/or construction of fixed assets.

Capital Improvement Program - A multi-year plan for capital expenditures, with details on anticipated annual expenditures, with information about the resources estimated to be available to finance the projected expenditures.

Capital Improvement Projects – Listing of intended capitalized expenditures.

Carryover – Appropriation authority granted by the Board in a prior fiscal year.

DBAW – California Department Boating and Waterways.

Debt Service – Annual principal and interest payments on borrowed money.

Depreciation – A non-cash expense that reduces the value of the District's assets to reflect that the asset has aged and has been used during the period in which the expense is recorded.

Designation of Fund Balance – Unreserved fund balance may be designated by the District to be set aside for a specific purpose. The designation indicates that a portion of fund equity is not available for current appropriation, as it has been set aside to comply with the District's plan for future uses.

Encumbrances – Commitments for unperformed contracts for goods and services.

EMS – Environmental Management Systems

ERAF – Educational Revenue Augmentation Fund. A fund into which County auditors deposit a share of property taxes revenues that would otherwise be allocated to cities, counties and special districts. The purpose of the fund is to ensure local schools receive specified Proposition 98 funding.

Fiscal Year - A 12-month period to which the annual operating budget applies and at the end of which the District determines its financial position and the results of its operations. The District's fiscal year is from July 1 through June 30.

Fixed Assets – Land and other long-lived assets, such as buildings, improvements, vehicles/equipment, with a value greater than the capitalization threshold of \$10,000 stated in the District's Fixed Asset Procedure.

Fund Accounting – Refers to accounting for an entity using multiple funds. The operations of each fund are accounted for with a separate set of self balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures.

Fund Balance – Fund balance is the difference between governmental fund assets and fund liabilities.

GAAP – Generally Accepted Accounting Principles.

GASB – Governmental Accounting Standards Board

General Fund – The fund used by the District to capture all accounting activities.

Generally Accepted Accounting Principles – Uniform standards and guidelines for financial accounting and reporting.

Grants - Contributions of gifts of cash or other assets to/from another government agency, foundations or private entities, to be used for a specific purpose.

HMB – Half Moon Bay

Infrastructure – The physical system, including the fixed assets, necessary for the District to function.

JPA – Joint Powers Agreement.

LAFCO – Local Agency Formation Commission

LED – Light- Emitting Diode

Liability – An obligation or debt resulting from a past transaction or event.

Net Assets - The difference between a proprietary fund assets and liabilities.

Operating Budget – plan for current operating expenditures (as opposed to capital or debt service expenditures) and the proposed means of financing them.

Operating Expenditures - Expenses related directly to the District's primary activities.

Operating Revenues - Revenues directly related to the District's primary activities.

PTO – Paid Time Off.

Reimbursements – Repayments of amounts remitted on behalf of another agency.

Reserve - (1) An account used to earmark a portion of fund balance to indicate that it is not appropriate for expenditure; and (2) an account used to earmark a portion of fund equity as legally segregated for a specific future use.

Reserved Fund Balance - The portion of fund balance that is not available to finance expenditures of the subsequent accounting period, including items such as encumbrances, inventory, prepaid items, and notes receivable.

Resources – Total revenue, interdepartmental charges and bond proceeds budgeted for the fiscal year.

RDA – Redevelopment Agencies

SSF – South San Francisco

Termination Benefit – District paid insurance premiums for qualified individuals that have left District employment.

Unfunded Liabilities – Liabilities for which no funding has been set aside to address.

Uses – Total planned expenditures and changes to fund balance for the budget year.

SAN MATEO COUNTY HARBOR DISTRICT

400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080 PHONE



APPENDIX A RATES AND FEES

Resolution 15-14
of the
San Mateo County Harbor District
to
Adopt the Rates and Fees Schedule
for
Pillar Point Harbor
for
Fiscal Year 2014-15

Whereas, the Board of Harbor Commissioners pursuant to §6079 of the Harbors and Navigation Code of the State of California and Section 5.3 of the San Mateo County Harbor District's Ordinance Code of 1996 as amended, have established a Rates and Fees Schedule.

Therefore, be it resolved, that a Rates and Fees Schedule for Pillar Point Harbor for Fiscal Year 2014-2015 as set forth in Exhibit A, attached hereto and by reference incorporated herein, be adopted.

Therefore, be it further resolved, that the Board shall direct the posting of the Rates and Fees Schedule – Fiscal Year 2014-2015 at Pillar Point Harbor, and at the District's Administrative Office, and the inclusion of the Schedule as an exhibit in the Final Operating and Capital Budget for Fiscal Year 2014-15.

Approved this 21st day of May, 2014 at a regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

For: Bernardo, Holsinger, Tucker

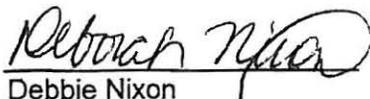
Against: Brennan

Absent: None

Abstaining: None

Recusal: Parravano

Attested


Debbie Nixon
Deputy Secretary

BOARD OF HARBOR COMMISSIONERS


Robert Bernardo
President

Exhibit A

San Mateo County Harbor District Pillar Point Harbor Rates and Fees Schedule

Effective: July 1, 2014 – June 30, 2015

Service	Pillar Point Harbor																														
Berth Transfer Fee – Customer Initiated	\$30.00 fee per vessel transferred																														
Berth Waiting List - Must be paid annually to maintain position on wait list	\$25.00 annual fee																														
Berthing – Monthly Rates Vessels will be charged based on the size of the berth unless the vessel exceeds the length of the berth, in which case the vessel will be charged the fee for a berth that is large enough to fully accommodate the vessel.	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Berth Size</th> <th style="text-align: left;">Dock D-H</th> <th style="text-align: left;">Dock A-C</th> </tr> </thead> <tbody> <tr> <td>30'</td> <td>273.00</td> <td>278.25</td> </tr> <tr> <td>35'</td> <td>315.00</td> <td>320.25</td> </tr> <tr> <td>40'</td> <td>357.00</td> <td>362.25</td> </tr> <tr> <td>45'</td> <td>404.50</td> <td>409.50</td> </tr> <tr> <td>50'</td> <td>441.00</td> <td>446.25</td> </tr> <tr> <td>55'</td> <td>483.00</td> <td>488.25</td> </tr> <tr> <td>65'</td> <td>567.00</td> <td>572.25</td> </tr> <tr> <td>65' +</td> <td>\$8.80/ft</td> <td>\$8.90/ft</td> </tr> <tr> <td>Skiffs*</td> <td>52.50</td> <td>78.75</td> </tr> </tbody> </table> <p>* and watercraft 16' and under in approved areas only. No charge for skiff 12' or less owned by the berth renter and contained totally within the berth renter's berth. Multi-hull rate is 150% of the single hull rate.</p>	Berth Size	Dock D-H	Dock A-C	30'	273.00	278.25	35'	315.00	320.25	40'	357.00	362.25	45'	404.50	409.50	50'	441.00	446.25	55'	483.00	488.25	65'	567.00	572.25	65' +	\$8.80/ft	\$8.90/ft	Skiffs*	52.50	78.75
Berth Size	Dock D-H	Dock A-C																													
30'	273.00	278.25																													
35'	315.00	320.25																													
40'	357.00	362.25																													
45'	404.50	409.50																													
50'	441.00	446.25																													
55'	483.00	488.25																													
65'	567.00	572.25																													
65' +	\$8.80/ft	\$8.90/ft																													
Skiffs*	52.50	78.75																													
Berthing – Discount	1 Month free with 1 year paid in advance Berth Discount for Full Time Commercial and Sport fishing Vessels (applies to monthly and transient): 15%. Not retroactive and requires annual application.																														

Exhibit A
San Mateo County Harbor District
Pillar Point Harbor Rates and Fees Schedule
 Effective: July 1, 2014 – June 30, 2015

Service	Pillar Point Harbor
Berthing – Long term Transient (guarantee of 2 weeks minimum and maximum of 90 days – (with live aboard privileges)-greater than 90 requires Harbor Master pre-approval	\$0.75 per foot of boat per day – multi-hulled rate is 150%.
Berthing – Short Term Transient (less than 2 weeks – with live aboard privileges)	\$0.85 per foot of boat per day – multi-hulled rate is 150%. Vessels anchoring in the outer harbor in excess of 4 hours will be subject to the daily rate.
Bid Package	District cost – non refundable
Boat Wash	\$1.25 per 5 minutes – coin operated – quarters only
CEQA Review – Initial Study	Base fee = \$150.00 Plus District in-house and out-of pocket costs
CEQA Review – Negative Declaration	Base fee = \$100.00 Plus District in-house and out-of pocket costs
Collections	District costs
Commercial Activity Permit	\$250.00 annual fee Veterans may be eligible for waiver of fee, subject to documentation acceptable to District. No retroactivity available. Other fees may apply.
Commercial Services Activity Permit	\$50.00 annual fee

Exhibit A

San Mateo County Harbor District Pillar Point Harbor Rates and Fees Schedule

Effective: July 1, 2014 – June 30, 2015

Service	Pillar Point Harbor
Crab Pot Storage Deposit	Single Stall - \$200 deposit Double stall - \$300 deposit; Deposits of \$300 for single stall and \$450 for double stall for transient vessels of less than 6 months. If pallets used NO REFUND of deposit.
Credit Check	District cost – not to exceed \$50.00 per name
Day Use Parking	As designated at specific locations
Dock Box Rental	Not available
Electricity	Amount, adjusted monthly, equal to amount paid by District for the electricity (including all associated charges and fees).
Emergency Pump Out Dockside	Actual labor (see Labor Charges) - \$100.00 minimum
Events	See Events Policy
Faxing Service	\$0.25 per page in/out – minimum \$1.00 fee
Fish Sales Permit – Retail	\$250.00 annual fee
Hoist – Public	\$40.00 per hour. Fees are prorated for partial hours with a \$10.00 minimum
Key Sale	\$10.00 per key
Labor Charge	\$100.00 per hour – regular time \$150.00 per hour – overtime

Exhibit A

San Mateo County Harbor District Pillar Point Harbor Rates and Fees Schedule

Effective: July 1, 2014 – June 30, 2015

Service	Pillar Point Harbor
Late Charge – Monthly Berth Rentals	Interest charged at 0.834% per month (10% per annum) on all balances not paid by the 10 th of the month
Launch Ramp – Commercial Use Only	Commercial Activity Permit required
Launch Ramp – Recreational Use Only	\$13.00 per launch, in and out. <ul style="list-style-type: none"> - Annual permit \$200.00 valid at all District operated launch ramps. - 20% discount on annual permit to Senior owner over 65 years of age or 20% discount on annual permit to person with disability displaying disabled placard or plate on towing vehicle.
Live Aboard Permit	\$350.00 monthly fee \$350.00 security deposit <ul style="list-style-type: none"> - 1 Month Free with 1 year paid in advance. - Senior (age 65 and older) discount of \$35.00. Discount available at time of request and eligibility confirmation, and is not retroactive.
Mailed Notices, including: <ul style="list-style-type: none"> - Postage - Individual notices - Agendas - Minutes - Audio Recording 	District cost \$.050 per page - \$5.00 minimum Payable in advance by cash, check or credit card. Refund with mailing, if applicable
Memorial Bench	General public - \$3,500.00 5-year berth holders or fishers taken by the sea - \$2,500.00

Exhibit A

San Mateo County Harbor District Pillar Point Harbor Rates and Fees Schedule

Effective: July 1, 2014 – June 30, 2015

Service	Pillar Point Harbor
Mooring Fee for Active Privately Owned Mooring	\$1.60 per foot per month – \$48.00 minimum
Mooring Fee for District-Owned Mooring	Monthly: \$4.25 per foot (LOA) per month –\$105.00 per month minimum with signed agreement Transient: \$10.50 per day
Mooring Permit – Initial One-Time Fee for Issuance of Private Mooring Permit	Governed by District Mooring Policy
NEPA Review – Initial Study	Base fee = \$150.00 Plus District in-house and out-of-pocket costs
NEPA Review – Negative Declaration	Base fee = \$100.00 Plus District in-house and out-of-pocket costs
Oil Absorbent Pads (Heavy Weight)	Free – limit of six (excluding emergencies)
Passenger Fee – Commercial Sport Fishing and Other Charters	\$2.25 per passenger
Photocopy	Paper copy - \$0.25 per page – counter or meter used to determine usage. Electronic copy – \$1.00 per document
Plaque on Existing Bench	General public - \$500.00 5-year berth holders or fishers taken by the sea – optional donation
Proposals, Filing and Evaluation of Proposers, Proposers Credit Check	District cost – minimum \$500.00 per proposal
Recreational Vehicle Parking (only for Commercial Fishermen)	\$45/ day or \$450/ month All RV's must be self-contained

Exhibit A

San Mateo County Harbor District Pillar Point Harbor Rates and Fees Schedule

Effective: July 1, 2014 – June 30, 2015

Service	Pillar Point Harbor
Recreational Vehicle Parking (only for Recreational Fishermen)	\$45/ day includes launch ramp fee for recreational fishermen. All RV's must be self-contained
Refloating Sunken Vessels	Minimum fee \$450.00 – actual costs at District rates or, if using outside salvage company, at salvage company rates.
Returned Checks (Non-Sufficient Funds)	\$30.00 per item
Security Deposit – monthly vessel berthing	Fee equal to 1 month's berthing
Temporary Vessel Storage Fee – Up to 30 days – no live aboard privileges	Equivalent to monthly berth rental fee for the appropriately sized berth.
Towing – Applicable for all towing services except for towing that is required by the District to enable the District to perform maintenance or other necessary harbor operations.	\$200.00 per hour. Equipment fuel surcharge may be applied.
Vehicles – Use of	\$85 per hour. Personnel charges additional.
Vessel Removal Fees	Actual costs incurred for staff time, equipment and materials. Cost recovery for District staff time associated with removing vessel from assigned berth and/or from the facility as a result of non-payment of fees which results in cancellation of the berth rental agreement or failure to pay transient dockage as charged.

Resolution 14-14
of the
San Mateo County Harbor District
to
Adopt the Rates and Fees Schedule
for
Oyster Point Marina/Park
for
Fiscal Year 2014-2015

Whereas, the Board of Harbor Commissioners pursuant to §6079 of the Harbors and Navigation Code of the State of California and Section 5.3 of the San Mateo County Harbor District's Ordinance Code of 1996 as amended, have established a Rates and Fees Schedule.

Therefore, be it resolved, that a Rates and Fees Schedule for Oyster Point Marina/Park for Fiscal Year 2014-2015 as set forth in Exhibit A, attached hereto and by reference incorporated herein, be adopted.

Therefore, be it further resolved, that the Board shall direct the posting of the Rates and Fees Schedule – Fiscal Year 2014-2015 at Oyster Point Marina/Park, and at the District's Administrative Office, and the inclusion of the Schedule as an exhibit in the Final Operating and Capital Budget for Fiscal Year 2014-15.

Approved this 21st day of May, 2014 at a regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

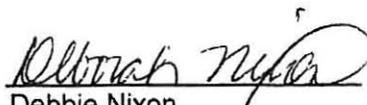
For: Bernardo, Holsinger, Parravano, Tucker

Against: None

Absent: None

Abstaining: Brennan

Attested


Debbie Nixon
Deputy Secretary

BOARD OF HARBOR COMMISSIONERS


Robert Bernardo
President

Exhibit A

San Mateo County Harbor District Oyster Point Marina Park Rates and Fees Schedule

Effective: July 1, 2014 – June 30, 2015

Service	Oyster Point Marina/Park		
Berth Transfer Fee – Customer Initiated	\$30.00 fee per vessel transferred		
Berth Waiting List - Must be paid annually to maintain position on wait list	\$25.00 annual fee		
Berthing – Monthly Rates Vessels will be charged based on the size of the berth unless the vessel exceeds the length of the berth, in which case the vessel will be charged the fee for a berth that is large enough to fully accommodate the vessel.	Berth Size	Single Finger	Double Finger
	26'	n/a	210.00
	30'	231.00	241.50
	36'	278.50	288.75
	40'	320.25	330.75
	45'	357.00	372.75
	50'	399.00	414.75
	55'	n/a	456.75
	60'	477.75	498.75
	Skiffs*	52.50	78.75
	*and watercraft 16' and under in approved areas only. No charge for skiff 12' or less owned by the berth renter and contained totally within the berth renter's berth. Multi-hull rate is 150% of the single Hull rate.		
Berthing – Discount	1 Month free with 1 year paid in advance		
Berthing – Long term Transient (guarantee of 2 weeks minimum and maximum of 90 days – (with live aboard privileges)-greater than 90 days requires Harbor Master approval	\$.60 per foot per day – multi-hulled rate is 150%		
Berthing – Short Term Transient (less than 2 weeks – with live aboard privileges)	\$.80 per foot per day – multi-hulled rate is 150%. Vessels using the guest dock in excess of 4 hours will be charged the daily rate.		
Bid Package	District cost – non refundable		

Exhibit A
San Mateo County Harbor District
Oyster Point Marina Park Rates and Fees Schedule
 Effective: July 1, 2014 – June 30, 2015

Boat Wash	\$1.25 per 5 minutes – coin operated – quarters only
CEQA Review – Initial Study	Base fee = \$150.00 Plus District in-house and out-of pocket costs
CEQA Review – Negative Declaration	Base fee = \$100.00 Plus District in-house and out-of pocket costs
Collections	District costs
Commercial Activity Permit	\$250.00 annual fee Veterans may be eligible for waiver of fee, subject to documentation acceptable to District. No retroactivity available. Other fees may apply.
Commercial Services Activity Permit	\$50.00 annual fee Additional license agreement may be required
Crab Pot Storage Deposit	Not available
Credit Check	District cost – not to exceed \$50.00 per name
Day Use Parking	As designated in specific locations
Dock Box Rental	\$10.00 monthly fee
Electricity	Amount, adjusted monthly, equal to amount paid by District for the electricity (including all associated charges and fees).
Emergency Pump Out Dockside	Actual labor (see Labor Charges) - \$100.00 minimum
Events	See Events Policy

Exhibit A

San Mateo County Harbor District Oyster Point Marina Park Rates and Fees Schedule

Effective: July 1, 2014 – June 30, 2015

Faxing Service	\$0.25 per page in/out – minimum \$1.00 fee
Fish Sales Permit – Retail	\$250.00 annual fee
Hoist – Public	Not available
Key Sale	\$10.00 per key
Labor Charge	\$100.00 per hour – regular time \$150.00 per hour – overtime
Late Charge – Monthly Berth Rentals	Interest charged at 0.834% per month (10% per annum) on all balances not paid by the 10 th of the month
Launch Ramp – Commercial Use Only	Commercial Activity Permit required
Launch Ramp – Recreational Use Only	\$11.00 per launch, in and out. <ul style="list-style-type: none"> - Annual permit \$200.00 valid at all District operated launch ramps. - 20% discount on annual permit to Senior owner over 65 years of age or 20% discount on annual permit to person with disability displaying disabled placard or plate on towing vehicle.
Live Aboard Permit	\$350.00 monthly fee \$350.00 security deposit <ul style="list-style-type: none"> - 1 Month Free with 1 year paid in advance. - Senior (age 65 and older) discount of \$35.00. Discount available at time of request and eligibility confirmation, and is not retroactive.

Exhibit A

San Mateo County Harbor District Oyster Point Marina Park Rates and Fees Schedule

Effective: July 1, 2014 – June 30, 2015

Mailed Notices, including: <ul style="list-style-type: none"> - Postage - Individual notices - Agendas - Minutes - Audio Recording 	District cost \$.050 per page - \$5.00 minimum Payable in advance by cash, check or credit card. Refund with mailing, if applicable
Memorial Bench	General public - \$3,500.00 5-year berth holders or fishers taken by the sea - \$2,500.00
Mooring Fee for Active Privately Owned Mooring	Not available
Mooring Fee for District Owned Mooring	Not available
Mooring Permit – Initial One-Time Fee for Issuance of Private Mooring Permit	Not available
NEPA Review – Initial Study	Base fee = \$150.00 Plus District in-house and out-of-pocket costs
NEPA Review – Negative Declaration	Base fee = \$100.00 Plus District in-house and out-of-pocket costs
Oil Absorbent Pads (Heavy Weight)	Free – limit of six (excluding emergencies)
Passenger Fee – Commercial Sport Fishing and Other Charters	\$2.25 per passenger
Photocopy	Paper copy - \$0.25 per page – counter or meter used to determine usage. Compact Disc (CD) – \$1.00 per document
Plaque on Existing Bench	General public - \$500.00 5-year berth holders or fishers taken by the sea – optional donation

Exhibit A

San Mateo County Harbor District Oyster Point Marina Park Rates and Fees Schedule

Effective: July 1, 2014 – June 30, 2015

Proposals, Filing and Evaluation of Proposers, Proposers Credit Check	District cost – minimum \$500.00 per proposal
Recreational Vehicle Parking (only for Commercial Fishermen)	Not permitted
Refloating Sunken Vessels	Minimum fee \$450.00 – actual costs at District rates or, if using outside salvage company, at salvage company rates.
Returned Checks (Non-Sufficient Funds)	\$30.00 per item
Security Deposit – monthly vessel berthing	Fee equal to 1 month's berthing
Temporary Vessel Storage Fee – Up to 30 days – no live aboard privileges	Equivalent to monthly berth rental fee for the appropriately sized berth.
Towing – Applicable for all towing services except for towing that is required by the District to enable the District to perform maintenance or other necessary marina operations.	\$200.00 per hour. Equipment fuel surcharge may be applied.
Vehicles – Use of	\$85 per hour. Personnel charges additional.
Vessel Removal Fees	Actual costs incurred for staff time, equipment and materials. Cost recovery for District staff time associated with removing vessel from assigned berth and/or from the facility as a result of non-payment of fees which results in cancellation of the berth rental agreement or failure to pay transient dockage as charged.

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

BUDGET WORKSHOP

**April 16, 2014
 3:00 p.m.**

**Oyster Point Marina Yacht Club
 911 Marina Blvd.
 South San Francisco, CA**

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
- x Pietro Parravano, Vice President
- James Tucker, Treasurer & Secretary
- Sabrina Brennan, Commissioner
- William Holsinger, Commissioner

x-absent

Brennan arrived at 3:10 p.m.

Staff

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

Open Session

- 1 **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 Tucker, second by Holsinger to adjourn to closed session. The motion passed unanimously at 3:03 p.m.

Ayes: 3
Nays: 0
Absent: 2 (Brennan, Parravano)

Closed Session

- 2 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: **504 Alhambra Road, El Granada, APN # 047-204-120**
- NEGOTIATING PARTIES: **San Mateo County Harbor District, Marlborough Group LLC**
- UNDER NEGOTIATION: **Price, Terms and Conditions for Purchase of Property**

Action: Motion by Tuckers, second by Holsinger to adjourn to open session. The motion passed unanimously.

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

Open Session

There was no reportable action from closed session.

Public Comments/Questions — Dan Blick

Public Hearing

- 3 TITLE: **Public Hearing: 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 hearing open. Grenell stated notice had been given.

Galarza presented the budget.

- 4 TITLE: **Draft District Rates and Fees Schedule for FY2014/15 for Oyster Point Marina**
REPORT: Galarza, Draft Rates and Fees Schedule
PROPOSED ACTION: To be determined

Galarza presented the Rates & Fees Schedule for Oyster Point Marina.

- 5 TITLE: **Draft District Rates and Fees Schedule for FY2014/15 for Pillar Point Harbor**
REPORT: Galarza, Draft Rates and Fees Schedule
PROPOSED ACTION: To be determined

Galarza presented the Rates & Fees Schedule for Pillar Point Harbor.

Adjournment

Action: Motion by Tucker, second by Holsinger to adjourn the meeting. The motion passed at 5:17 p.m.

A special meeting will be held on April 16, 2014 also at the Oyster Point Marina Yacht Club, 911 Marina Blvd., South San Francisco, CA at 6:00p.m.

Debbie Nixon
Deputy Secretary

Robert Bernardo
President

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

April 16, 2014
6:00 p.m.

Oyster Point Yacht Club
911 Marina Blvd
South San Francisco, Ca. 94080

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

Public Comments/Questions — Jonathan Wolfman, Porter McHenry, Mike McHenry, David Mallory, Sabrina Brennan

Staff Recognition — Grindy recognized White, Stern, Gubser, McGeehan, Dometita, Hoff, Merlo, and Smith from Oyster Point Marina/Park for a job well done with the West Basin Restroom Showers and Draper, Williams, Walding, Pemberton, Madrigal, Bankord, Coats and C. Smith from Pillar Point Harbor for a job well done with the H-Dock entry area. He stated commendation letters will be placed in their files.

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 April 2, 2014**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

- 2 TITLE: **Minutes of Meeting March 12, 2014**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

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

Ayes: 4
Nays: 1 (Brennan)

Public Hearing

- 3 TITLE: **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: Galarza, Draft Preliminary 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 hearing open. Grenell stated notice had been given. Galarza presented the budget. Bernardo closed the public hearing.

Action: Motion by Tucker, second by Brennan to continue the item to the next meeting. The motion passed unanimously.

Ayes: 5

- 4 TITLE: **Draft District Rates and Fees Schedule for FY2014/15 for Oyster Point Marina/Park**
REPORT: Galarza, Draft Rates and Fees Schedule
PROPOSED ACTION: To be determined

Galarza presented the Rates and Fees Schedule.

- 5 TITLE: **Draft District Rates and Fees Schedule for FY2014/15 for Pillar Point Harbor**
REPORT: Galarza, Draft Rates and Fees Schedule
PROPOSED ACTION: To be determined

Parravano recused himself. Galarza presented the Rates and Fees Schedule.

Public Comment – Leonard Woren

The Commission took a break at 7:20 p.m.

The Commission reconvened at 7:26 p.m.

New Business

- 6 TITLE: **Insurance Renewal Forecasting and Broker Renewal**
REPORT: Grenell, Presentation, Attachment
PROPOSED ACTION: Approve broker renewal with MacCorkle Insurance Services in an amount not to exceed \$40,000 per year for three (3) years

MacCorkle Insurance Services presentation.

Action: Motion by Holsinger, second by Tucker to approve the broker renewal with MacCorkle Insurance Services in an amount not to exceed \$40,000 per year for three (3) years. The motion passed unanimously.

Ayes: 5

- 10 TITLE: **Commercial Activity Permit for Wind Over Water Kiteboarding, LLC**
REPORT: Harris, Memo, Application
PROPOSED ACTION: Approve Commercial Activity Permit for Wind Over Water Kiteboarding, LLC

Action: Motion by Tucker, second by Parravano to approve Commercial Activity Permit for Wind Over Water Kiteboarding, LLC. The motion passed unanimously.

Ayes: 5

- 7 TITLE: **TIGER Grant Application (Transportation Investment Generating Economic Recovery Grant)**
REPORT: Grenell, Grindy, Memo, Resolution
PROPOSED ACTION: Adopt Resolution 08-14 to authorize the General Manager to submit a TIGER Grant application for \$3,440,000 to the U.S. Department of Transportation

Action: Motion by Parravano, second by Brennan to adopt Resolution 08-14 to authorize the General Manager to submit a TIGER Grant application. The motion passed unanimously.

Ayes: 5

- 8 TITLE: **Turbo Data Contract for Parking Citation Processing**
REPORT: Harris, Memo, Resolution
PROPOSED ACTION: Adopt Resolution 09-14 to approve the contract with Turbo Data

Action: Motion by Brennan, second by Parravano to adopt Resolution 09-14 to approve the contract with Turbo Data. The motion passed unanimously.

Ayes: 5

- 9 TITLE: **Special Event Permit for Dolphin South End Runners Club**
REPORT: Harris, Memo, Application
PROPOSED ACTION: Waive fee for Athletic Event Permit for non-profit organization Dolphin South End Runners for two (2) race events at Oyster Point Marina/Park on June 29, 2014 and September 21, 2014

Action: Motion by Brennan, second by Holsinger to waive fee for Athletic Event permit for Dolphin South End Runners for 2 races at Oyster Point Marina/Park. The motion passed unanimously.

Ayes: 5

- 11 TITLE: **Bills and Claims in the Amount of \$278,355.79**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$278,355.79 to cover payment of Bills and Claims

Action: Motion by Tucker, second by Holsinger to approve the bills and claims. The motion passed.

Ayes: 4
Nays: 1 (Brennan)

The Commission took a break at 8:27 p.m.

The Commission reconvened at 8:34 p.m.

Continued Business

- 12 TITLE: **Pillar Point Harbor Dock Fingers Replacement: Augment GHD, Inc.'s project budget by \$5,070 to respond to Coastal Commission new and additional information requests regarding project permit application**
REPORT: Grenell, Grindy, Memo
PROPOSED ACTION: Authorize General Manager to direct GHD, Inc. to respond to additional Coastal Commission information requests regarding the Pillar Point Harbor dock fingers replacement permit application as part of GHD's permit assistance task in an amount not to exceed \$5,070

Action: Motion by Tucker, second by Parravano to augment GHD, Inc.'s project budget by \$5,070 to respond to Coastal Commission new and additional information requests regarding Dock Fingers Replacement project permit application. The motion passed unanimously.

Ayes: 5

- 13 TITLE: **Amend Fiscal Year 2013/14 Integrated Operating and Capital Budget**
REPORT: Galarza, Memo, Resolution
PROPOSED ACTION: Adopt Resolution 07-14 to amend the fiscal year 2013/14 Integrated Operating and Capital Budget by an increase of \$307,515 for operating expenditures

Action: Motion by Tucker, second by Parravano to adopt Resolution 07-14 to amend the FY13/14 Integrated Operating and Capital Budget by an increase of \$307,515 for operating expenditures. The motion passed unanimously.

Ayes: 5

Public Comment – John Ullom

Staff Reports: a) Administration and Finance

14 General Manager - Grenell

Grenell spoke on his report.

15 Finance Report - Galarza

Grenell spoke on behalf of Galarza on her report.

16 Human Resources Manager – Harris

Harris spoke on her 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

None

B. Commission Statements and Requests

The Board of Harbor Commissioners may make public statements limited to 5 minutes.

Brennan requested that the Board read the flyer regarding Fish Line that was handed out at the three o'clock Special Meeting and to consider the flyer request.

Adjournment

Action: Motion by Brennan, second by Parravano to adjourn the meeting. The motion passed unanimously at 9:09 p.m.

The next scheduled meeting will be held on May 7, 2014 at Sea Crest School, Multi-Purpose Room, 901 Arnold Way, Half Moon Bay at 6:00 p.m.

Debbie Nixon
Deputy Secretary

Robert Bernardo
President

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

May 7, 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
Marietta Harris, Human Resource Manager
Scott A. Grindy, Harbor Master
Jean Savaree, District Counsel
Debbie Nixon, Deputy Secretary

x-absent

Open Session

- | | | |
|---|---------------------------------------|---|
| 1 | TITLE:
REPORT:
PROPOSED ACTION: | Identification of District Real Property Negotiator
Bernardo
Designate District Real Property Negotiator Peter Grenell |
|---|---------------------------------------|---|

Parravano identified Grenell as the Real Property Negotiator.

Action: Motion by Holsinger, second by Tucker to adjourn to closed session. The motion passed.

Ayes: 3
Nays: 0
Absent: 2 (Bernardo, Brennan)

Closed Session

- 2 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: **504 Alhambra Road, El Granada, APN # 047-204-120**
- NEGOTIATING PARTIES: San Mateo County Harbor District, Marlborough Group LLC
- UNDER NEGOTIATION: Price, Terms and Conditions for Purchase of Property

Brennan arrived at 6:06 p.m.

Bernardo arrived at 6:08 p.m.

- 3 TITLE: **Conference with Legal Counsel-Anticipated Litigation
Significant Exposure to Litigation Pursuant to
Government Code Section 54956.9 (d)(4) –One Case**
- 4 TITLE: **Conference with Real Property Negotiator Peter Grenell:
Pursuant to Government Code Section 54956.8**
- PROPERTY: **Ketch Joanne Restaurant, Parcel 2, Concessionaires**
- REPORT: **Building, Pillar Point Harbor, El Granada, APN 047-083-060**
- NEGOTIATING PARTIES: San Mateo County Harbor District, Ketch Joanne Restaurant
- UNDER NEGOTIATION: Price, Lease Terms and Conditions

5 TITLE: **Conference with Real Property Negotiator Peter Grenell:
Pursuant to Government Code Section 54956.8**
PROPERTY: **Ketch Joanne Restaurant, Parcel 3, Concessionaires**
REPORT: **Building, Pillar Point Harbor, El Granada, APN 047-083-
060**
NEGOTIATING
PARTIES: San Mateo County Harbor District, Ketch Joanne Restaurant
UNDER
NEGOTIATION: Price, Lease Terms and Conditions

Action: Motion by Holsinger, second by Parravano to adjourn to open session. The motion passed unanimously at 7:20 p.m.

Open Session, Continued

There was no reportable action from closed session.

Public Comments/Questions — Bud Ratts, Leonard Woren

Staff Recognition- Grindy recognized Oyster Point Marina/Park staff White, Stern, Gubser, Hoff, McGeehan, Dometita, Merlo, and Smith for their help with the Easter Egg Hunt. He also recognized Smith for his efforts rescuing a sailboat on May 6, 2014.

Agenda Setting

Harbor Commissioners may suggest future agenda items.

Brennan stated she would like an open session item regarding the fish buyers fees added to a future agenda. Holsinger made a point of order stating that any discussion regarding lease fees should be discussed in closed session. Brennan stated she received a list of off-loading fees for all three fish buyers from staff and that the information is public information and should be able to be discussed in open session.

Action: Motion by Brennan, second by Bernardo to add an item under open session regarding the review of the 2013 Fish buyers fees and the audit the Finance Department has asked to be conducted. The motion passed.

Ayes: 3 (Bernardo, Brennan, Tucker)
Nays: 1 (Holsinger)
Abstention: 1 (Parravano)

Action: Motion by Brennan, second by Bernardo to add an item to a future agenda under open session regarding the hoist at Pillar Point Harbor and the permitting process to place a hoist in a new location on Johnson Pier. The motion failed.

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

A representative from Moffatt & Nichol was in attendance. The Board took up item 10 next.

Continued Business

- 10 TITLE: **Additional Task for Moffatt & Nichol Engineers:
Engineering Services for Pillar Point Harbor Romeo Pier
Removal**
- REPORT: Grenell, Memo
- PROPOSED ACTION: Authorize the General Manager to direct Moffatt & Nichol to carry out an additional task under Paragraph C.4 of the District's contract with Moffatt & Nichol to provide engineering services for the Pillar Point Harbor Romeo Pier Removal including documenting pier conditions, prepare preliminary demolition plans, permitting and other regulatory assistance, and prepare construction bid documents including plans and technical specifications as set forth in the scope of services attached and incorporated by reference herein, in an amount not to exceed \$61,200.00 and adopt Resolution 11-14 to Amend the Operating and Capital Budget for FY2013/14

Action: Motion by Tucker, second by Holsinger to authorize the General Manager to direct Moffatt & Nichol to carry out an additional task under Paragraph C.4 of the District's contract with Moffatt & Nichol to provide engineering services for the Pillar Point Harbor Romeo Pier Removal including documenting pier conditions, prepare preliminary demolition plans, permitting and other regulatory assistance, and prepare construction bid documents including plans and technical specifications as set forth in the scope of services attached and incorporated by reference herein, in an amount not to exceed \$61,200.00 and adopt

Resolution 11-14 to Amend the Operating and Capital Budget for FY2013/14. The motion passed unanimously by a roll call vote.

Ayes: 5

Public Hearing -

- 6 TITLE: **Continuance of Hearing: 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: Adopt Resolution 13-14 to approve Preliminary Operating and Capital Budget for Fiscal Year 2014/15 and authorize issuance of a public notice for public budget review and comment and specify a date, time and place for fixing (adopting) the final budget

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

Public Comment – Budd Ratts, Anthony Basso, Leonard Woren, John Ullom

Bernardo closed the public hearing and recessed at 8:34 p.m.

The meeting reconvened at 8:42 p.m.

Action: Motion by Parravano, second by Tucker to continue the budget hearing at the next meeting. The motion passed unanimously by a roll call vote.

Ayes: 5

The Commission decided to take up item 15 next.

New Business

- 15 TITLE: **Amend the Fiscal Year 2013-2014 Integrated Operating and Capital Budget**
REPORT: Galarza, Resolution
PROPOSED ACTION: Adopt Resolution 12-14 to amend the Fiscal Year 2013-2014 Integrated Operating and Capital Budget

Action: Motion by Holsinger, second by Tucker to adopt Resolution 12-14 to amend the fiscal year 2013-2014 Integrated Operating and Capital budget. The motion passed unanimously by a roll call vote.

Ayes: 5

The Commission decided to take up item 17 next.

- 17 TITLE: **Bills and Claims in the Amount of \$427,948.23**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$427,948.23 to cover payment of Bills and Claims

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

Ayes: 4
Nays: 1 (Brennan)

Continued Business, Continued

- 7 TITLE: **District Rates and Fees Schedule for FY2014/15 for Oyster Point Marina/Park**
REPORT: Galarza, Rates and Fees Schedule
PROPOSED ACTION: To be determined

Action: Motion by Holsinger, second by Brennan to continue the item at the next meeting. The motion passed unanimously by a roll call vote.

Ayes: 5

- 8 TITLE: **District Rates and Fees Schedule for FY2014/15 for Pillar Point Harbor**
REPORT: Galarza, Rates and Fees Schedule
PROPOSED ACTION: To be determined

Parravano recused himself.

Action: Motion by Holsinger, second by Brennan to continue the item at the next meeting. The motion passed.

Ayes: 4
Nays: 0
Recusal: 1 (Parravano)

The Commission decided to take up item 13 next.

New Business, Continued

- 13 TITLE: **Adopt Resolution 10-14 and Amend District Business Plan for Division of Boating and Waterways: Add Appendix C: Purchase of Office Building in El Granada**
REPORT: Grenell, Memo, Attachments, Resolution
PROPOSED ACTION: To be determined

Action: Motion by Tucker, second by Holsinger to adopt Resolution 10-14 and amend District Business Plan for Division of Boating and Waterways: Add Appendix C: Purchase of Office Building in El Granada. The motion passed unanimously by a roll call vote.

Ayes: 5

- 14 TITLE: **Possible Cancellation of Harbor Commission Meeting on July 2, 2014**
REPORT: Grenell
PROPOSED ACTION: Cancel Commission meeting

Action: Motion by Tucker, second by Parravano to cancel the July 2, 2014 Harbor Commission meeting. The motion passed unanimously by a roll call vote.

Ayes: 5

Continued Business, Continued

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

Public Comment – Leonard Woren

Tucker suggested continuing the item to the next meeting.

The Commission decided to take up item 12 next.

- 12 TITLE: **Proposal for Harbor & Marina Pump-Out Services**
REPORT: Grindy, Memo
PROPOSED ACTION: Authorize General Manager to issue a 5 year contract agreement with a 30 day termination for “Pump-Out Services” via Bay Green Marine Sanitation, starting July 1, 2014 in an amount not to exceed \$24,000 per year

Action: Motion by Parravano, second by Brennan to authorize General Manager to issue a 5 year contract agreement with a 30 day termination for “Pump-Out Services” via Bay Green Marine Sanitation, starting July 1, 2014 in an amount not to exceed \$24,000 per year. The motion passed unanimously by a roll call vote.

Ayes: 5

The Commission decided to take up item 16 next.

New Business, Continued

- 16 TITLE: **Quarterly Investment Balances Report**
 REPORT: Galarza, Report
 PROPOSED ACTION: Accept quarterly investment balances report

Public Comment – John Ullom

Action: Motion by Tucker, second by Parravano to accept the Quarterly Investment Balances Report. The motion passed by a roll call vote.

Ayes: 4
Nays: 1 (Brennan)

Continue Business, Continued

- 11 TITLE: **Informational Report: Concessionaires Building Sidewalk Improvements**
 REPORT: Grindy, Memo

Grindy presented information regarding the concessionaires building sidewalk improvements.

Adjournment

Action: Motion by Holsinger, second by Parravano to adjourn the meeting. The motion passed unanimously by a roll call vote at 10:00 p.m.

The next scheduled meeting will be held on May 21, 2014 at the Municipal Services Building, 33 Arroyo Drive, South San Francisco at 6:00 p.m.

Debbie Nixon
Deputy Secretary

Robert Bernardo
President

The following items were not taken up at this meeting.

Staff Reports: a) Administration and Finance

- 18 **General Manager - Grenell**
- 19 **Finance Report - Galarza**
- 20 **Human Resources Manager - Harris**

b) Operations

- 21 **Oyster Point Marina/Park and Pillar Point Harbor –Grindy**

Board of Harbor Commissioners

- 22 A. Committee Reports
- B. Commission Statements and Requests
 Harbor Commissioners may make public statements limited to 5 minutes.

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

May 21, 2014
6:00 p.m.

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

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.

Persons requiring special accommodation with respect to physical disability are directed to make such requests per the Americans With Disabilities Act to the Deputy Secretary to the Board at 650-583-4400.

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
Marietta Harris, Human Resource Manager
Scott A. Grindy, Harbor Master
Jean Savaree, District Counsel
Debbie Nixon, Deputy Secretary

x-absent

Brennan arrived at 6:01 p.m.

Open Session

- 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 Tucker, second by Parravano to adjourn to closed session. The motion passed unanimously at 6:01 p.m.

Ayes: 5

Closed Session

- 2 TITLE: **PUBLIC EMPLOYEE APPOINTMENT: Government Code Section 54957. Legal Counsel**
- 3 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: **San Mateo County Harbor District, Marlborough Group LLC**
NEGOTIATING PARTIES: **Price, Terms and Conditions for Purchase of Property**
UNDER NEGOTIATION:
- 4 TITLE: **Conference with Legal Counsel-Anticipated Litigation Significant Exposure to Litigation Pursuant to Government Code Section 54956.9 (d) (2) –One Case**
- 5 TITLE: **Public Employee Performance Evaluation, General Manager, pursuant to Government Code Section §54957.6**

Action: Motion by Holsinger, second by Tucker to adjourn to open session. The motion passed at 8:41p.m.

Ayes:

Open Session, Continued

Staff Recognition —Grindy recognized Pillar Point Harbor Deputy Harbor Master Madrigal and Assistant Harbor Master Draper for their efforts on a rescue on May 18, 2014. Grindy recognized Micaleff, Draper and Grenell for their assistance with Rock the Block.

New Business

- 6 **TITLE:** **Proclamation to Commend U.S. Coast Guard AIRSTA
San Francisco**
 REPORT: Grindy, Proclamation
 PROPOSED ACTION: Approve Proclamation

Action: Motion by Holsinger, second by Parravano to approve the proclamation. The motion passed unanimously by a roll call vote.

Ayes: 5

- 7 **TITLE:** **Bills and Claims in the Amount of \$378,297.52**
 REPORT: Bills and Claims Detailed Summary
 PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in
 the amount of \$378,297.52 to cover payment of Bills and
 Claims

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

Ayes: 4
Nays: 1 (Brennan)

- 8 **TITLE:** **Wage and Salary Classification Schedule for FY2014/15**
 REPORT: Harris, Wage and Salary Classification Schedule, Resolution
 PROPOSED ACTION: Adopt Resolution 16-14 to approve Wage and Salary
 Classification Schedule for FY2014/15

Action: Motion by Tucker, second by Parravano to adopt Resolution 16-14 to approve the Wage and Salary Classification Schedule for FY2014/15. The motion passed unanimously by a roll call vote.

Ayes: 5

Continued Business

- 9 **TITLE:** **District Rates and Fees Schedule for FY2014/15 for Oyster
Point Marina/Park**
 REPORT: Galarza, Attachments, Resolution
 PROPOSED ACTION: Adopt Resolution 14-14 to adopt District Rates and Fees
 Schedule for FY2014-15 for Oyster Point Marina/Park

Action: Motion by Tucker, second by Holsinger to adopt Resolution 14-14 to adopt District Rates and Fees Schedule for FY2014/15 for Oyster Point Marina/Park. The motion passed by a roll call vote.

Ayes: 4
Abstain: 1 (Brennan)

- 10 TITLE: District Rates and Fees Schedule for FY2014/15 for Pillar Point Harbor**
REPORT: Galarza, Staff Report, Attachments
PROPOSED ACTION: Adopt Resolution 15-14 to adopt District Rates and Fees Schedule for FY214-15 for Pillar Point Harbor

Parravano recused himself.

Action: Motion by Holsinger, second by Tucker to adopt Resolution 15-14 to adopt District Rates and Fees Schedule for FY214-15 for Pillar Point Harbor. The motion passed by a roll call vote.

Ayes: 3
Nays: 1 (Brennan)
Recusal: 1 (Parravano)

- 11 TITLE: Wholesale Fish Handlers Leases: Update on Review of Lease Fees and Charges and Possible Next Steps**
REPORT: Grenell
PROPOSED ACTION: To be determined

Public Comment – McHenry, Marshall, Ullom

Action: Motion by Holsinger, second by Tucker that should any or all fish buyer off-loader tenants at the end of Johnson Pier, individually or collectively, request, in writing, renegotiations of the financial terms of the lease, that the item then go on the next Commission meeting agenda and for the purpose of responding regarding appointment of a negotiator. A request from one, two, or all three of those tenants is needed to respond rather than the District initiating the process. The motion passed by a roll call vote.

Ayes: 3
Nays: 1 (Brennan)
Recusal: 1 (Parravano)

Adjournment

Action: Motion by Holsinger, second by Tucker to adjourn the meeting. The motion passed unanimously at 10:11 p.m.

The next scheduled meeting will be held on June 4, 2014 at Sea Crest School, 901 Arnold Way, Half Moon Bay at 6:00 p.m.

Debbie Nixon
Deputy Secretary

Robert Bernardo
President

The Board did not take up the items below.

Consent Calendar

- | | | |
|----|------------------|--|
| 14 | TITLE: | Minutes of Special Meeting April 16, 2014 – Budget Workshop |
| | REPORT: | Draft minutes |
| | PROPOSED ACTION: | Approval |
| 15 | TITLE: | Minutes of Special Meeting April 16, 2014 |
| | REPORT: | Draft minutes |
| | PROPOSED ACTION: | Approval |
| 16 | TITLE: | Minutes of Meeting May 7, 2014 |
| | REPORT: | Draft minutes |
| | PROPOSED ACTION: | Approval |

Staff Reports: a) Administration and Finance

- 17 **General Manager - Grenell**
- 18 **Director of Finance - Galarza**
- 19 **Human Resources Manager - Harris**

b) Operations

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

Board of Harbor Commissioners

21 A. Committee Reports

B. Agenda Setting

C. 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.

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

May 27, 2014
8:30 a.m.

San Mateo County Harbor District – Conference Room
400 Oyster Point Blvd., Suite 300
South San Francisco, Ca. 94080

Persons requiring special accommodation with respect to physical disability are directed to make such requests per the Americans With Disabilities Act to the Deputy Secretary to the Board at 650-583-4400.

Roll Call

Commissioners

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

Staff

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

x-absent

Open Session

- | | | |
|---|------------------|--|
| 1 | 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 Holsinger, second by Tucker to adjourn to closed session. The motion passed at 8:36 a.m.

Ayes: 4
Absent: 1 (Brennan)

Closed Session

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

Action: Motion by Tucker, second by Holsinger to adjourn to open session. The motion passed at 9:10 p.m.

Ayes: 4
Absent: 1 (Brennan)

Open Session, Continued

- 3 TITLE: **Purchase of 504 Avenue Alhambra, El Granada, CA**
REPORT:
PROPOSED ACTION: To be determined

Lanzone reported that the Board decided to not proceed with the purchase of 504 Avenue Alhambra and direct legal counsel to recover the deposit from escrow.

Public Comments/Questions – None.

Adjournment

Action: Motion by Tucker, second by Holsinger to adjourn the meeting. The motion passed at 9:14 a.m.

The next scheduled meeting will be held on June 4, 2014 at Sea Crest School, 901 Arnold Way, Half Moon Bay at 6:00 p.m.

Debbie Nixon
Deputy Secretary

Robert Bernardo
President

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

May 28, 2014
6:30 p.m.

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

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.

Persons requiring special accommodation with respect to physical disability are directed to make such requests per the Americans With Disabilities Act to the Deputy Secretary to the Board at 650-583-4400.

Roll Call

Commissioners

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

Staff

- Peter Grenell, General Manager
- x Debra Galarza, Director of Finance
- x Marietta Harris, Human Resource Manager
- x Scott A. Grindy, Harbor Master
- Robert Lanzone, District Counsel
- Emily Cooper, Deputy Secretary

x-absent

Open Session

- 1 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 Tucker, second by Holsinger to adjourn to closed session. The motion passed unanimously by a roll call vote at 6:31p.m.

Ayes: 3
Absent: 2 (Bernardo, Brennan)

Closed Session

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

Action: Motion by Tucker, second by Holsinger to adjourn to open session. The motion passed at 6:49 p.m.

Ayes: 3
Absent: 2 (Bernardo, Brennan)

Open Session, Continued

- 3 TITLE: **Purchase of 504 Avenue Alhambra, El Granada, CA**
- REPORT:
- PROPOSED ACTION: To be determined

Tucker reported that the Board took no further action and the Board's decision on May 27, 2014 to not proceed with the purchase of the building stands. Staff and Counsel were instructed to get the deposit back from escrow.

Public Comments/Questions — None.

Adjournment

Action: Motion by Tucker, second by Holsinger to adjourn the meeting. The motion passed unanimously at 6:55 p.m.

The next scheduled meeting will be held on June 4, 2014 at Sea Crest School, 901 Arnold Way, Half Moon Bay at 6:00 p.m.

Debbie Nixon
Deputy Secretary

Robert Bernardo
President



San Mateo County Harbor District

Memo

DATE: May 23, 2014
TO: Board of Harbor Commissioners
FROM: Peter Grenell
General Manager
SUBJECT: General Manager's Report: Update on Priority Items for June 4, 2014
CC: Managers
District Counsel

REPAIR AND IMPROVEMENT PROJECT UPDATES

Pillar Point Harbor

Johnson Pier Repairs: Sewer line replacement completed.
Launch Ramp Maintenance Dredging: Dredging completed; hydroseeding redone because of drought conditions on site.
Dock fingers replacement: Permit process underway.
West Trail (PPH marsh to Mavericks beach): Permit process underway for Phase I immediate repairs. Permit application for full project including restroom and parking lot improvements will proceed for Phase II. A public update meeting is to be scheduled for the near future.
Concessionaires Building Sewer Repairs: Almost completed.
Underground Sewer Break Repair: The new sewer line on Johnson Pier is intact. The break was landward of the pier at a joint of clay and steel lines, and was probably caused by repeated pressure of heavily loaded squid trucks on the thin pavement and the pipes. Following immediate closure of service from the pier and notification of all concerned agencies, as of April 23 needed repairs have been accomplished (see other agenda item).

Oyster Point Marina/Park

Additional Public Restroom for Ferry Riders and Trail Users: Staff met on site with City staff to identify project site. MOU preparation will begin.



San Mateo County Harbor District

OTHER TOP PRIORITIES

Pillar Point U. S. Coast Guard Presence: USCG is still interested in a presence at PPH, but budget constraints and mission priorities preclude any immediate action. Nothing further to report at this time.

SECOND LEVEL PRIORITIES

PPH new pier, PPH Inner Harbor development, OPM development, OPM dining cruises: Nothing further to report at this time.

PROGRESS REPORTS ON ITEMS OF BOARD AND PUBLIC INTEREST

NOTE: These reports are provided at Commission request to update these items of interest and by staff as deemed of importance to the public.

NOAA's Half Moon Bay Weather Buoy Replacement: NOAA has replaced the non-functional weather buoy with a new buoy.

PPH Water Quality Study (Resource Conservation District) follow-up: Final RCD report has been approved and issued. Harbor staff continues doing monthly water quality sampling supported by the RCD, including three new sampling locations. Results continue to show no contamination. RCD is continuing educational outreach to upland residents with the goal of reducing flow of contaminants into the harbor.

Clean Marina Activities (both harbors): Staff continues routine Clean Marina duties.

TIGER Grant Application for Johnson Pier and approach road access and safety improvements: Pursuant to Harbor Commission approval, by April 28th staff submitted an application for \$4,330,000 to the federal Dept. of Transportation for funds to provide improved large truck access to and from Johnson Pier for more efficient and safe fish loading. Improvements will include (a) expanding pier deck area to enable large trucks to drive on and off the pier without backing up; and (b) modifying truck turning areas at three street intersections between Highway 1 and the Pier to reduce congestion and safety hazards. If awarded, grant funds would become available in 2016.

Possible Romeo Pier Demolition: Winter and early spring storm and wind activity have resulted in accelerated deterioration of the Romeo Pier. District staff is investigating implementation methods and permit requirements for demolishing the Romeo Pier, pursuant to Harbor Commission action. Final Harbor Commission action will be needed regarding the extent, timing and cost of demolition (full or partial) once needed information is in hand.



San Mateo County Harbor District

PPH Concessionaires Building Sidewalk Improvement: Nothing further to report at this time.

PPH Surfers Beach Shoreline Improvement (U. S. Army Corps of Engineers lead agency): The Corps is proceeding with its next task of modeling alternative possible solutions to the beach erosion problem.

The Regional Sediment Management (RSM) planning process is beginning for the Santa Cruz Littoral Cell, which comprises the area between Moss Landing and Pillar Point. Staff attended the first RSM working group meeting for the Santa Cruz Cell. A second meeting is scheduled for May 20 in Princeton. Information obtained by the Corps of Engineers for the Surfers Beach project will be available for the planning process; the project itself may be considered as a pilot project as part of the RSM plan for the Santa Cruz Littoral Cell.

County Plan Princeton Process: A combined consultant report on Existing Conditions has been issued by the County and is now available on the County's project website: www.PlanPrinceton.com. The Board of Supervisors will consider accepting the Existing Conditions report on June 3rd.

Coastal Commission (CCC) Draft Sea-Level Rise Policy Guidance: This document in final form will provide guidance on how to address sea-level rise concerns in Local Coastal Programs (LCPs) and Coastal Development Permits (CDPs) consistent with the California Coastal Act. It is part of a statewide sea-level rise response strategy referenced in a previous District staff Informational Report.

The CCC guidance for CDPs will be most relevant to the Harbor District, and includes five steps for permit applicants: (1) Establish the projected sea-level rise range for the proposed project; (2) Determine how impacts from sea-level rise may constrain the project site; (3) Determine how the project may impact coastal resources, considering the influence of future sea-level rise upon the landscape; (4) Identify alternatives to avoid resource impacts and minimize risks; and (5) Finalize project design and submit CDP.

The draft CCC guidance references the National Research Council's 2012 report on sea-level rise's regional sea-level rise projections for California south of Cape Mendocino (includes San Mateo County) for 2000-2030 (up to 12 inches), 2000-2050 (up to 24 inches), and 2000-2100 (up to 66 inches); (these track closely with more localized projections, including one at San Francisco.) It also discusses in detail the relationships of sea-level rise with tidal action, storm surges, and other influences.

This CCC 178-page draft comprehensive policy guidance complements a similar document produced in 2011 by the San Francisco Bay Conservation and Development Commission (BCDC). The Harbor District will be using these guidance documents when considering future projects at Pillar Point Harbor and Oyster Point Marina/Park, respectively, and will consult them in the course of the District's Strategic Business Plan preparation process.



San Mateo County Harbor District

SF Bay Water Trail Grant Application for OPM: Staff is finalizing an application to the Coastal Conservancy Water Trail Program.

Free WiFi at District Harbors: Following Harbor Commission approval to proceed, staff is taking steps to implement the Commission's decision.

Harbor Commission Facilitation Update: Commissioner interview arrangements are being made pursuant to the consulting facilitator's program.

COMPLETED PROJECTS DURING 2013-2014

NOTE: This summary is included to enable the Commission and the public to review project-related priority achievements during this time period.

Pillar Point Harbor

Boat Launch Ramp Slurry Seal
Johnson Pier Fish Handlers Building Painting
West Restroom Renovation
Vessel Pump-Out Station Replacement
Johnson Pier sewer line replacement

Oyster Point Marina/Park

Boat Launch Ramp Slurry Seal
Restroom Renovation
Dock 11 and Dock 8 (Guest Dock) Improvements
Wave Attenuators



STAFF REPORT

TO: San Mateo County Harbor District Commissioners
FROM:  Debra Galarza, Director of Finance
DATE: June 4, 2014
SUBJECT: Finance Department Report to the Commission

Accounting and operations

- Updated FY 14-15 Budget information per General Manager.
- Held a Finance department meeting with staff.
- Prepared auditor requests prior to their initial audit (June 2nd-June 6th)
- Assisted in PRA requests.
- Inventoried Harbor Equipment at Oyster point marina..
- Identified Oyster Point Marina accounts to be written off (deemed uncollectible).
- Ongoing expense management through detailed review of bills and claims.
- Bi-weekly payroll processing and review.
- Ongoing analysis of lessee rent charges to ensure compliance with lease terms.
- Reviewed and updated water and electricity charges.
- Reviewed monthly accounts receivable aging list and confirmed collection procedures are being consistently applied.
- Worked with tenants on payment plan options.
- Site visits to Pillar Point and Oyster Point.
- Worked with Department of Parks and Recreation Division of Boating and Waterways for early loan payment terms and Vessel Abatement grant.

Memo

TO: San Mateo County Harbor District Commissioners

FROM: Marietta L. Harris, Human Resource Manager

DATE: May 29, 2014

SUBJECT: Report to the Commission

Activities:

Human Resource Services:

- Working with employees with personnel and HR questions.
- Working with management staff on personnel issues and HR concerns.
- Working with former employees dependent on pension issues.
- Review budget information as it relates to HR issues.
- Gathered information for Board Facilitator.

Administrative Services:

- Meeting with Insurance Adjustment regarding updating insurance information.
- Gather insurance information regarding workers compensation for fiscal year 2014/2015. MacCorkle will attend June 18, 2014 meeting to present insurance policy and costs.
- Completed memo for event permit for Coastside Fishing Club.
- Compile Public Records for a request.
- Compile records requested by Commissioners.
- Review event application determine if it requires a permit.
- Attended Finance meeting with staff.

Information Technology:

- Working with IT consultant on daily IT operations.
- Working with staff on IT issues and problems, wifi and email system.
- Working on wifi disclaimer.
- Meeting with Deputy Secretary regarding compiling information of additions/corrections/changes to new website.

Memo

To: Board of Harbor Commissioners
From: Scott Grindy, Harbor Master
CC: Peter Grenell, General Manager
Date: May 21, 2014
Re: June 4, 2014 Meeting Report

Oyster Point Marina/Park

Construction Update & General Status Updates

- Facility Condition Survey (FCS): meeting with consultant and staff-reviewing draft.

OPM Miscellaneous

- Working on boat disposal activities.
- Continuing discussions with new staff at City of SSF in Parks and Public Works.
- Coordination meeting of OPM site with interim SSF city manager.

Pillar Point Harbor

Construction Update & General Status Updates

- Finger replacement awaiting Coastal Commission permit approval.
- Electrical project at PPH, approx. 35% complete. Starting on house panels in fish buyer spaces, and removal of abandoned electrical wire and pipe under the fish buyer areas.
- Concessionaires Building project is complete, except for the lateral kitchen sink line in the Ketch kitchen which will be brought as a separate project to the Board. Will be brought to Board in July for bid in late summer, and work in winter.

PPH Miscellaneous

- Misc. Grants in review for District activities. Operations will be providing at a future commission meeting a list of grants with potential for funding.
- Romeo Pier demolition on hold for permits.

Occupancy Overview (*May Month of Occupancy 2014*)

PPH

Total occupancy (Inner Harbor) 92% (this includes slips, end ties and walk way).
Berth occupancy (Inner Harbor) 93% (343 slips out of 369 are occupied).
Moorings (Outer Harbor) 37% (14 out of 38 moorings occupied).

OPM

Total occupancy: 68% (289 slips/End Ties out of 428 are occupied).
Berth occupancy: 70% (288 slips only out of 414 are occupied).

Search and Rescue Activity Highlights & Urgent Need Activities

PPH: verbal report

OPM: verbal report

EMS-Clean Marina Activities-District Wide

- Working with RCD on service changes and improvements.
- Initial efforts and discussions with a Stanford University water monitoring station.

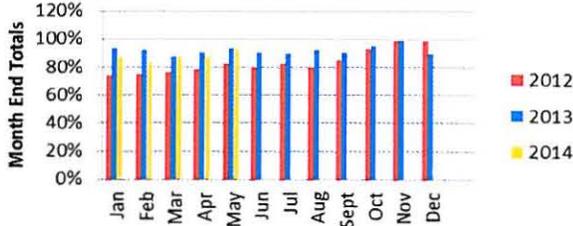
Calendar Reminder Items of Events and Activities

- None to report at this time.

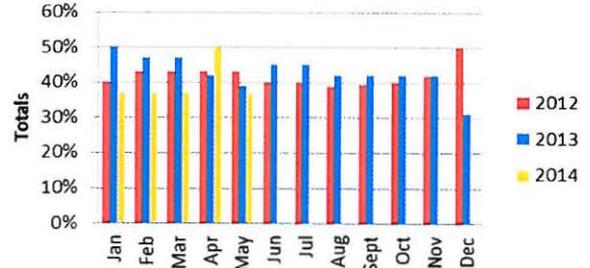
Pillar Point Harbor Dashboard

Monthly Marina Activity Report - May 2014

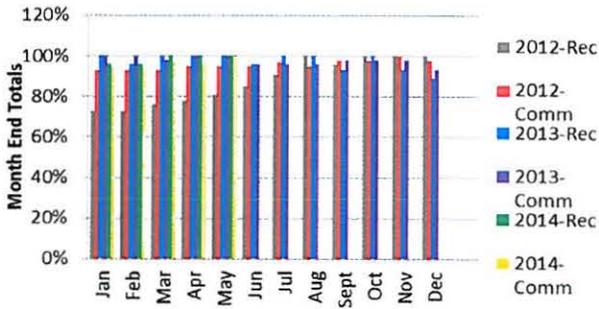
Overall Occupancy
369 slips available
(May 14- 93% occupied)



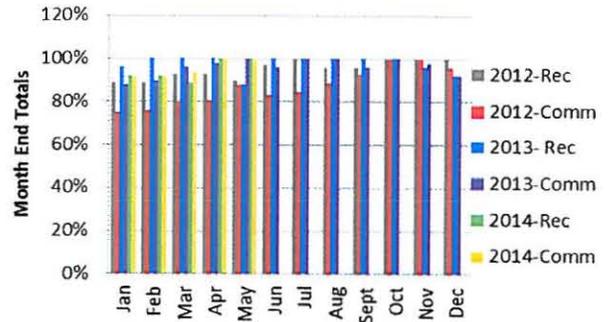
Mooring Occupancy
38 mooring available
(May 14 - 37% occupied)



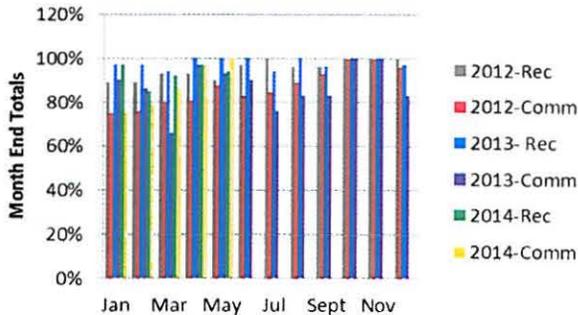
30 ft Slips
(Total: 27 rec, 54 comm)



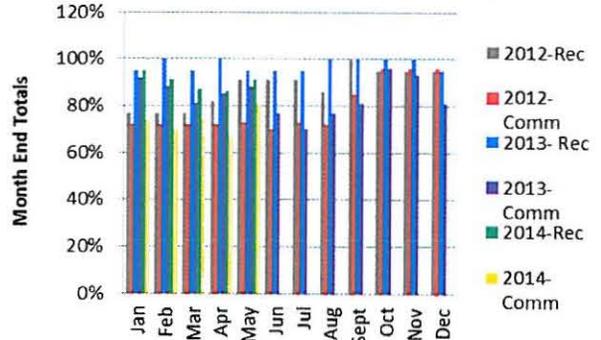
35 ft Slips
(Total: 26 rec, 48 comm)



40 ft Slips
(Total: 34 rec, 29 comm)



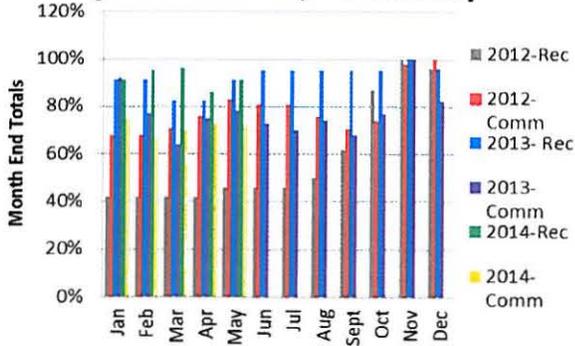
45 ft Slips
(Total: 22 rec, 27 comm)



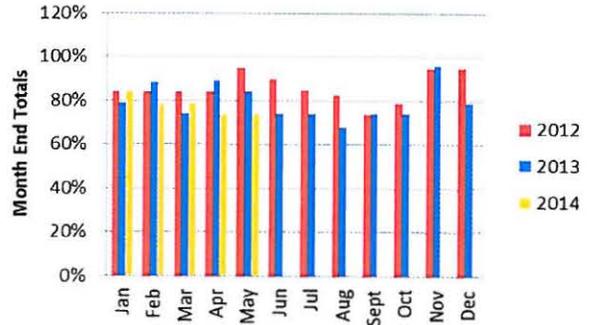
Pillar Point Harbor Dashboard

Monthly Marina Activity Report - May 2014

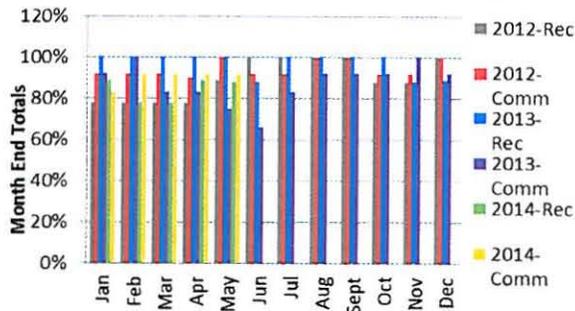
50 ft Slips (Total: 22 rec, 40 comm)



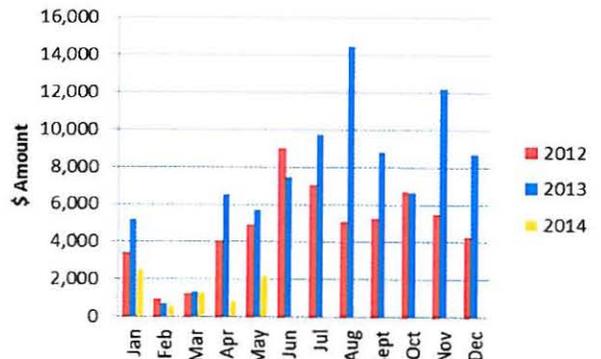
55 ft Slips (Total: 19 comm)



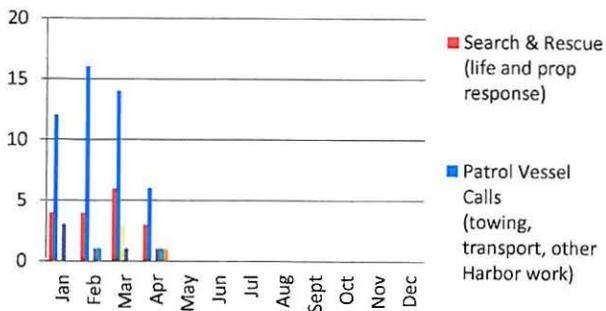
65 ft Slips (Total: 9 rec, 12 comm)



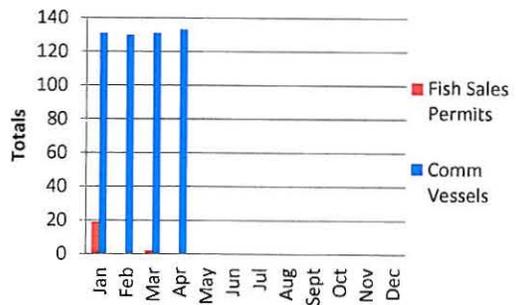
Launch Ramp Totals



Call Outs (PPH Harbor Patrol - 2014)



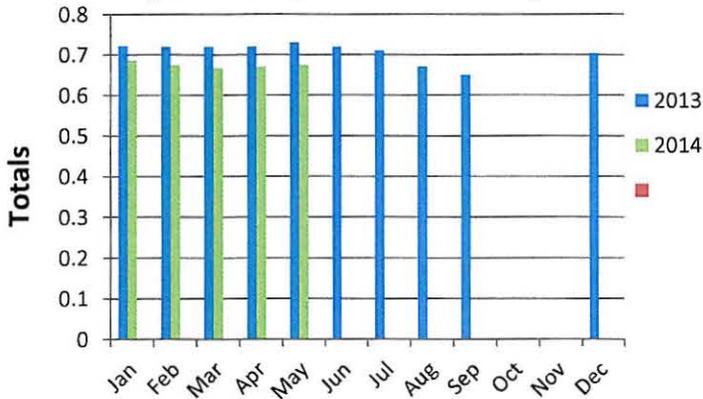
PPH Commercial Fishing Activity



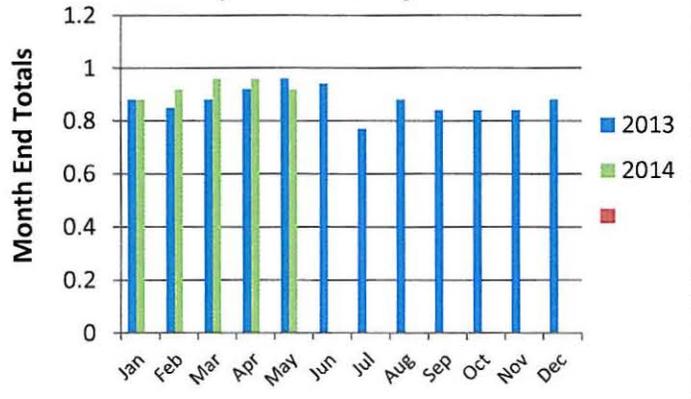
Oyster Point Marina

Monthly Marina Activity Report - May 2014

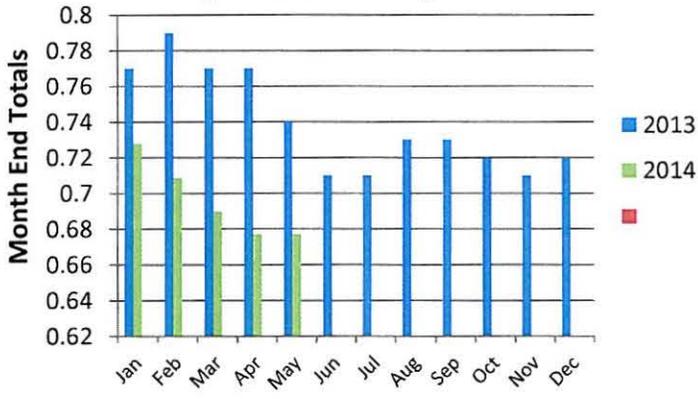
Overall Occupancy (428 Slips Available)



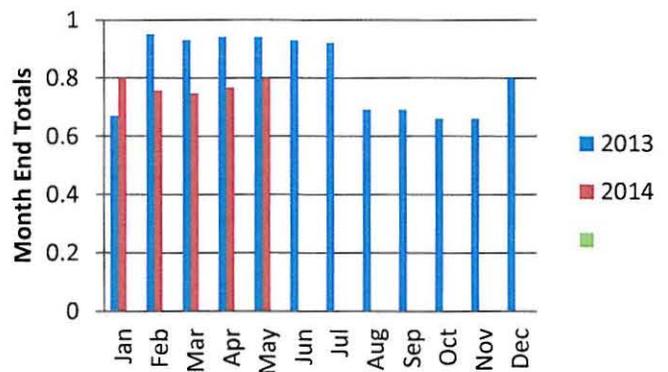
26 ft Slips (Total: 25)



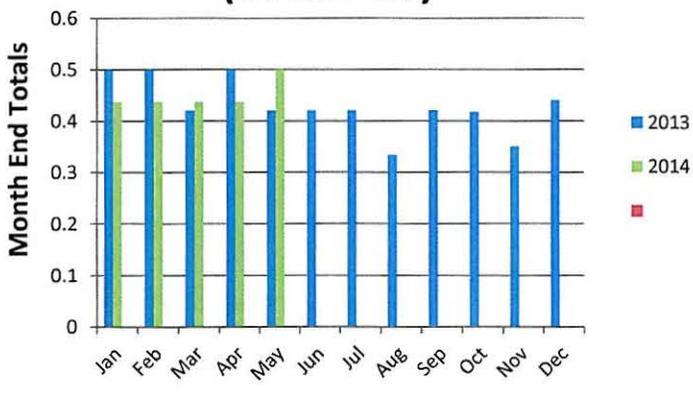
30 ft Slips (Total: 158)



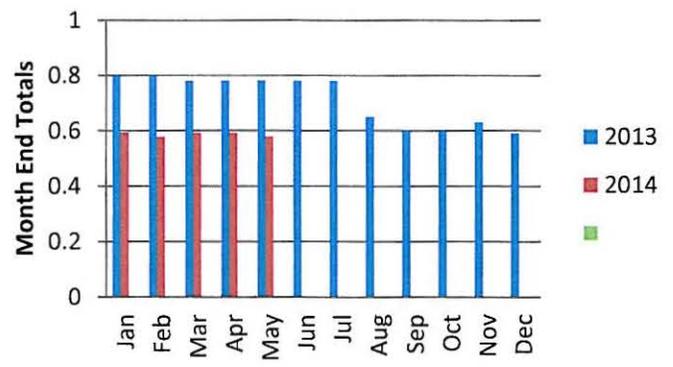
36 ft Slips (Total: 99)



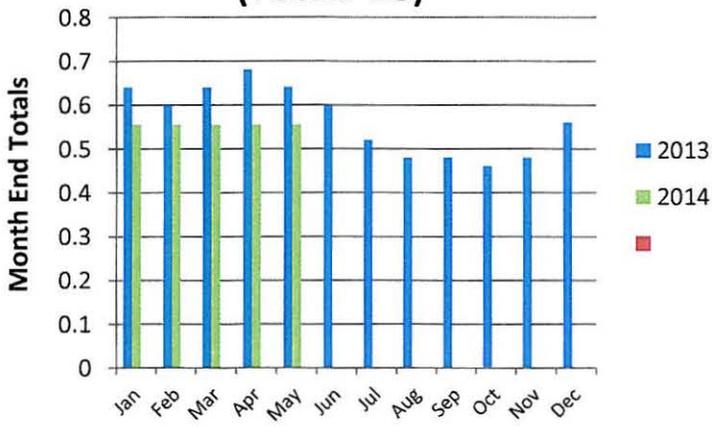
40 ft Slips (Total: 16)



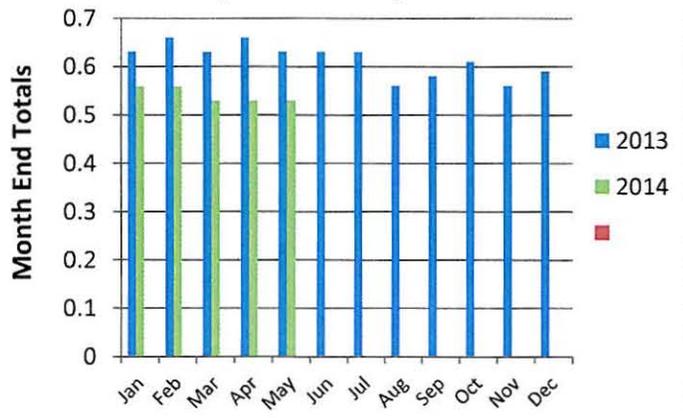
45 ft slips (Total: 64)



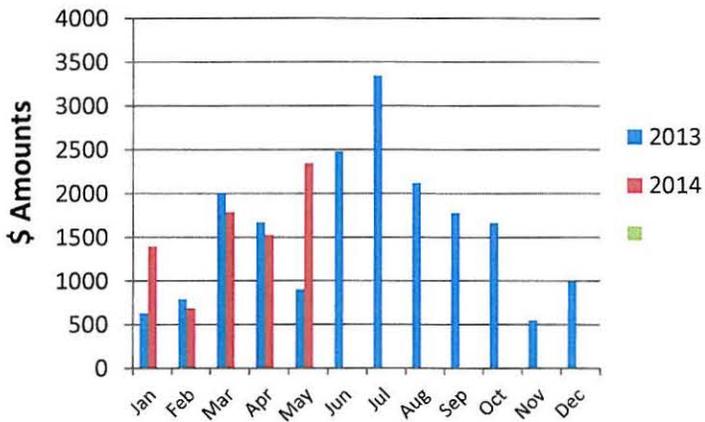
50 ft Slips (Total: 18)



60 ft Slips (Total: 34)



Launch Ramp Totals



Call Outs (OPM Harbor Patrol - 2012-2014)

