

San Mateo County Harbor District Board of Harbor Commissioners Meeting Agenda

**June 18, 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.

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, Harbormaster
Jean Savaree, District Counsel
Debbie Nixon, Deputy Secretary

Open Session

New Business

- | | | |
|----------|-------------------------|--|
| 1 | TITLE: | Identification of District Real Property Negotiator |
| | REPORT: | President |
| | PROPOSED ACTION: | Designate District Real Property Negotiator |

Closed Session

- 2 **TITLE:** **Conference with Real Property Negotiator: Pursuant to Government Code Section §54956.8**
- PROPERTY:** **Three Captains Sea Products, Inc., Area 2, Johnson Pier, Pillar Point Harbor, El Granada, APN 047-083-060**
- NEGOTIATING PARTIES:** San Mateo County Harbor District, Three Captains Sea Products
- UNDER NEGOTIATION:** Lease Price, Terms and Conditions

Open Session, Continued

New Business, Continued

- 3 **TITLE:** **Reorganization of Harbor Commission: Selection of Officers**
- REPORT:** Bernardo
- PROPOSED ACTION:** To be determined
- 4 **TITLE:** **Proclamation for Aaronson Dickerson Cohn & Lanzone**
- REPORT:** Grenell, Proclamation
- PROPOSED ACTION:** Approve Proclamation

Continued Business

- 5 **TITLE:** **Selection of Law Firm Hanson Bridgett LLP to Provide Legal Counsel Services and Approval of Contract**
- REPORT:** Grenell, Contract
- PROPOSED ACTION:** Select Hanson Bridgett LLP of San Francisco to provide legal services to San Mateo County Harbor District and approve contract with Hanson Bridgett LLP
- 6 **TITLE:** **Renewal of District Insurance Policies**
- REPORT:** Harris, Attachment
- PROPOSED ACTION:** Approve renewal of District insurance policy package in an amount not to exceed \$408,385.00

Public Hearing

- 7 TITLE: **Fix and Adopt the Final FY2014/15 Operating and Capital Budget by Resolution 18-14 Pursuant to Harbors and Navigation Code §6093.1**
- A. Declare Hearing Open: President Bernardo
- B. Report of Notice Given: Grenell
- C. Staff Report and Recommendation: Resolution 18-14, Budget FY2014/15
- D. Public Testimony:
- E. Harbor Commission Questions:
- F. Close Public Testimony: President Bernardo
- G. Commission Deliberation:
- H. Recommended Commission Action: Adopt Resolution 18-14 to Adopt the Final FY2014/15 Operating and Capital Budget

New Business, Continued

- 8 TITLE: **Bills and Claims in the Amount of \$1,606,668.67**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$1,606,668.67 to cover payment of Bills and Claims
- 9 TITLE: **Authorization to Pay Bills and Claims Occurring Between June 19, 2014 and July 15, 2014 in an Amount Not to Exceed \$395,000.00**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Authorize payment of Bills and Claims occurring between June 19, 2014 and July 15, 2014 in an amount not to exceed \$395,000.00
- 10 TITLE: **Bad Debt Write-Offs**
REPORT: Galarza, Memo, Resolution 19-14
PROPOSED ACTION: Adopt Resolution 19-14 to Approve Bad Debt Write-Offs

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.

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.

Adjournment

Continued Business, Continued

- 11 TITLE: **Amendment to Inter-Agency Agreement Between Harbor District and San Mateo County Resource Conservation District**
REPORT: Grenell, Memo, Attachment
PROPOSED ACTION: Approve an amendment to Inter-Agency Agreement between the Resource Conservation District (RCD) and San Mateo County Harbor District and amend work scope in the RCD's Water Quality Assistance Proposal attached as Exhibit A
- 12 TITLE: **Harbor District Commissioners Health Care Benefits**
REPORT: Harris, Memo
PROPOSED ACTION: To be determined

New Business, Continued

- 13 TITLE: **Commercial Activity Permit: Deep Reef Charters, Samuel Sigue**
REPORT: Harris, Memo, Attachment
PROPOSED ACTION: Approve Commercial Activity Permit

- 14 TITLE: **Surplus Pillar Point Harbor Forklift**
REPORT: Grindy, Memo
PROPOSED ACTION: Authorize General Manager to surplus and dispose of a 1989 Hyster Forklift Hyster Model #H50XL Serial #A177B35162K Year Built 1989

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 –

Adjournment

The next scheduled meeting will be held on July 16, 2014 at the Municipal Services Building, 33 Arroyo Drive, South San Francisco at 6:00 p.m.

Agenda Posted As Required:
June 12th at 8:10 a.m.

Debbie Nixon
Deputy Secretary



San Mateo County Harbor District

ITEM 3

Board of Harbor
Commissioners

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

Peter Grenell, General Manager

REORGANIZATION OF HARBOR

COMMISSIONERS:

SELECTION OF OFFICERS

SAN MATEO COUNTY HARBOR DISTRICT

PROCLAMATION OF APPRECIATION

AARONSON, DICKERSON, COHN & LANZONE

WHEREAS, the law firm of Aaronson, Dickerson, Cohn & Lanzone was first engaged to serve as District legal counsel for the San Mateo County Harbor District with the appointment of Kenneth M. Dickerson in 1989, and

WHEREAS, Kenneth M. Dickerson was succeeded by Marc L. Zafferano in 1998 and by Jean B. Savaree in 2011, and

WHEREAS, other members and staff of Aaronson, Dickerson, Cohn & Lanzone have provided valued assistance to the District, and

WHEREAS, Jean B. Savaree, her predecessors and the members and staff of Aaronson, Dickerson, Cohn & Lanzone have served the San Mateo County Harbor District, its governing board and staff with dedication, distinction and good humor,

NOW THEREFORE, LET IT BE KNOWN that the Board of Harbor Commissioners hereby expresses its appreciation and thanks to the law firm of Aaronson, Dickerson, Cohn & Lanzone for its many years of dedication and service to the San Mateo County Harbor District.

WITNESSED this 18th day of June, 2014.

Robert Bernardo, President

Pietro Parravano, Vice-President

Sabrina Brennan, Commissioner

James Tucker, Secretary-Treasurer

William Holsinger, Commissioner

AGREEMENT FOR SERVICES
OF DISTRICT LEGAL COUNSEL

WHEREAS, the firm of Hanson Bridgett LLP wishes to provide legal services to the San Mateo County Harbor District;

WHEREAS, Steven Miller wishes to serve as the District's Legal Counsel;

WHEREAS, the Board of Directors of the District wishes to hire Hanson Bridgett LLP to provide legal services to the District;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. DESIGNATION OF DISTRICT LEGAL COUNSEL

Hanson Bridgett LLP shall provide legal services to the District from July 1, 2014 to July 1, 2015, with Steven Miller serving as District Legal Counsel.

2. MEETING ATTENDANCE

Attendance at the Board meetings by the District Legal Counsel is discretionary at the direction of the District Manager or the Board. The District Legal Counsel's duties in this connection shall be to render advice and opinions with respect to all legal matters that may arise during any meetings, excepting, however, legal matters which may pertain to special assessment or other proceedings wherein legal services are to be provided by special counsel.

3. PREPARATION OF DOCUMENTS

When requested to do so by the District, the District Legal Counsel, or his representative, shall prepare staff reports, resolutions, notices, contracts, ordinances, opinions and other documents and papers necessary, or appropriate, in matters pertaining to the District, and shall examine for legal sufficiency all documents submitted to him by the District.

4. LEGAL ASSISTANCE, ENFORCEMENT AND ADVICE

The District Legal Counsel shall cooperate with and assist the District, its officers, agents and employees on all general legal matters pertaining to the District, including the enforcement of state and local laws and codes. When requested by the District, the District Legal Counsel shall also research and interpret laws, court decisions and other legal authorities in order to prepare legal opinions and to advise the District Board, District Manager and staff on legal matters pertaining to District operations. The District Legal Counsel shall provide the necessary legal services required in connection with acquisition of lands or easements, which shall constitute an administrative duty up to the point the attorney is directed to

commence eminent domain proceeding, unless the Board authorizes the hiring of outside counsel as needed. Administrative duty shall not include direct negotiations with land owners.

5. RELATED LEGAL SERVICES

The District Legal Counsel also shall perform such other related legal services for the District as may be requested by the District Board or District Manager. Individual commissioners are not authorized to make direct inquiries or requests for service to the law firm and its legal counsel on behalf of the District outside of the semi-monthly meetings of the Board of Commissioners and without authorization of the Board at the District's expense. Any such direct and unauthorized requests and inquiries to the District's legal counsel without the express authorization of the Board as a whole are deemed to be for the personal purpose of the individual Commissioner and not for an authorized public purpose. Nothing in this section limits the District Legal Counsel, when appropriate or necessary in his judgment, from initiating direct communication with individual Commissioners. Further, an attorney-client relationship exists between the District and the law firm so that any individual Commissioner's request for information, advice or services should be considered a conflict of interest, such that the District expects that the law firm shall decline to undertake such services under and pursuant to California Rules of Professional Conduct, Rules 3-300, et seq., absent the prior written consent of the District.

Any request for advice, counsel, representation, or service by a Commissioner to legal counsel, that involves legal services outside of a duly constituted and held business meeting of the Board of Commissioners shall state the nature, purpose and intent of the request, including how it benefits the public interest, and requires approval by majority vote of the Board in order to be authorized. It is preferred, but not required, that such requests be in writing and be placed on the agenda at one of the semi-monthly business meetings of the Board.

6. OUTSIDE LAW PRACTICE

The District Legal Counsel will be allowed to conduct an outside law practice.

7. LITIGATION DUTIES

- A. The District Legal Counsel shall represent the District in all legal proceedings, whether civil or criminal, required in the enforcement of the District's ordinances.
- B. As authorized by the District Board, the District Legal Counsel, or his representative, shall represent the District in legal proceedings and other litigation to which the District may be a party except where a conflict of interest exists, where the requirement of specialized legal expertise makes

representation inappropriate or where, because of case load issues, additional assistance is required. In such situations, the District Board may request that the District Legal Counsel spend time as necessary to brief and/or coordinate the activities of specialized counsel as their work relates to the District's interests.

8. DEPUTY DISTRICT LEGAL COUNSEL

The District Legal Counsel may allow another attorney from his firm to act as Deputy District Legal Counsel to represent the District in cases where the District Legal Counsel is unable to act due to illness, vacation or other reason, or when the District Legal Counsel requires assistance.

9. COMPENSATION

All services provided by this Agreement shall be billed at the rates of \$345.00 per hour for General Counsel Partners; \$315.00 per hour for Senior Counsel; \$295.00 per hour for Associates and \$365.00 per hour for Litigation Partners.

10. COSTS

The District Legal Counsel shall be entitled to be reimbursed by the District for all costs advanced on his behalf such as court costs, filing fees, service of process fees, juror's fees, witness fees, investigators' fees, appraisers' fees, cost of photographs and charts in connection with litigation, and the like. The District Board may request that the District Legal Counsel prepare a budget for litigation matters.

11. OVERHEAD

Except as expressly provided, the District Legal Counsel shall pay all overhead incurred in providing District Legal Counsel services to the District including, but not limited to rent of the law firm's office, telephone, secretarial, bookkeeping, reception, postage, stationery, office supplies, library, copying, taxes and licenses. Furthermore, telephone calls in which there is no substantive conversation between the District Legal Counsel or a member of his firm and a District Board member or District staff shall be considered part of the overhead costs. Local travel time and costs for travel to and from regularly scheduled Board meetings are considered part of the overhead costs.

12. INSURANCE

District Legal Counsel will obtain and maintain for the duration of the Agreement and any and all amendments, insurance against claims for injuries to persons or damage to property which may arise out of or in connection with performance of the services by District Legal Counsel or District Legal Counsel's agents,

representatives, employees or subcontractors. The insurance will be obtained from an insurance carrier admitted and authorized to do business in the State of California. The insurance carrier is required to have a current Best's Key Rating of not less than "A-V."

12.1 COVERAGES AND LIMITS. District Legal Counsel will maintain the types of coverages and minimum limits indicated below, unless District Manager approves a lower amount. These minimum amounts of coverage will not constitute any limitations or cap on District Legal Counsel's indemnification obligations under this Agreement. District, its officers, agents, volunteers and employees make no representation that the limits of the insurance specified to be carried by District Legal Counsel pursuant to this Agreement are adequate to protect District Legal Counsel. If District Legal Counsel believes that any required insurance coverage is inadequate, District Legal Counsel will obtain such additional insurance coverage, as District Legal Counsel deems adequate, at District Legal Counsel's sole expense.

12.1.1 COMMERCIAL GENERAL LIABILITY INSURANCE. \$1,000,000 combined single-limit per occurrence for bodily injury, personal injury and property damage. If the submitted policies contain aggregate limits, general aggregate limits will apply separately to the work under this Agreement or the general aggregate will be twice the required per occurrence limit.

12.1.2 AUTOMOBILE LIABILITY. \$1,000,000 combined single-limit per accident for bodily injury and property damage.

12.1.3 WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY. Workers' Compensation limits as required by the California Labor Code and Employer's Liability limits of \$1,000,000 per accident for bodily injury. Workers' Compensation and Employer's Liability insurance will not be required if District Legal Counsel has no employees and provides, to District's satisfaction, a declaration stating this.

12.1.4 PROFESSIONAL LIABILITY. Errors and omissions liability appropriate to District Legal Counsel's profession with limits of not less than \$1,000,000 per claim.

12.2 ADDITIONAL PROVISIONS. District Legal Counsel will ensure that the policies of insurance required under this Agreement contain, or are endorsed to contain, the following provisions:

12.2.1 For Commercial General Liability Insurance and Automobile Liability Insurance, District, its officers, agents, volunteers and employees will be named as additional insureds.

12.2.2 District Legal Counsel will obtain occurrence coverage, excluding Professional Liability, which will be written as claims-made coverage.

12.2.3 This insurance will be in force during the life of the Agreement and any extensions of it and will not be canceled without thirty (30) days prior written notice to District.

12.3 PROVIDING CERTIFICATES OF INSURANCE AND ENDORSEMENTS. Prior to District's execution of this Agreement, District Legal Counsel will furnish certificates of insurance and endorsements to District.

12.4 FAILURE TO MAINTAIN COVERAGE. If District Legal Counsel fails to maintain any of these insurance coverages, then District will have the option to declare District Legal Counsel in breach, or may purchase replacement insurance or pay the premiums that are due on existing policies in order to maintain the required coverages. District Legal Counsel is responsible for any payments made by District to obtain or maintain insurance and District may collect these payments from District Legal Counsel or deduct the amount paid from any sums due District Legal Counsel under this Agreement.

12.5 SUBMISSION OF INSURANCE POLICIES. District reserves the right to require, at anytime, complete and certified copies of any or all required insurance policies and endorsements.

12.6 PRIMARY COVERAGE. For any claims related to the services and this Agreement, the District Legal Counsel's insurance coverage will be primary insurance with respect to District, its officers, agents, volunteers and employees. Any insurance or self-insurance maintained by District for itself, its officers, agents, volunteers and employees, will be in excess of District Legal Counsel's insurance and not contributory with it.

12.7 REDUCTION IN COVERAGE/MATERIAL CHANGES. District Legal Counsel will notify District thirty (30) days prior to any reduction in any of the insurance coverage required pursuant to this Agreement or any material changes to the respective insurance policies.

13. RECORDS, MONTHLY STATEMENTS AND AUDIT

The District Legal Counsel shall maintain careful and accurate records of all time spent by the District Legal Counsel to the closest 1/10 of an hour, and all reimbursable costs advanced by the District Legal Counsel's office in conjunction with District business. The District Legal Counsel shall render monthly statements to the District for the performance of all administrative and litigation services showing the services performed, the hours spent, the costs advanced and the amount the District Legal Counsel is entitled to receive from the District for the month. If approved, the sum shown to be due by such statement shall be paid to the District Legal Counsel by the District within thirty (30) days after said approval. Books of account and the time records of the District Legal Counsel pertaining to business transacted for the District shall be open to audit by the District Board, District Manager or their designee.

14. Arbitration of Disputes. While we certainly do not anticipate conflict between us, in the event of any material dispute regarding the services provided or fees charged by the firm which cannot be settled amicably, or through mediation as agreed upon by us, we both agree that such dispute shall be submitted, as soon as practicable, to final and binding arbitration in San Francisco in accordance with the rules and procedures of JAMS Inc., a private mediation and arbitration facilitator. To the extent permitted by law, any dispute shall be strictly confidential between us and, except for our own representatives, will not be disclosed to any other person or entity.

15. TERMINATION

This Agreement may be terminated upon either party giving the other sixty (60) days written notice. Upon the termination of this Agreement, the District Legal Counsel shall return to the District any District Code books received, active litigation files, and any files maintained on District matters by the District Legal Counsel.

16. AMENDMENTS AND NONASSIGNABILITY

This Agreement may be amended only in writing and only with the written consent of both parties. This Agreement may not be transferred or assigned.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the ____ day of _____, 2014.

SAN MATEO COUNTY HARBOR

HANSON BRIDGETT LLP

By: _____

By: _____
Steven Miller



MACCORKLE
INSURANCE SERVICE

MacCorkle Insurance Service
Commercial Insurance Proposal 2014-2015

ITEM 6

San Mateo County Harbor District
dba: Pillar Point Harbor
dba: Oyster Point Marina

Presented by

Janet MacDougall, CIC

June 12, 2014



MACCORKLE

INSURANCE SERVICE 577 Airport Blvd., Suite 500 – Burlingame CA 94010 – 650.349.2364 – License #0606920

About MacCorkle Insurance Service

MacCorkle Insurance Service, Inc., a premier brokerage located in Burlingame, California, designs and implements integrated insurance programs for sophisticated clients nationally. The firm focuses on high net worth individuals and successful companies in growing industries. The MacCorkle team of seasoned professionals manages all facets of insurance and risk management, offering our clientele single vendor convenience combined with decades of experience.

Our clients do not want to spend time worrying about their coverage: MacCorkle Insurance Service expertly manages every element of a person's or business's insurance so that they may focus on other matters. Most brokers understand only one or two 'lines' of coverage, forcing the insured to try and coordinate multiple brokers or risk using a broker with limited knowledge – 'gaps' or errors often result. For over 45 years MacCorkle has offered all lines of insurance across almost every industry. Our clients enjoy access to top brokers at one location, and their various policies are handled seamlessly across every line of coverage.

As with any good service business, the key to MacCorkle's success has been to effectively respond to our clients' interests. We are continuously upgrading our technology, expanding internal knowledge base, and rigorously sponsoring professional development as we work to lead the industry's 'best practices'. Despite the soft economy, MacCorkle continues to enjoy significant growth. Many other insurance brokerages have been forced to merge or be acquired in order to compete. Even if they survive the tumultuous process, these new entities are usually too unwieldy to effectively manage their existing clients. Our organic growth has enabled MacCorkle to offer the benefits of scale without sacrificing personalized service.

While many other brokerages suffer high levels of 'churn', our client retention rate is among the highest in the industry. Our clients have exacting standards and the option to work with anyone in the industry. And every year they turn to MacCorkle to manage their insurance. If you would like to discuss how MacCorkle Insurance Service may be of assistance to you, please call us.



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INSURANCE SERVICE 577 Airport Blvd., Suite 500 – Burlingame CA 94010 – 650.349.2364 – License #0606920

Introduction to Your Service Team

MacCorkle Insurance Service

Main Telephone Number: (650) 349-2364

Main Fax Number: (650) 349-4631

**Sr. Client
Manager**

Janet MacDougall, CIC

(650) 227-7269

janet.macdougall@maccorkle.com

Overall account management and daily account servicing.

**Account
Coordinator**

Alyssa Biondi

(650) 227-7216

alyssa.biondi@maccorkle.com

Assistant to daily account servicing; Certificates; claim reporting and billing.

**Director,
Property and
Casualty**

Kelly Totten

(650) 227-7255

kelly.totten@maccorkle.com

Supervision of CL Department, Account Oversight

President

Bernard V. Lauper

(650) 227-7206

bernard@maccorkle.com

Questions or Concerns



MACCORKLE

INSURANCE SERVICE 577 Airport Blvd., Suite 500 – Burlingame CA 94010 – 650.349.2364 – License #0606920

Locations

Loc./ Bldg.	Address	Occupancy	Interest	Year Built Fixed Asset Report	Sq. Footage	Construction	# of Stories	Sprinkle red	Alarm
1.1	400 Oyster Point Blvd. #300 South San Francisco, CA 94808	Office	Tenant	1985	8,500	Joisted Masonry	2		
Oyster Point									
2.1	925 Marina Blvd. South San Francisco, CA 94080	Harbor Master's Office	Owner	1984	1,000	Wood/Concrete	1		
2.2	925 Marina Blvd. South San Francisco, CA 94080	Maintenance Building	Owner	1984	2,376	Metal	1	No	No
2.3	925 Marina Blvd. South San Francisco, CA 94080	Fishing Pier Restroom	Owner	1983	568	Steel/Wood	1	No	No
2.4	925 Marina Blvd. South San Francisco, CA 94080	Restroom @ Dock #12	Owner	1983	568	Steel/Wood	1	No	No
2.5	925 Marina Blvd. South San Francisco, CA 94080	Restroom @ Dock #13	Owner	1983	568	Steel/Wood	1	No	No
2.6	925 Marina Blvd. South San Francisco, CA 94080	Restroom @ Dock #10	Owner	1983	437	Wood/Plastic	1	No	No
2.7	925 Marina Blvd. South San Francisco, CA 94080	Restroom/Showers @ Dock #5	Owner	1983	437	Wood/Plastic	1	No	No
2.8	925 Marina Blvd. South San Francisco, CA 94080	Restroom/Showers @ Dock #6	Owner	1983	437	Wood/Plastic	1	No	No
2.9	925 Marina Blvd. South San Francisco, CA 94080	Restroom/Showers @ Dock #1	Owner	1981	437	Wood/Plastic	1	No	No
2.10	925 Marina Blvd. South San Francisco, CA 94080	Restroom/Showers @ Dock #2	Owner	1981	437	Wood/Plastic	1	No	No
2.11	925 Marina Blvd. South San Francisco, CA 94080	Pump Station	Owner	1990	500	Wood/Plastic	1	No	No
2.12	925 Marina Blvd. South San Francisco, CA 94080	Gatehouse	Owner	2003	437	Wood/Plastic	1	No	No

Locations in **Red** were not included in the 2013 schedule of locations.



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INSURANCE SERVICE 577 Airport Blvd., Suite 500 - Burlingame CA 94010 - 650.349.2364 - License #0606920

Loc./ Bldg.	Address	Occupancy	Interest	Year Built Fixed Asset Report	Sq. Footage	Construction	# of Stories	Sprinkle red	Alarm
Pillar Point									
3.1	9 Johnson Pier Half Moon Bay, CA 94019	3 Connected Bldgs. #1 - Princeton Seafood Rest. w/o Bar #2 - Princeton Pantry #3 - Ketch Joanne Restaurant with Bar #4 - HMB Sport Fishing #5 - Mavericks Surf	Owner	1979 Mavericks Roof replaced in 2011 and Shop Improvements Fish Market Improvements in 1993 & 1994 1985 - Expansion in 1986 and 2001 1979 Metal Doors replaced 2011	7436		1		
3.2	1 Johnson Pier Half Moon Bay, CA 94019	Harbor Master's Office	Owner	2004	2,470	Frame	2		
3.3	1 Johnson Pier Half Moon Bay, CA 94019	Maintenance Building including 8 metal doors	Owner	2011	1,700	Cinder/Wood	1	No	No
3.4	1 Johnson Pier Half Moon Bay, CA 94019	Restroom/Johnson Pier Restroom West End w/ Laundry	Owner	2004	100	Cinder/Wood	1	No	No
3.5	1 Johnson Pier Half Moon Bay, CA 94019	Facilities/Showers	Owner	1979	500	Cinder/Wood	1	No	No
3.6	1 Johnson Pier Half Moon Bay, CA 94019	Restroom/PPH Boat Launch Ramp	Owner	1991	360	Wood Frame	1	No	No
3.7	1 Johnson Pier Half Moon Bay, CA 94019	Fish Wholesalers LRO	Owner	1993	4,800	Cinder/Wood	1		
3.8	1 Johnson Pier Half Moon Bay, CA 94019	Ice Plant Building	LRO	1979			1		
3.9	1 Johnson Pier Half Moon Bay, CA 94019	RV Lot Restrooms	Owner	1970			1		
3.10	1 Johnson Pier Half Moon Bay, CA 94019	Sewer Pump Station	Owner	1970			1		
3.11	1 Johnson Pier Half Moon Bay, CA 94019	Sewer Lift Station (Piers and Docks)	Owner	1970			1		

Locations in **Red** were not included in the 2013 schedule of locations.



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Statement of Values

Loc./ Bldg.	Address	Building Limit Current	Building Limit BV Reports from Travelers	Building Limit Fixed Asset Report	Business Personal Property Limit	Business Income/Extra Expense Limit
1.1	400 Oyster Point Blvd. #300 South San Francisco, CA 94808	\$0	\$0	\$0	\$62,000	Incl.
Oyster Point						
2.1	925 Marina Blvd. South San Francisco, CA 94080	\$365,500	\$365,500	\$660,678	\$72,000	Incl.
2.2	925 Marina Blvd. South San Francisco, CA 94080	\$140,000	\$249,521	\$497,390	\$50,000	Incl.
2.3	925 Marina Blvd. South San Francisco, CA 94080	\$66,000	\$124,579	\$231,134	\$0	Incl.
2.4	925 Marina Blvd. South San Francisco, CA 94080	\$66,000	\$124,579	\$231,134	\$0	Incl.
2.5	925 Marina Blvd. South San Francisco, CA 94080	\$66,000	\$124,579	\$231,134	\$0	Incl.
2.6	925 Marina Blvd. South San Francisco, CA 94080	\$66,000	\$99,444	\$231,134	\$0	Incl.
2.7	925 Marina Blvd. South San Francisco, CA 94080	\$66,000	\$99,444	\$231,134	\$0	Incl.
2.8	925 Marina Blvd. South San Francisco, CA 94080	N/A	\$99,444	\$231,134	\$0	Incl.
2.9	925 Marina Blvd. South San Francisco, CA 94080	N/A	\$99,444	\$273,729	\$0	Incl.
2.10	925 Marina Blvd. South San Francisco, CA 94080	N/A	\$99,444	\$261,754	\$0	Incl.
2.11	South San Francisco, CA 94080	N/A	\$68,742	\$68,742	\$0	\$0
2.12	925 Marina Blvd. South San Francisco, CA 94080	N/A	\$328,965	\$328,965	\$0	Incl.
Total		\$835,500	\$1,883,685	\$3,478,062	\$184,000	Incl.

Locations in **Red** were not included in the 2013 schedule of locations.



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Loc./ Bldg.	Address	Building Limit Current	Building Limit BV Reports from Travelers	Building Limit Fixed Asset Report	Business Personal Property Limit	Business Income/Extra Expense Limit
Pillar Point						
3.1	9 Johnson Pier Half Moon Bay, CA 94019	\$888,000	\$1,299,413	\$2,705,328	\$0	\$220,000
3.2	1 Johnson Pier Half Moon Bay, CA 94019	\$1,236,122	\$1,236,122	\$795,133	\$115,500	Incl.
3.3	1 Johnson Pier Half Moon Bay, CA 94019	\$54,500	\$191,706	\$812,258	\$115,500	Incl.
3.4	1 Johnson Pier Half Moon Bay, CA 94019	\$65,000	\$65,000	\$778,614	\$0	Incl.
3.5	1 Johnson Pier Half Moon Bay, CA 94019	\$65,000	\$117,316	\$943,098	\$0	Incl.
3.6	1 Johnson Pier Half Moon Bay, CA 94019	\$65,000	\$89,551	\$143,592	\$0	Incl.
3.7	1 Johnson Pier Half Moon Bay, CA 94019	\$153,000	\$761,660	\$1,828,706	\$0	\$40,000
3.8	1 Johnson Pier Half Moon Bay, CA 94019	N/A	N/A	N/A	N/A	Incl.
3.9	1 Johnson Pier Half Moon Bay, CA 94019	N/A	\$80,455	\$80,455	\$0	Incl.
3.10	1 Johnson Pier Half Moon Bay, CA 94019	N/A	\$192,947	\$192,947	\$0	Incl.
3.11	1 Johnson Pier Half Moon Bay, CA 94019	N/A	\$43,426	\$43,426	\$0	Incl.
Total		\$2,526,622	\$4,077,596	\$8,323,557	\$231,000	\$260,000
TOTAL TIVs		\$3,362,122	\$5,961,281	\$11,801,619	\$415,000	\$260,000

*Locations in Red were not included in the 2013 schedule of locations.



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INSURANCE SERVICE 577 Airport Blvd., Suite 500 – Burlingame CA 94010 – 650.349.2364 – License #0606920

Property

Insurance Company: Travelers Property Casualty Company of America
 A.M. Best Rating: A++ (Superior) XV
 Proposed Policy Period: 07/01/14 to 07/01/15

Coverage Detail

Coverage	2013	2014	% of Change
Property			
Blanket Building Limit (Option #1)	\$3,362,122	\$5,961,281	77.31%
Blanket Building Limit (Option #2)	\$3,362,122	\$11,801,619	251.02%
Blanket Business Personal Property	\$450,000	\$415,000	-7.78%
Business Income/Extra Expense (2 locations)	\$260,000	\$260,000	0.00%
Outdoor Signs	\$2,500	\$30,000	1100.00%
Coinsurance			
Buildings (Option #1)	100%	Agreed Value	N/A
Buildings (Option #2)	100%	100%	0.00%
Business Personal Property	100%	Agreed Value	N/A
Business Income	90%	90%	0.00%
Deductibles			
Deductible (Property and Outdoor Signs)	\$2,500	\$2,500	0.00%
Deductible (Business Income)	72 hrs.	72 hrs.	0.00%
Rate Per/\$100	\$0.2049	\$0.1925	-6.06%

Terms:

- Special Form
- Replacement Cost
- Terrorism Coverage Automatically Included
- Business Income currently applies a locations t 3.14 and 3.20 only



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Property (Cont.)

Additional Coverages

Coverage	Limit
Accounts Receivable	\$ 50,000
Brands and Labels	Per Property Limit
Claim Data Expense	\$ 5,000
Debris Removal 25% Direct Loss	\$ 25,000
Duplicate Electronic Data Processing and Media	\$ 25,000
Fire Department Service Charge	\$ 5,000
Increased Cost of Construction	\$ 25,000
Money and Securities – Inside	\$10,000
Money and Securities – Outside	\$ 5,000
Property Off Premises	
- Any Installation Premises or Temporary Storage while awaiting installation	\$ 25,000
- Any other premises you do not own, lease or regularly operate including fairs, trade shows and exhibitions	\$ 50,000
Outside Signs	\$ 2,500
Reward Coverage	\$ 5,000
Temporary Relocation of Property Up to 90 Days	\$ 50,000
Valuable Papers and Records	\$ 50,000
Appurtenant Buildings and Structures	\$ 25,000
Extra Expense (Including Expediting Expenses)	\$ 5,000
Electronic Data Processing Equipment, Data & Media Limited Coverage Extension:	\$ 10,000
Fire Protective Equipment Discharge	\$ 5,000
Non-Owned Detached Trailers	\$ 5,000
Newly Acquired Property	
- Building Limit	\$500,000
- Business Personal Property	\$250,000
Outdoor Property	\$ 10,000
- Any one tree, shrub, or plant	\$ 500
- Any one Antenna	\$ 2,500
Pollution Clean-Up and Removal	\$ 25,000
Personal Effects / Property of Others – At Each Described Premises	\$ 25,000
Personal Effects / Property of Others - Any One Employee	\$ 5,000
Covered Property in Transit	\$ 25,000
Fine Arts	\$ 50,000
Sewer or Drain Back-up	\$ 50,000



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INSURANCE SERVICE 577 Airport Blvd., Suite 500 – Burlingame CA 94010 – 650.349.2364 – License #0606920

Contractor's Equipment

Insurance Company: Travelers Property Casualty Company of America
 A.M. Best Rating: A++ (Superior) XV
 Proposed Policy Period: 07/01/14 to 07/01/15

Coverage Detail

Coverage	2013 Limit	2014 Limit	% of Change
Scheduled Equipment Limit	\$146,828	\$261,828	78.32%
Deductible	\$1,000	\$1,000	0.00%

Terms and Conditions:

- 90% Coinsurance
- Valuation – Actual Cash Value

Additional Benefits Included in coverage form:

Coverage	Limit
Newly Acquired Equipment	\$250,000
Pollution Clean-up and Removal	\$10,000
Fire Protective Systems Recharge	\$1,000
Debris Removal	\$10,000
Rental Expense	\$5,000
Boom Collapse	Included
Flood	Included
Earthquake	Included
Equipment on Water	Excluded
Weight of Load	Excluded

**Some limitations may apply in regards to these additional benefits in regards to perils covered, deductibles and coverage terms. Please refer to the policy for complete wording.*



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INSURANCE SERVICE 577 Airport Blvd., Suite 500 – Burlingame CA 94010 – 650.349.2364 – License #0606920

Contractor's Equipment (Cont.)

Equipment Schedule

Item #	Equipment Name	Value
1	Golf Cart - OPM	\$4,994
2	Chipper/MTD-OPM	\$4,500
3	Golf Cart - OPM	\$4,994
4	Power Generator-OPM	\$20,000
5	Tractor with mower and post hole digger -OPM	\$9,000
6	Husquavarna Lawn mower 48'- OPM	\$5,000
7	Husquavarna Lawn mower 30'- OPM	\$4,000
8	Utility Shed - OPM	\$4,000
9	Fork Lift - PPH A177B35126K	\$15,000
10	Utility Shed - PPH	\$5,000
11	Skift Hoist	\$25,000
12	Utility Shed - OPM	\$2,000
13	Shed and Tank- OPM	\$12,000
14	2012 Golf Cart - OPM	\$10,000
15	2012 X-Mark Lawnmower 48 - PPH	\$5,000
16	2012 X-Mark Lawnmower 48 - PPH	\$5,000
17	Utility Trailer	\$1,340
18	EZ Go Golf Cart	\$5,000
19	Cushman Golf	\$5,000
20	Fork Lift - Toyota PPH SN52531	\$25,000
21	Smiths American Sport Electric Cart	\$10,000
22	Trash Compacter- Superior Equipment SBN16474	\$56,000
23	Pump out - PPH - SN P6202	\$24,000
Total		\$261,828

Equipment Items 20-23 were added effective renewal.



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INSURANCE SERVICE 577 Airport Blvd., Suite 500 - Burlingame CA 94010 - 650.349.2364 - License #0606920

Crime

Insurance Company: Travelers Property Casualty Company of America
A.M. Best Rating: A++ (Superior) XV
Proposed Policy Period: 07/01/14 to 07/01/15

Coverage Detail

Coverage	2013 Limit	2014 Limit	% of Change
Employee Theft	\$100,000	\$100,000	0.00%
Money & Securities (Inside & Outside)	\$10,000	\$10,000	0.00%
Deductible	\$1,000	\$1,000	0.00%

Terms and Conditions:

- Employee Theft coverage applies at all locations.
- Money & Securities coverage applies 400 Oyster Point Blvd, #300, South San Francisco, CA only.
- Loss Sustained Basis
- Exclusion of Certain Computer Related Loss
- Employee Benefit Plans Included as Insured (ERISA is not included)



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INSURANCE SERVICE | 577 Airport Blvd., Suite 500 – Burlingame CA 94010 – 650.349.2364 – License #0606920

Docks and Piers Property Protection

Insurance Company: Travelers Property Casualty Company of America
 A.M. Best Rating: A++ (Superior) XV
 Proposed Policy Period: 07/01/14 to 07/01/15

Coverage Detail

Limits: As per schedule below – Limits do not apply on a blanket basis
Deductible: \$25,000 each event
Coinsurance: Agreed Value
Valuation Basis: Actual Cash Value

Schedule of Piers and Docks

Oyster Point Docks and Piers	ACV Limit	Pillar Point Docks and Piers	ACV Limit
Dock #1	\$883,959	Dock A	\$256,464
Dock #2	\$802,635	Dock B	\$256,464
Dock #3	\$1,011,249	Dock C	\$256,464
Dock #4	\$912,246	Dock D	\$170,890
Dock #5	\$1,050,144	Dock E	\$159,936
Dock #6	\$928,158	Dock F	\$309,465
Dock #11	\$848,601	Dock G	\$319,872
Dock #12	\$813,243	Dock H	\$756,617
Dock #13	\$767,277	Work Dock	\$125,429
Dock #14	\$933,460	Fuel and Pump Dock	\$102,424
Drake Marina Working Dock	\$919,317	Fishing Pier	\$411,173
Guest Dock	\$253,450	Romeo Pier	\$959,536
Fuel and Pump Dock	\$583,412	Johnson Pier	\$3,983,536
Fishing Pier	\$226,026		
Total	\$10,933,177	Total	\$8,068,270

Exposure Comparison

Loc.	Address	2013 Limit Piers and Docks	2014 Limit Piers and Docks	2013 Limit BI/EE	2014 Limit BI/EE
1	Pillar Point Marine, 1 Johnson Pier Half Moon Bay, CA 94019	\$9,500,000	\$10,933,177	\$1,400,000	\$1,400,000
2	Oyster Point Marina, 95 Marina Blvd., South San Francisco, CA 94080	\$9,500,000	\$8,068,270	\$1,100,000	\$1,100,000
Total		\$19,000,000	\$19,001,447	\$2,500,000	\$2,500,000



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INSURANCE SERVICE 577 Airport Blvd., Suite 500 – Burlingame CA 94010 – 650.349.2364 – License #0606920

Docks and Piers Property Protection (Cont.)

Additional Coverages

Business Income and Extra Expense

- Oyster Point Marina:
 - Limit: \$1,400,000
 - Deductible: 3 days
 - Coinsurance: 100%

- Pillar Point Marina:
 - Limit: \$1,100,000
 - Deductible: 3 days
 - Coinsurance: 100%

Flood or Service Water

- Limit: \$21,501,447 each occurrence and in the Aggregate
- Deductible: \$25,000

Wind or Hail Coverage

- Limit: \$21,501,447 each occurrence and in the Aggregate
- Deductible: \$25,000

Forms and Endorsements

- AIMU - Chemical, Biological, Bio-Chemical And Electromagnetic Exclusion Clause OMGE0100
- AIMU - Extended Radioactive Contamination Exclusion Clause OMGE0101
- Cancellation OMPD0001
- Declarations OMGE0001
- Docks and Piers Property Protection - Coverage Form CP066
- Docks and Piers Property Protection - Coverage Summary CP067
- Important Notice Regarding Independent Agent and Broker Compensation ND044
- Ocean Marine Claim - Covering The Waters Of The World OMGE0003
- Terrorism Risk Insurance Act Disclosure OMGE0004



MACCORKLE

INSURANCE SERVICE 577 Airport Blvd., Suite 500 - Burlingame CA 94010 - 650.349.2364 - License #0606920

Marine General Liability and Marina Operator's Legal Liability

Insurance Company: Travelers Property Casualty Company of America
 A.M. Best Rating: A++ (Superior) XV
 Proposed Policy Period: 07/01/14 to 07/01/15

Coverage Detail – Marine General Liability – Defense Costs Outside Occurrence Limits

General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence Limit	\$1,000,000
Damage to Premises Rented to You Limit	\$100,000
Medical Expenses Each Person Limit	\$10,000
Defense Costs Limit	\$1,000,000
Deductible – Per Occurrence	\$5,000
Employee Benefits Liability (Claims Made)	
Each Wrongful Act Limit (subject to general aggregate)	\$1,000,000
Deductible – Per Occurrence	\$5,000

Coverage Detail – Marine Operator's Legal Liability

Covered Operations: Property damage to water craft and their motors and equipment, not owned by the Insured, while in the insured's care, custody or control at the locations scheduled below, for the purpose of:

Covered: Repairs, alterations, or maintenance; Moorage and Hauling out or launching
 Not Covered: Storage or Fueling

Insured locations: 1. Pillar Point Marina; #1 Johnson Pier, Half Moon Bay, CA 94019
 2. Oyster Point Marina; 95 Marina Blvd., South San Francisco, CA 94080

Includes adjacent moorings and while being shifted or moved by land or water within fifty miles of such locations in connection with operations covered above.

Exposure Comparison

Coverage	2013	2014	% of Change
Premium Basis (Receipts)	\$3,500,000	\$3,500,000	0.00%

Premium is minimum and deposit. Not subject to final audit.

Forms and Endorsements:

- AIMU Chemical, Biological, Bio-Chemical And Electromagnetic Exclusion Clause (3/1/03) OMGE0100
- AIMU Extended Radioactive Contamination Exclusion Clause (3/1/03) OMGE0101
- AIMU U.S. Economic And Trade Sanctions Clause OMGE0108
- Abuse and Molestation Exclusion Endorsement - Marine General Liability OMOL0161
- Blanket Additional Insured - Including Completed Operations (Standard Form) OMOL0140
- Limited Sudden And Accidental Pollution Endorsement OMOL0115
- Marina Operators Legal Liability - MGL OMOL0007
- Sue & Labor Limited Coverage Endorsement - OMOL0128



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INSURANCE SERVICE 577 Airport Blvd., Suite 500 – Burlingame CA 94010 – 650.349.2364 – License #0606920

Marine Hull Protection and Indemnity

Insurance Company: Travelers Property Casualty Company of America
 A.M. Best Rating: A++ (Superior) XV
 Proposed Policy Period: 07/01/14 to 07/01/15

Coverage Detail

Protection and Indemnity Limit: **\$1,000,000**

P&I Deductibles: **\$2,500 B.I. and \$5,000 P.D.**

Hull Limits and deductibles per schedule below:

Item #	Vessel Name	Hull Insured Value	Hull Deductible	Hull Premium	P&I Premium	Total Premium
1	2006 - 34'ALMAR Patrol	\$305,000	\$6,000	\$3,355	\$595	\$3,950
2	1974 - 32'RADON Patrol	\$75,000	\$2,500	\$1,116	\$595	\$1,711
3	1975 Boston Whaler (HIN507275H) Patrol	\$4,000	\$500	\$119	\$595	\$714
4	Marine Boat Builders(HINDCM23015) Patrol	\$42,578	\$2,000	\$724	\$595	\$1,319
5	2006 Boston Whaler Patrol	\$195,000	\$5,000	\$2,155	\$595	\$2,750
7	2007 Honda Aquatrax Turbo (HPSA00115F607)	\$12,000	\$1,000	\$255	\$425	\$680
8	2007 Honda Aquatrax Turbo (HPSA00119F607)	\$12,000	\$1,000	\$255	\$425	\$680
9	2007 Honda Aquatrax (HPSB2677G707)	\$12,000	\$1,000	\$255	\$425	\$680
10	2007 Honda Aquatrax (HPSB3676G707)	\$12,000	\$1,000	\$255	\$425	\$680
13	EZ Loader (2003-4-EZWV1800)	\$800	\$250	\$20	N/A	\$20
14	Pacific Boat Trailer for Boston Whaler (40R1A3MM86A026123)	\$8,000	\$750	\$204	N/A	\$204
15	PWC Trailer EZ Loader (1MDGCLK16VA915856)	\$800	\$250	\$20	N/A	\$20
	Crew Premium - 13 crew, maximum 3 any one vessel/8 any one time				\$20,400	\$20,400
	Passenger Premium - not to exceed amount certified by USCG - maximum 12 per vessel				\$561	\$561
Total		\$679,178		\$8,733	\$25,636	\$34,369

Exposure Comparison

Coverage	2013	2014	% of Change
Hull Insured Value	\$695,378	\$679,178	-2.33%



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INSURANCE SERVICE • 577 Airport Blvd., Suite 500 – Burlingame CA 94010 – 650.349.2364 – License #0606920

Marine Hull Protection and Indemnity (Cont.)

Terms & Conditions:

- Home Port: Half Moon Bay, CA and South San Francisco, CA
- Navigating Limits: Inland and Coastal waters of California not more than 3 nautical miles offshore, nor more than 25 nautical miles from either Pillar Point Harbor Marina or Oyster Point Marina.

Forms and Endorsements

- AIMU Deliberate Damage - Pollution Hazard (Hull) (6Z-4) OMOH0139
- AIMU Extended Radioactive Contamination Exclusion Clause (3/1/03) OMGE0101
- AIMU Chemical, Biological, Bio-Chemical And Electromagnetic Exclusion Clause (3/1/03) OMGE0100
- AIMU U.S. Economic And Trade Sanctions Clause OMGE0108
- Cancellation Clause OMGE0103
- Excess Collision Coverage OMPI0106
- Hull Exclusions OMOH0118
- Occupational Disease Exclusion OMPI0107
- Vessel Clauses OMOH0146
- AIMU Hull Clauses (6/2/77) OMOH0001
- Protection And Indemnity Clauses (SP-38) OMPI0002
- Schedule of Vessels - P&I OMPI0114
- Schedule of Vessels - Hull OMOH0157
- Trading Warranty/Passenger Warranty/Crew Warranty Endorsement



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INSURANCE SERVICE • 577 Airport Blvd., Suite 500 – Burlingame CA 94010 – 650.349.2364 – License #0606920

Commercial Auto

Insurance Company: Travelers Property Casualty Company of America
 A.M. Best Rating: A++ (Superior) XV
 Proposed Policy Period: 07/01/14 to 07/01/15

Coverage Detail

Coverage	Limit	Symbol
Liability – Each Accident	\$1,000,000	1
Medical Payments	\$5,000	2
Uninsured/Underinsured Motorist Coverage	\$1,000,000	2
Comprehensive	ACV less \$250 deductible	2
Collision	ACV Less \$500 deductible	2

- Symbol 1 – Any Auto Including Non-Owned & Hired
- Symbol 2- Owned Autos

Vehicle Schedule

No.	Year	Make	Model	VIN #	Garaging Location.
1	2001	Dodge	Ram Truck	3B7KC26Z31M241860	South San Francisco
2	2001	Dodge	Dakota	1B7GG26X81S242244	Half Moon Bay
3	2003	Ford	Ranger	1FTYR10U23PA54204	So. San Francisco
4	1996	Dodge	Ram Truck	1B7KF26Z5TJ184844	South San Francisco
5	2014	Ford	F250	1FDBF2A62EEB67455	South San Francisco
6	2014	Ford	F250	1FDBF2A62EEB67455	Half Moon Bay

Notes:

- Vehicles 5&6 were added to the policy effective 5/1/14
- The following coverages applied to all vehicles (full coverage)
 - Liability
 - Medical Payments
 - UM/UIM Bodily Injury
 - Comprehensive and Collision Physical Damage
- Auto Coverage Plus endorsement is included with the following coverage enhancements:

Blanket Additional Insured; Employee Hired Auto; Employees as Insureds; Hired Auto Physical Damage; Blanket Waiver of Subrogation; Auto Loan Lease Gap; Personal Effects; Waiver of Deductible – Glass; Trailers; Increased Load Capacity; Airbags; Auto, Visual and Data Electronic Equipment – Increased Limit and Supplementary Payments – Increased Limits.



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INSURANCE SERVICE 577 Airport Blvd. Suite 500 – Burlingame CA 94010 – 650.349.2364 – License #0606920

Bumpershoot

Insurance Company: Travelers Property Casualty Company of America
A.M. Best Rating: A++ (Superior) XV
Proposed Policy Period: 07/01/14 to 07/01/15

Coverage Detail

Each Occurrence	\$10,000,000
Products/Completed Operations Aggregate	\$10,000,000
Self Insured Retention	\$25,000

Underlying Coverages:

- Marine Liability
- Marina Operators Legal Liability
- Auto Liability
- Protection and Indemnity Liability

Forms and Endorsements:

- AIMU Chemical, Biological, Bio-Chemical And Electromagnetic Exclusion Clause (3/1/03) OMGE0100
- AIMU Extended Radioactive Contamination Exclusion Clause (3/1/03) OMGE0101
- AIMU U.S. Economic And Trade Sanctions Clause OMGE0108
- Abuse and Molestation Exclusion Endorsement - Bumpershoot OMBU0316
- Bumpershoot Policy Declarations OMBU0001
- Bumpershoot Policy Form OMBU0002
- Bumpershoot Policy Form Schedule Of Underlying Insurances OMBU0003
- Crisis Management Services Expenses Endorsement OMBU0105
- Pollution Liability, Bumpershoot OMBU0100
- Punitive Damages Exclusion OMGE0106
- Schedule of Vessels -Bumpershoot OMBU



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INSURANCE SERVICE 577 Airport Blvd, Suite 500 – Burlingame CA 94010 – 650.349.2364 – License #0606920

Marketing Summary Workers' Compensation

Carrier	Response
LIG Program Managers	
Zurich American Insurance Company of Illinois	Quoted: \$152,355
AIG	Not competitive - closed file
AmTrust	Declined due to class of business
ALMA - *Mutual Group	Indication: \$141,069 - pending pricing approval from State Act carrier and receipt of approval of financials
Fireman's Fund Insurance Company	Declined due to class of business and no monoline workers' compensation
Republic Indemnity Insurance Company	Declined due to class of business
Travelers Insurance Company	Pending

*Above premiums do not include mandatory state assessments and fees.

* ALMA – Mutual Group - . All the members (insureds) take part in the profit and loss of the program. They share in the liabilities. Example: If there was a loss and not enough money in the bucket, each member will contribute a proportionate share (called calls). So far, there are have been no supplemental calls called upon by the members and ALMA has designed its programs and underwriting to prevent one from occurring, but it could happen.



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INSURANCE SERVICE 577 Airport Blvd. Suite 500 – Burlingame CA 94010 – 650.349.2364 – License #0606920

Workers Compensation

Insurance Company: Zurich American Insurance Company of Illinois
 A.M. Best Rating: A+ (Superior) XV
 Proposed Policy Period: 07/01/14 to 07/01/15
 FEIN: 94-6050405
 Excluded Officers: None

All Executive Officers/Directors are subject to WCIRB Officers/Directors 2014 minimum/maximum payroll of \$42,900/\$109,200, if included in coverage.

Coverage Detail

Part 1 - Applies to Workers' Compensation for the following states: CA

Part 2 – Employers Liability: \$1,000,000 Bodily Injury By Accident (Each Accident)
 \$1,000,000 Bodily Injury By Disease (Policy Limit)
 \$1,000,000 Bodily Injury By Disease (Each Employee)

Part 3 – Other States: All States except Monopolistic (ND, OH, WA, WY)

Quote Worksheet - California

Code	Description	Estimated Payroll	Base Rate	Estimated Premium	Net Rate
8742	Salespersons - Outside	\$360,000	1.25	\$4,500	0.90
8810	Clerical Office Employees - N.O.C.	\$518,000	0.99	\$5,128	0.71
9016	Boat Anchorage and Boat Rentals	\$1,510,643	13.03	\$196,837	9.37
9016U	Longshore Payroll	\$15,106	26.06	\$3,937	18.73
	Manual Premium			\$210,402	
	Increased Limits		1.03	\$5,891	
	Subtotal			\$216,293	
	Experience Modification		0.85	-\$32,444	
	Subtotal			\$183,849	
	Scheduled Credit		0.90	-\$18,385	
	Subtotal			\$165,464	
	Premium Discount		0.91	-\$14,230	
	Subtotal			\$151,234	
	Expense Constant			\$160	
	Terrorism			\$961	
	Estimated Annual Premium			\$152,355	
	California Assessments and Fees			\$6,699	
	Total Cost			\$159,054	



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INSURANCE SERVICE 577 Airport Blvd. Suite 500 - Burlingame CA 94010 - 650.349.2364 - License #0606920

Workers' Compensation (Cont.)

Payroll Comparison

Code	Description	2013	2014	% Change
8742	Salespersons - Outside	\$ 352,000	\$ 360,000	2%
8810	Clerical Office Employees - N.O.C.	\$ 475,000	\$ 518,000	9%
9016	Boat Anchorage and Boat Rentals	\$ 1,306,800	\$ 1,510,643	16%
9016U	Longshore Payroll	\$ 13,200	\$ 15,106	14%
Total		\$ 2,147,000	\$ 2,403,749	12%

Base Rate Comparison

Class Code	2013 Zurich	2014 Zurich	% Change
8742	1.30	1.25	-4%
8810	0.98	0.99	1%
9016	11.37	13.03	15%
9016U	22.74	26.06	15%

Net Rate Comparison

Class Code	2013 Zurich	2014 Zurich	% Change
8742	0.92	0.90	-2%
8810	0.69	0.71	3%
9016	8.04	9.37	17%
9016U	16.07	18.73	17%

Experience Modification History

2010	2011	2012	2013	2014	% Change 2013 to 2014
84%	81%	108%	79%	85%	8%

Locations and Employees

Loc. #	Address	Full Time Employees	Part Time Employee	Total Employees
1	400 Oyster Point Blvd. #300 South San Francisco, CA 94080	6	0	6
2	925 Marina Blvd. South San Francisco, CA 94080	9	0	9
3	#1 Johnson Pier Half Moon Bay, CA 94019	12	0	12
	Harbor District Commissioners	0	5	5
Total		27	5	32



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INSURANCE SERVICE • 577 Airport Blvd. Suite 500 – Burlingame CA 94010 – 650.349.2364 – License #0606920

Management Liability

Insurance Company: National Union Fire Insurance Company of Pittsburg, PA
A.M. Best Rating: A (Excellent) XV
Proposed Policy Period: 07/01/14 to 07/01/15

Coverage Detail

Coverage Type: CLAIMS MADE

Limit: \$1,000,000 Public Officials and Employment Practices Combined Limit
(Per Claim and in the Aggregate)

Retentions: \$10,000 Each Public Officials Claim
\$25,000 Each Employment Practices Claim

Continuity Date: 6/12/12

Discovery: 365 Days at 100% additional premium

Endorsements: 97520 Amend Exclusion (T) – ERISA and FLSA Exclusions
52133 CA Cancellation / Nonrenewal Endorsement
68992 Bond Exclusion
80959 Fungus and Mold Exclusion Endorsement
89689 Intellectual Property Exclusion Endorsement (**replaces 76409**)
99744 Third Party Employment Practices Violations Endorsement
99747 Domestic Partner Extension
99750 Fraud Exclusion Amendatory Endorsement
99749 EEOC Hearing Coverage Enhancement Endorsement (**new**)
99752 Profit or Advantage Exclusion Amendatory Endorsement (**new**)
99758 Notice of Claim (Reporting by E-Mail)
89644 Economic Sanctions Endorsement
78859 Forms Index Endorsement



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INSURANCE SERVICE 577 Airport Blvd. Suite 500 – Burlingame CA 94010 – 650.349.2364 – License #0606920

Premium Summary

Coverage	2011 Travelers	2012 Travelers	2013 Travelers	2014 Travelers	% of Change 2013 - 2014
Property, Contractors' Equipment, Crime	\$9,980	\$10,338	\$10,804	\$15,637	44.73%
Docks & Piers	\$114,113	\$117,754	\$105,980	\$90,095	-14.99%
Marine Liability/Marina LL	\$33,000	\$35,700	\$30,000	\$25,500	-15.00%
Marine Hull and Protection and Indemnity	\$39,792	\$43,492	\$41,243	\$34,369	-16.67%
Auto	\$10,793	\$1,120	\$8,670	\$12,031	38.77%
Excess Liability/Bumpershoot	\$23,500	\$26,800	\$26,800	\$24,000	-10.45%
Subtotal	\$231,178	\$235,204	\$223,497	\$201,632	-9.78%
	Zurich	Zurich	Zurich	Zurich	% of Change 2013 - 2014
Workers' Compensation	\$86,556	\$119,030	\$114,846	\$152,355	32.66%
			National Union	National Union	% of Change 2013 - 2014
Management Liability	\$9,534	\$13,851	\$13,851	\$14,398	3.95%
				MacCorkle	% of Change 2013 - 2014
Broker Service Fee	N/A	N/A	N/A	\$40,000	N/A
Total Program Cost	\$327,268	\$368,085	\$352,194	\$408,385	15.95%

- *Mandatory State Fees are in addition to above premiums.*
- *2014 policies are being issued at net commission - 3-year Broker Service Fee Agreement in place effective 7/1/14.*

Notes:

- Property premium increase is due to an increase in property values of approximately 70% and a 78% increase in scheduled equipment
- Auto premium increase is due to 2 new vehicles being added.
- Travelers' rates remained flat with the exception of the property rate, which decreased by approximately 6% due to increase in values.
- Bumpershoot premium is flat, fully earned
- Workers' Compensation base rates were increased. Zurich offset some of the increase with scheduled credits and premium discount.
- Management Liability increase is primarily due to the current market conditions, especially in CA. The EPL environment continues to be litigious and carriers are seeing these claims have an impact on their books of business. Typically we are seeing increases start around 5%.



MACCORKLE

INSURANCE SERVICE 577 Airport Blvd. Suite 500 - Burlingame CA 94010 - 650.349.2364 - License #0606920

MacCorkle Insurance Service Acceptance of Proposal

This is not a policy.

This proposal for coverage is based on the information submitted by *San Mateo Co Harbor District*. Please indicate your acceptance of it by checking the appropriate square below.

Proposal is accepted as outlined.

Proposal is accepted with the changes listed below:

Please bind coverage and provide written binders as soon as possible.

Proposal is rejected.

X _____

Insured's Signature

Date

San Mateo Co Harbor District
400 Oyster Point Blvd., #300
South San Francisco, CA 94080



MACCORKLE

INSURANCE SERVICE • 577 Airport Blvd. Suite 500 – Burlingame CA 94010 – 650.349.2364 – License #0606920

Commercial Building Valuation Report

Travelers

Policy : San - Pump Station

6/02/2014

Risk Control Job #:

Survey Date:

INSURED

Effective Date:

Expiration Date:

Cost as of: 03/2014

Value Subject Desc:

BUILDING Pump Station - New
925 marina blvd
SOUTH SAN FRANCISCO, CA 94080

Location Adjustments

Climatic Region: 1 - Warm
High Wind Region: 1 - Minor Damage
Seismic Zone: 4 - Major Damage (Near Fault)

SECTION 1

SUPERSTRUCTURE

Occupancy: 100% pump station Story Height: 15 ft.
Construction Type: 100% Frame (ISO 1) Number of Stories: 1
Gross Floor Area: 500 sq. ft. Irregular Adjustment: None
Construction Quality: 2 - Average

Adjustments

Hillside Construction: Degree of Slope: Level Site Accessibility: Excellent
Site Position: Unknown Soil Condition: Excellent

Fees

Architect Fees: 7% is included
Profit and Overhead: 20% is included

SUMMARY OF COSTS

Reconstruction

SUPERSTRUCTURE

Site Preparation	155
Foundations	4,220
Foundation Walls, Interior Foundations, Slab On Ground	
Exterior	45,857
Framing, Exterior Wall, Structural Floor, Roof	
Interior	4,397

MS/B costs include labor and material, normal profit and overhead as of date of report. Costs represent general estimates which are not to be considered a detailed quantity survey. These costs include generalities and assumptions that are common to the types of structures represented in the software.

Commercial Building Valuation Report

Travelers

Policy : San - Pump Station

6/02/2014

INSURED

Effective Date:

Expiration Date

Cost as of:

03/2014

BUILDING: SUPERSTRUCTURE	Reconstruction	sq. ft.	\$/sq. ft.
Section 1: 100% pump station	\$66,028	500	\$132.06

BUILDING: SUBSTRUCTURE	Reconstruction	sq. ft.	\$/sq. ft.
SECTION 1:	\$0	0	\$0.00

Section Totals	Reconstruction	sq. ft.	\$/sq. ft.
SECTION 1: 100% pump station	\$66,028	500	\$132.06

BUILDING TOTAL, Pump Station - New	\$66,028	500	\$132.06
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BUILDING INSURANCE SUMMARY

Total Insured Amount \$68,742

Percent of Insurance to Value 104%

100% Co-insurance Requirement \$66,028

4% Variance \$2,714

VALUATION GRAND TOTAL	\$66,028	500	\$132.06
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MS/B costs include labor and material, normal profit and overhead as of date of report. Costs represent general estimates which are not to be considered a detailed quantity survey. These costs include generalities and assumptions that are common to the types of structures represented in the software.

Commercial Building Valuation Report

Travelers

Policy : San - Loc 2-4

6/02/2014

Risk Control Job #:

Survey Date:

INSURED

Effective Date:

Expiration Date:

Cost as of:

03/2014

Value Subject Desc:

BUILDING Fishing Pier Restroom - Loc 2-4
925 marina blvd.
SOUTH SAN FRANCISCO, CA 94080

Location Adjustments

Climatic Region: 1 - Warm
High Wind Region: 1 - Minor Damage
Seismic Zone: 4 - Major Damage (Near Fault)

SECTION 1

SUPERSTRUCTURE

Occupancy: 100% Restroom Building Story Height: 9 ft.
Construction Type: 100% Frame (ISO 1) Number of Stories: 1
Gross Floor Area: 568 sq. ft. Irregular Adjustment: None
Construction Quality: 2 - Average

Adjustments

Hillside Construction: Degree of Slope: Level Site Accessibility: Excellent
Site Position: Unknown Soil Condition: Excellent

Fees

Architect Fees: 7% is included
Profit and Overhead: 20% is included

SUMMARY OF COSTS

Reconstruction

SUPERSTRUCTURE

Site Preparation	185
Foundations	9,310
Foundation Walls, Interior Foundations, Slab On Ground	
Exterior	38,825
Framing, Exterior Wall, Structural Floor, Roof	
Interior	20,532

MS/B costs include labor and material, normal profit and overhead as of date of report. Costs represent general estimates which are not to be considered a detailed quantity survey. These costs include generalities and assumptions that are common to the types of structures represented in the software.

Commercial Building Valuation Report

Travelers

Policy : San - Loc 2-4

6/02/2014

INSURED

Effective Date:

Expiration Date

Cost as of: 03/2014

BUILDING: SUPERSTRUCTURE	Reconstruction	sq. ft.	\$/sq. ft.
Section 1: 100% Restroom Building	\$124,579	568	\$219.33

BUILDING: SUBSTRUCTURE	Reconstruction	sq. ft.	\$/sq. ft.
SECTION 1:	\$0	0	\$0.00

Section Totals	Reconstruction	sq. ft.	\$/sq. ft.
SECTION 1: 100% Restroom Building	\$124,579	568	\$219.33

BUILDING TOTAL, Fishing Pier Restroom - Loc 2-4	\$124,579	568	\$219.33
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BUILDING INSURANCE SUMMARY

Total Insured Amount	\$66,000
Percent of Insurance to Value	53%
100% Co-insurance Requirement	\$124,579
-47% Variance	-\$58,579

VALUATION GRAND TOTAL	\$124,579	568	\$219.33
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MS/B costs include labor and material, normal profit and overhead as of date of report. Costs represent general estimates which are not to be considered a detailed quantity survey. These costs include generalities and assumptions that are common to the types of structures represented in the software.

Commercial Building Valuation Report

Travelers

Policy : San - Loc 2-4

6/02/2014

Risk Control Job #:

Survey Date:

INSURED

Effective Date:

Expiration Date:

Cost as of:

03/2014

Value Subject Desc:

BUILDING Fishing Pier Restroom - Loc 2-4
925 marina blvd.
SOUTH SAN FRANCISCO, CA 94080

Location Adjustments

Climatic Region: 1 - Warm
High Wind Region: 1 - Minor Damage
Seismic Zone: 4 - Major Damage (Near Fault)

SECTION 1

SUPERSTRUCTURE

Occupancy: 100% Restroom Building Story Height: 9 ft.
Construction Type: 100% Frame (ISO 1) Number of Stories: 1
Gross Floor Area: 437 sq. ft. Irregular Adjustment: None
Construction Quality: 2 - Average

Adjustments

Hillside Construction: Degree of Slope: Level Site Accessibility: Excellent
Site Position: Unknown Soil Condition: Excellent

Fees

Architect Fees: 7% is included
Profit and Overhead: 20% is included

SUMMARY OF COSTS

Reconstruction

SUPERSTRUCTURE

Site Preparation	142
Foundations	8,142
Foundation Walls, Interior Foundations, Slab On Ground	
Exterior	32,733
Framing, Exterior Wall, Structural Floor, Roof	
Interior	16,480

MS/B costs include labor and material, normal profit and overhead as of date of report. Costs represent general estimates which are not to be considered a detailed quantity survey. These costs include generalities and assumptions that are common to the types of structures represented in the software.

Commercial Building Valuation Report

Travelers

Policy : San - Loc 2-4

6/02/2014

INSURED

Effective Date:

Expiration Date

Cost as of: 03/2014

BUILDING: SUPERSTRUCTURE	Reconstruction	sq. ft.	\$/sq. ft.
Section 1: 100% Restroom Building	\$99,444	437	\$227.56

BUILDING: SUBSTRUCTURE	Reconstruction	sq. ft.	\$/sq. ft.
SECTION 1:	\$0	0	\$0.00

Section Totals	Reconstruction	sq. ft.	\$/sq. ft.
SECTION 1: 100% Restroom Building	\$99,444	437	\$227.56

BUILDING TOTAL, Fishing Pier Restroom - Loc 2-4	\$99,444	437	\$227.56
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BUILDING INSURANCE SUMMARY

Total Insured Amount \$66,000

Percent of Insurance to Value 66%

100% Co-insurance Requirement \$99,444

-34% Variance \$-33,444

VALUATION GRAND TOTAL	\$99,444	437	\$227.56
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MS/B costs include labor and material, normal profit and overhead as of date of report. Costs represent general estimates which are not to be considered a detailed quantity survey. These costs include generalities and assumptions that are common to the types of structures represented in the software.

Commercial Building Valuation Report

Travelers

Policy : San - Loc 2 Gatehouse

6/02/2014

INSURED

Effective Date:

Expiration Date

Cost as of: 03/2014

BUILDING: SUPERSTRUCTURE	Reconstruction	sq. ft.	\$/sq. ft.
Section 1: 100% Gatehouse	\$120,683	437	\$276.16

BUILDING: SUBSTRUCTURE	Reconstruction	sq. ft.	\$/sq. ft.
SECTION 1:	\$0	0	\$0.00

Section Totals	Reconstruction	sq. ft.	\$/sq. ft.
SECTION 1: 100% Gatehouse	\$120,683	437	\$276.16

BUILDING TOTAL, Loc 2 Gatehouse	\$120,683	437	\$276.16
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BUILDING INSURANCE SUMMARY

Total Insured Amount \$328,965

Percent of Insurance to Value 273%

100% Co-insurance Requirement \$120,683

173% Variance \$208,282

VALUATION GRAND TOTAL	\$120,683	437	\$276.16
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MS/B costs include labor and material, normal profit and overhead as of date of report. Costs represent general estimates which are not to be considered a detailed quantity survey. These costs include generalities and assumptions that are common to the types of structures represented in the software.

Commercial Building Valuation Report

Travelers

Policy : San Mateo - 2-2

6/02/2014

Risk Control Job #:

Survey Date:

INSURED

Effective Date:

Expiration Date:

Cost as of: 03/2014

Value Subject Desc:

BUILDING Harbor Masters Office
925 marina blvd
SOUTH SAN FRANCISCO, CA 94080

Location Adjustments

Climatic Region: 1 - Warm
High Wind Region: 1 - Minor Damage
Seismic Zone: 4 - Major Damage (Near Fault)

SECTION 1

SUPERSTRUCTURE

Occupancy: 100% Office, Low-Rise Story Height: 12 ft.
Construction Type: 100% Frame (ISO 1) Number of Stories: 1
Gross Floor Area: 1,000 sq. ft. Irregular Adjustment: None
Construction Quality: 2 - Average

Adjustments

Hillside Construction: Degree of Slope: Level Site Accessibility: Excellent
Site Position: Unknown Soil Condition: Excellent

Fees

Architect Fees: 7% is included
Profit and Overhead: 20% is included

SUMMARY OF COSTS

Reconstruction

SUPERSTRUCTURE	
Site Preparation	328
Foundations	18,257
Foundation Walls, Interior Foundations, Slab On Ground	
Exterior	89,734
Framing, Exterior Wall, Structural Floor, Roof	
Interior	34,369

MS/B costs include labor and material, normal profit and overhead as of date of report. Costs represent general estimates which are not to be considered a detailed quantity survey. These costs include generalities and assumptions that are common to the types of structures represented in the software.

Commercial Building Valuation Report

Travelers

Policy : San Mateo - 2-2

6/02/2014

INSURED

Effective Date:

Expiration Date

Cost as of:

03/2014

BUILDING: SUPERSTRUCTURE	Reconstruction	sq. ft.	\$/sq. ft.
Section 1: 100% Office, Low-Rise	\$227,813	1,000	\$227.81

BUILDING: SUBSTRUCTURE	Reconstruction	sq. ft.	\$/sq. ft.
SECTION 1:	\$0	0	\$0.00

Section Totals	Reconstruction	sq. ft.	\$/sq. ft.
SECTION 1: 100% Office, Low-Rise	\$227,813	1,000	\$227.81

BUILDING TOTAL, Harbor Masters Office	\$227,813	1,000	\$227.81
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BUILDING INSURANCE SUMMARY

Total Insured Amount	\$365,500
Percent of Insurance to Value	160%
100% Co-insurance Requirement	\$227,813
60% Variance	\$137,687

VALUATION GRAND TOTAL	\$227,813	1,000	\$227.81
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MS/B costs include labor and material, normal profit and overhead as of date of report. Costs represent general estimates which are not to be considered a detailed quantity survey. These costs include generalities and assumptions that are common to the types of structures represented in the software.

Commercial Building Valuation Report

Travelers

Policy : San - Loc 2-3

6/02/2014

Risk Control Job #:

Survey Date:

INSURED

Effective Date:

Expiration Date:

Cost as of: 03/2014

Value Subject Desc:

BUILDING Maintenance Bldg Loc 2-2
925 marina blvd.
SOUTH SAN FRANCISCO, CA 94080

Location Adjustments

Climatic Region: 1 - Warm
High Wind Region: 1 - Minor Damage
Seismic Zone: 4 - Major Damage (Near Fault)

SECTION 1

SUPERSTRUCTURE

Occupancy: 100% Warehouse, Light Story Height: 20 ft.
Construction Type: 100% Pre-Engineered Metal (ISO 3) Number of Stories: 1
Gross Floor Area: 2,376 sq. ft. Irregular Adjustment: None
Construction Quality: 2 - Average

Adjustments

Hillside Construction: Degree of Slope: Level Site Accessibility: Excellent
Site Position: Unknown Soil Condition: Excellent

Fees

Architect Fees: 7% is included
Profit and Overhead: 20% is included

SUMMARY OF COSTS

Reconstruction

SUPERSTRUCTURE

Site Preparation	759
Foundations	19,049
Foundation Walls, Interior Foundations, Slab On Ground	
Exterior	185,767
Framing, Exterior Wall, Structural Floor, Roof	
Interior	12,649

MS/B costs include labor and material, normal profit and overhead as of date of report. Costs represent general estimates which are not to be considered a detailed quantity survey. These costs include generalities and assumptions that are common to the types of structures represented in the software.

Commercial Building Valuation Report

Travelers

Policy : San - Loc 2-3

6/02/2014

INSURED

Effective Date:

Expiration Date

Cost as of:

03/2014

BUILDING: SUPERSTRUCTURE	Reconstruction	sq. ft.	\$/sq. ft.
Section 1: 100% Warehouse, Light	\$249,521	2,376	\$105.02

BUILDING: SUBSTRUCTURE	Reconstruction	sq. ft.	\$/sq. ft.
SECTION 1:	\$0	0	\$0.00

Section Totals	Reconstruction	sq. ft.	\$/sq. ft.
SECTION 1: 100% Warehouse, Light	\$249,521	2,376	\$105.02

BUILDING TOTAL, Maintenance Bldg Loc 2-2	\$249,521	2,376	\$105.02
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BUILDING INSURANCE SUMMARY

Total Insured Amount \$140,000

Percent of Insurance to Value 56%

100% Co-insurance Requirement \$249,521

-44% Variance \$-109,521

VALUATION GRAND TOTAL	\$249,521	2,376	\$105.02
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MS:B costs include labor and material, normal profit and overhead as of date of report. Costs represent general estimates which are not to be considered a detailed quantity survey. These costs include generalities and assumptions that are common to the types of structures represented in the software.

Commercial Building Valuation Report

Travelers

Policy : San - Loc 3-9

6/02/2014

Risk Control Job #:

Survey Date:

INSURED

Effective Date:

Expiration Date:

Cost as of: 03/2014

Value Subject Desc:

BUILDING Loc 3-9 Multiple Occupancies
9 johnson pier
HALF MOON BAY, CA 94019

Location Adjustments

Climatic Region: 1 - Warm
High Wind Region: 1 - Minor Damage
Seismic Zone: 4 - Major Damage (Near Fault)

SECTION 1

SUPERSTRUCTURE

Occupancy: 57% Dining Story Height: 12 ft.
43% Stores 13 ft.
Construction Type: 100% Frame (ISO 1) Number of Stories: 1
Gross Floor Area: 7,473 sq. ft. Irregular Adjustment: None
Construction Quality: 2 - Average

Adjustments

Hillside Construction: Degree of Slope: Level Site Accessibility: Excellent
Site Position: Unknown Soil Condition: Excellent

Fees

Architect Fees: 7% is included
Profit and Overhead: 20% is included

SUMMARY OF COSTS

Reconstruction

SUPERSTRUCTURE

Site Preparation	2,547
Foundations	44,375
Foundation Walls, Interior Foundations, Slab On Ground	
Exterior	444,267
Framing, Exterior Wall, Structural Floor, Roof	

MS/B costs include labor and material, normal profit and overhead as of date of report. Costs represent general estimates which are not to be considered a detailed quantity survey. These costs include generalities and assumptions that are common to the types of structures represented in the software.

Commercial Building Valuation Report

Travelers

Policy : San - Loc 3-9

6/02/2014

INSURED

Effective Date:

Expiration Date

Cost as of:

03/2014

BUILDING: SUPERSTRUCTURE	Reconstruction	sq. ft.	\$/sq. ft.
Section 1: 57% Dining 43% Stores	\$1,299,413	7,473	\$173.88

BUILDING: SUBSTRUCTURE	Reconstruction	sq. ft.	\$/sq. ft.
SECTION 1:	\$0	0	\$0.00

Section Totals	Reconstruction	sq. ft.	\$/sq. ft.
SECTION 1: 57% Dining 43% Stores	\$1,299,413	7,473	\$173.88

BUILDING TOTAL, Loc 3-9 Multiple Occupancies	\$1,299,413	7,473	\$173.88
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BUILDING INSURANCE SUMMARY

Total Insured Amount	\$888,000
Percent of Insurance to Value	68%
100% Co-insurance Requirement	\$1,299,413
-32% Variance	\$-411,413

VALUATION GRAND TOTAL	\$1,299,413	7,473	\$173.88
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MS/B costs include labor and material, normal profit and overhead as of date of report. Costs represent general estimates which are not to be considered a detailed quantity survey. These costs include generalities and assumptions that are common to the types of structures represented in the software.

Commercial Building Valuation Report

Travelers

Policy : San - Loc 3-10

6/02/2014

Risk Control Job #:

Survey Date:

INSURED

Effective Date:

Expiration Date:

Cost as of: 03/2014

Value Subject Desc:

BUILDING Loc 3-10 Harbor Masters Office
1 johnson pier
HALF MOON BAY, CA 94019

Location Adjustments

Climatic Region: 1 - Warm
High Wind Region: 1 - Minor Damage
Seismic Zone: 4 - Major Damage (Near Fault)

SECTION 1

SUPERSTRUCTURE

Occupancy: 100% Office, Low-Rise Story Height: 12 ft.
Construction Type: 100% Frame (ISO 1) Number of Stories: 2
Gross Floor Area: 2,470 sq. ft. Irregular Adjustment: None
Construction Quality: 2 - Average

Adjustments

Hillside Construction: Degree of Slope: Level Site Accessibility: Excellent
Site Position: Unknown Soil Condition: Excellent

Fees

Architect Fees: 7% is included
Profit and Overhead: 20% is included

SUMMARY OF COSTS

Reconstruction

SUPERSTRUCTURE

Site Preparation	425
Foundations	10,515
Foundation Walls, Interior Foundations, Slab On Ground	
Exterior	199,102
Framing, Exterior Wall, Structural Floor, Roof	
Interior	87,746

MS/B costs include labor and material, normal profit and overhead as of date of report. Costs represent general estimates which are not to be considered a detailed quantity survey. These costs include generalities and assumptions that are common to the types of structures represented in the software.

Commercial Building Valuation Report

Travelers

Policy : San - Loc 3-10

6/02/2014

INSURED

Effective Date:

Expiration Date

Cost as of:

03/2014

BUILDING: SUPERSTRUCTURE	Reconstruction	sq. ft.	\$/sq. ft.
Section 1: 100% Office, Low-Rise	\$535,287	2,470	\$216.72

BUILDING: SUBSTRUCTURE	Reconstruction	sq. ft.	\$/sq. ft.
SECTION 1:	\$0	0	\$0.00

Section Totals	Reconstruction	sq. ft.	\$/sq. ft.
SECTION 1: 100% Office, Low-Rise	\$535,287	2,470	\$216.72

BUILDING TOTAL, Loc 3-10 Harbor Masters Office	\$535,287	2,470	\$216.72
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BUILDING INSURANCE SUMMARY

Total Insured Amount	\$1,236,122
Percent of Insurance to Value	231%
100% Co-insurance Requirement	\$535,287
131% Variance	\$700,835

VALUATION GRAND TOTAL	\$535,287	2,470	\$216.72
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MS/B costs include labor and material, normal profit and overhead as of date of report. Costs represent general estimates which are not to be considered a detailed quantity survey. These costs include generalities and assumptions that are common to the types of structures represented in the software.

Commercial Building Valuation Report

Travelers

Policy : San - Loc 3-11

6/02/2014

Risk Control Job #:

Survey Date:

INSURED

Effective Date:

Expiration Date:

Cost as of: 03/2014

Value Subject Desc:

BUILDING Loc 3-11
1 johnson pier
HALF MOON BAY, CA 94019

Location Adjustments

Climatic Region: 1 - Warm
High Wind Region: 1 - Minor Damage
Seismic Zone: 4 - Major Damage (Near Fault)

SECTION 1

SUPERSTRUCTURE

Occupancy: 100% Warehouse, Light Story Height: 20 ft.
Construction Type: 100% Frame (ISO 1) Number of Stories: 1
Gross Floor Area: 1,700 sq. ft. Irregular Adjustment: None
Construction Quality: 2 - Average

Adjustments

Hillside Construction: Degree of Slope: Level Site Accessibility: Excellent
Site Position: Unknown Soil Condition: Excellent

Fees

Architect Fees: 7% is included
Profit and Overhead: 20% is included

SUMMARY OF COSTS

Reconstruction

SUPERSTRUCTURE

Site Preparation	556
Foundations	16,424
Foundation Walls, Interior Foundations, Slab On Ground	
Exterior	139,988
Framing, Exterior Wall, Structural Floor, Roof	
Interior	9,538

MS/B costs include labor and material, normal profit and overhead as of date of report. Costs represent general estimates which are not to be considered a detailed quantity survey. These costs include generalities and assumptions that are common to the types of structures represented in the software.

Commercial Building Valuation Report

Travelers

Policy : San - Loc 3-11

6/02/2014

INSURED

Effective Date:

Expiration Date

Cost as of:

03/2014

BUILDING: SUPERSTRUCTURE	Reconstruction	sq. ft.	\$/sq. ft.
Section 1: 100% Warehouse, Light	\$191,706	1,700	\$112.77

BUILDING: SUBSTRUCTURE	Reconstruction	sq. ft.	\$/sq. ft.
SECTION 1:	\$0	0	\$0.00

Section Totals	Reconstruction	sq. ft.	\$/sq. ft.
SECTION 1: 100% Warehouse, Light	\$191,706	1,700	\$112.77

BUILDING TOTAL, Loc 3-11	\$191,706	1,700	\$112.77
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BUILDING INSURANCE SUMMARY

Total Insured Amount	\$54,500
Percent of Insurance to Value	28%
100% Co-insurance Requirement	\$191,706
-72% Variance	\$-137,206

VALUATION GRAND TOTAL	\$191,706	1,700	\$112.77
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MS/B costs include labor and material, normal profit and overhead as of date of report. Costs represent general estimates which are not to be considered a detailed quantity survey. These costs include generalities and assumptions that are common to the types of structures represented in the software.

Commercial Building Valuation Report

Travelers

Policy : San - Loc 3-12

6/02/2014

Risk Control Job #:

Survey Date:

INSURED

Effective Date:

Expiration Date:

Cost as of: 03/2014

Value Subject Desc:

BUILDING Loc 3-12 Restroom
1 johnson pier
HALF MOON BAY, CA 94019

Location Adjustments

Climatic Region: 1 - Warm
High Wind Region: 1 - Minor Damage
Seismic Zone: 4 - Major Damage (Near Fault)

SECTION 1

SUPERSTRUCTURE

Occupancy: 100% Restroom Building Story Height: 9 ft.
Construction Type: 100% Frame (ISO 1) Number of Stories: 1
Gross Floor Area: 100 sq. ft. Irregular Adjustment: None
Construction Quality: 2 - Average

Adjustments

Hillside Construction: Degree of Slope: Level Site Accessibility: Excellent
Site Position: Unknown Soil Condition: Excellent

Fees

Architect Fees: 7% is included
Profit and Overhead: 20% is included

SUMMARY OF COSTS

Reconstruction

SUPERSTRUCTURE

Site Preparation	34
Foundations	4,038
Foundation Walls, Interior Foundations, Slab On Ground	
Exterior	13,943
Framing, Exterior Wall, Structural Floor, Roof	
Interior	5,424

MS/B costs include labor and material, normal profit and overhead as of date of report. Costs represent general estimates which are not to be considered a detailed quantity survey. These costs include generalities and assumptions that are common to the types of structures represented in the software.

Commercial Building Valuation Report

Travelers

Policy : San - Loc 3-12

6/02/2014

INSURED

Effective Date:

Expiration Date

Cost as of:

03/2014

BUILDING: SUPERSTRUCTURE	Reconstruction	sq. ft.	\$/sq. ft.
Section 1: 100% Restroom Building	\$37,425	100	\$374.25

BUILDING: SUBSTRUCTURE	Reconstruction	sq. ft.	\$/sq. ft.
SECTION 1:	\$0	0	\$0.00

Section Totals	Reconstruction	sq. ft.	\$/sq. ft.
SECTION 1: 100% Restroom Building	\$37,425	100	\$374.25

BUILDING TOTAL, Loc 3-12 Restroom	\$37,425	100	\$374.25
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BUILDING INSURANCE SUMMARY

Total Insured Amount	\$65,000
Percent of Insurance to Value	174%
100% Co-insurance Requirement	\$37,425
74% Variance	\$27,575

VALUATION GRAND TOTAL	\$37,425	100	\$374.25
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MS/B costs include labor and material normal profit and overhead as of date of report. Costs represent general estimates which are not to be considered a detailed quantity survey. These costs include generalities and assumptions that are common to the types of structures represented in the software.

Commercial Building Valuation Report

Travelers

Policy : San - Loc 3-12

6/02/2014

Risk Control Job #:

Survey Date:

INSURED

Effective Date:

Expiration Date:

Cost as of: 03/2014

Value Subject Desc:

BUILDING Loc 3-12 Restroom
1 johnson pier
HALF MOON BAY, CA 94019

Location Adjustments

Climatic Region: 1 - Warm
High Wind Region: 1 - Minor Damage
Seismic Zone: 4 - Major Damage (Near Fault)

SECTION 1

SUPERSTRUCTURE

Occupancy: 100% Restrooms/Laundry/Showers Story Height: 9 ft.
Construction Type: 100% Frame (ISO 1) Number of Stories: 1
Gross Floor Area: 500 sq. ft. Irregular Adjustment: None
Construction Quality: 2 - Average

Adjustments

Hillside Construction: Degree of Slope: Level Site Accessibility: Excellent
Site Position: Unknown Soil Condition: Excellent

Fees

Architect Fees: 7% is included
Profit and Overhead: 20% is included

SUMMARY OF COSTS

Reconstruction

SUPERSTRUCTURE

Site Preparation	170
Foundations	9,141
Foundation Walls, Interior Foundations, Slab On Ground	
Exterior	39,373
Framing, Exterior Wall, Structural Floor, Roof	
Interior	27,989

MS/B costs include labor and material, normal profit and overhead as of date of report. Costs represent general estimates which are not to be considered a detailed quantity survey. These costs include generalities and assumptions that are common to the types of structures represented in the software.

Commercial Building Valuation Report

Travelers

Policy : San - Loc 3-12

6/02/2014

INSURED

Effective Date:

Expiration Date

Cost as of:

03/2014

BUILDING: SUPERSTRUCTURE	Reconstruction	sq. ft.	\$/sq. ft.
Section 1: 100% Restrooms/Laundry/Showers	\$117,316	500	\$234.63

BUILDING: SUBSTRUCTURE	Reconstruction	sq. ft.	\$/sq. ft.
SECTION 1:	\$0	0	\$0.00

Section Totals	Reconstruction	sq. ft.	\$/sq. ft.
SECTION 1: 100% Restrooms/Laundry/Showers	\$117,316	500	\$234.63

BUILDING TOTAL, Loc 3-12 Restroom	\$117,316	500	\$234.63
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BUILDING INSURANCE SUMMARY

Total Insured Amount	\$65,000
Percent of Insurance to Value	55%
100% Co-insurance Requirement	\$117,316
-45% Variance	-\$52,316

VALUATION GRAND TOTAL	\$117,316	500	\$234.63
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MS/B costs include labor and material, normal profit and overhead as of date of report. Costs represent general estimates which are not to be considered a detailed quantity survey. These costs include generalities and assumptions that are common to the types of structures represented in the software.

Commercial Building Valuation Report

Travelers

Policy : San - Loc 3-12

6/02/2014

Risk Control Job #:

Survey Date:

INSURED

Effective Date:

Expiration Date:

Cost as of: 03/2014

Value Subject Desc:

BUILDING Loc 3-14 Restroom
1 johnson pier
HALF MOON BAY, CA 94019

Location Adjustments

Climatic Region: 1 - Warm
High Wind Region: 1 - Minor Damage
Seismic Zone: 4 - Major Damage (Near Fault)

SECTION 1

SUPERSTRUCTURE

Occupancy: 100% Restroom Building Story Height: 9 ft.
Construction Type: 100% Frame (ISO 1) Number of Stories: 1
Gross Floor Area: 360 sq. ft. Irregular Adjustment: None
Construction Quality: 2 - Average

Adjustments

Hillside Construction: Degree of Slope: Level Site Accessibility: Excellent
Site Position: Unknown Soil Condition: Excellent

Fees

Architect Fees: 7% is included
Profit and Overhead: 20% is included

SUMMARY OF COSTS

Reconstruction

SUPERSTRUCTURE

Site Preparation	123
Foundations	7,730
Foundation Walls, Interior Foundations, Slab On Ground	
Exterior	30,309
Framing, Exterior Wall, Structural Floor, Roof	
Interior	14,812

MS/B costs include labor and material, normal profit and overhead as of date of report. Costs represent general estimates which are not to be considered a detailed quantity survey. These costs include generalities and assumptions that are common to the types of structures represented in the software.

Commercial Building Valuation Report

Travelers

Policy : San - Loc 3-12

6/02/2014

INSURED

Effective Date:

Expiration Date

Cost as of:

03/2014

BUILDING: SUPERSTRUCTURE	Reconstruction	sq. ft.	\$/sq. ft.
Section 1: 100% Restroom Building	\$89,551	360	\$248.75

BUILDING: SUBSTRUCTURE	Reconstruction	sq. ft.	\$/sq. ft.
SECTION 1:	\$0	0	\$0.00

Section Totals	Reconstruction	sq. ft.	\$/sq. ft.
SECTION 1: 100% Restroom Building	\$89,551	360	\$248.75

BUILDING TOTAL, Loc 3-14 Restroom	\$89,551	360	\$248.75
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BUILDING INSURANCE SUMMARY

Total Insured Amount	\$65,000
Percent of Insurance to Value	73%
100% Co-insurance Requirement	\$89,551
-27% Variance	\$-24,551

VALUATION GRAND TOTAL	\$89,551	360	\$248.75
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MS/B costs include labor and material, normal profit and overhead as of date of report. Costs represent general estimates which are not to be considered a detailed quantity survey. These costs include generalities and assumptions that are common to the types of structures represented in the software.

Commercial Building Valuation Report

Travelers

Policy : San - Loc 3-15

6/02/2014

Risk Control Job #:

Survey Date:

INSURED

Effective Date:

Expiration Date:

Cost as of: 03/2014

Value Subject Desc:

BUILDING Loc 3-15 Fish Wholesaler
1 johnson pier
HALF MOON BAY, CA 94019

Location Adjustments

Climatic Region: 1 - Warm
High Wind Region: 1 - Minor Damage
Seismic Zone: 4 - Major Damage (Near Fault)

SECTION 1

SUPERSTRUCTURE

Occupancy: 100% Store or Shop, General Story Height: 16 ft.
Construction Type: 100% Frame (ISO 1) Number of Stories: 1
Gross Floor Area: 4,800 sq. ft. Irregular Adjustment: None
Construction Quality: 2 - Average

Adjustments

Hillside Construction: Degree of Slope: Level Site Accessibility: Excellent
Site Position: Unknown Soil Condition: Excellent

Fees

Architect Fees: 7% is included
Profit and Overhead: 20% is included

SUMMARY OF COSTS

Reconstruction

SUPERSTRUCTURE

Site Preparation	1,621
Foundations	30,211
Foundation Walls, Interior Foundations, Slab On Ground	
Exterior	316,805
Framing, Exterior Wall, Structural Floor, Roof	
Interior	121,051

MS/B costs include labor and material, normal profit and overhead as of date of report. Costs represent general estimates which are not to be considered a detailed quantity survey. These costs include generalities and assumptions that are common to the types of structures represented in the software.

Commercial Building Valuation Report

Travelers

Policy : San - Loc 3-15

6/02/2014

INSURED

Effective Date:

Expiration Date

Cost as of:

03/2014

BUILDING: SUPERSTRUCTURE	Reconstruction	sq. ft.	\$/sq. ft.
Section 1: 100% Store or Shop, General	\$761,666	4,800	\$158.68

BUILDING: SUBSTRUCTURE	Reconstruction	sq. ft.	\$/sq. ft.
SECTION 1:	\$0	0	\$0.00

Section Totals	Reconstruction	sq. ft.	\$/sq. ft.
SECTION 1: 100% Store or Shop, General	\$761,666	4,800	\$158.68

BUILDING TOTAL, Loc 3-15 Fish Wholesaler	\$761,666	4,800	\$158.68
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BUILDING INSURANCE SUMMARY

Total Insured Amount	\$153,000
Percent of Insurance to Value	20%
100% Co-insurance Requirement	\$761,666
-80% Variance	\$-608,666

VALUATION GRAND TOTAL	\$761,666	4,800	\$158.68
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MS/B costs include labor and material, normal profit and overhead as of date of report. Costs represent general estimates which are not to be considered a detailed quantity survey. These costs include generalities and assumptions that are common to the types of structures represented in the software.

OYSTER POINT MAPPING



PILLAR POINT MAPPING





WELCOME TO THE TRAVELERS BUSINESS INCOME WORKSHEET FOR NON-MANUFACTURING COMPANIES.

BUSINESS INCOME INSURANCE: AN ESSENTIAL PART OF EVERY BUSINESS PLAN...Because the majority of businesses that shut their doors following a severe property loss never reopen them.

Disasters happen. Businesses temporarily close. Revenue streams dry up. But expenses continue and often rise significantly. A Business Income worksheet prompts the review of business continuity strategies and recovery plans. Business Income insurance is an essential part of your business' blueprint for survival. It is an essential business planning tool and indispensable disaster survival coverage

INDISPENSABLE DISASTER SURVIVAL COVERAGE

Following a major loss, there are lots of things that a business can do without – revenue isn't one of them. Most businesses underestimate the amount of time it takes to return to normal business operations. Consider the following:

- Cause and origins investigations and debris removal can span 1-2 months or more.
- Securing permits can take 2-3 months; even longer in urban settings due to density and local authority.
- Reconstruction can take 7-12 months (or years for complex operations)
- Replacement of machinery and equipment can take 2-18 months; troubleshooting and testing can take another 2 months
- The EPA and other regulatory agencies can create further delays

TRAVELERS BUSINESS INCOME & EXTRA EXPENSE WORKSHEETS

Business Income coverage increases a business' ability to survive a substantial loss. Travelers Business Income worksheet serves as a reality check for the Period of Restoration. Agreed Value coverage can only be triggered by a completed, signed and accepted BI worksheet.

- Coverage for Ordinary Payroll assists in the retention of valued employees during the Period of Restoration.
- For most businesses, revenue streams are not constant throughout the year; the BI worksheet identifies Seasonal Variation of revenue. Bad things often happen at inopportune times.
- Most businesses rely on others to either supply, sell or draw customers; the BI worksheet guides the insured through identifying their Dependent Business Income sources.
- Most businesses underestimate the additional costs associated with a loss; the Extra Expense section of the worksheet identifies expenses that may be insured.

HEIGHTENED SERVICE/REDUCED EXPOSURE

Rounding out your Property insurance program with Business Income coverage reduces your exposure to unforeseen loss while providing a critical part of your businesses continuity and disaster-planning program. Talk to your Travelers Agent to learn more about Business Income Insurance.

The Travelers Indemnity Company and its property casualty affiliates
One Tower Square
Hartford, CT 06183

This material does not amend, or otherwise affect, the provisions or coverages of any insurance policy or bond issued by Travelers. It is not a representation that coverage does or does not exist for any particular claim or loss under any such policy or bond. Coverage depends on the facts and circumstances involved in the claim or loss, all applicable policy or bond provisions, and any applicable law. Availability of coverage referenced in this document can depend on underwriting qualifications and state regulations.

BUSINESS INCOME EXTRA EXPENSE WORKSHEET NON-MANUFACTURERS



Insured Name: _____

Brief Description of Operations: _____

Location(s) included in this Projection: _____

Number of Locations: _____

Purpose:

This worksheet is a tool to help you estimate the amount of Business Income insurance you will need to cover your Business Income exposure in the event of a major covered loss. If the coverage you are purchasing includes Extra Expense, this worksheet also helps you estimate the additional amount of insurance needed to cover your Extra Expense exposure in the event of a covered loss.

Which numbers to use:

The Business Income Worksheet requires you to provide figures for the most recent twelve month period of your business, and your estimate of the figures for the next twelve month period that commences with the effective date or anniversary date of your Business Income insurance. You will need to adjust your estimates for reasonably predictable changes from the preceding time period. Some items to consider may include: a new union wage agreement, the planned launch of a new product line, a change in the cost of items purchased for resale or a change in the amount of rent.

Please note that if, during the policy year, you experience unexpected changes in income and/or expenses, you should recalculate the worksheet and submit these new figures, along with a request for any needed increase in your amount of business income insurance, to us. If you do not, and you experience a loss, you might not have enough insurance to cover your loss or your loss payment might be subject to a coinsurance penalty (as described below).

Coinsurance:

The Business Income insurance you are purchasing is subject to a coinsurance condition if the Agreed Value Coverage Option is not in effect at the time of the loss, so it is important that you understand how it works. A coinsurance condition requires you to carry a minimum amount of insurance, (your Business Income Limit.). This minimum amount is an agreed-upon percentage of your business income exposure (the sum of your net income and all operating expenses) for the 12 months following the effective date or last anniversary date of your insurance policy. If, at the time of loss, the amount of your Business Income limit is less than this amount, the amount we pay for the loss will be reduced. Subject to your amount of insurance, the most we will pay will be the proportion of your covered loss determined by dividing the Business Income Limit by the minimum amount of insurance you were required to carry.

Please note that when you complete this worksheet, you are estimating future amounts. Following a covered loss, we will perform a similar calculation but will have the benefit of the passage of time. We will use figures that are the actual results of your business operations from the effective date or last anniversary date of your Business Income insurance to the date of the loss. It is important to keep your figures up to date with unanticipated changes in your income and expenses during the policy year or you could be subject to the coinsurance penalty described above.

Yellow shaded cells are for user entry throughout the worksheets.	Other colored cells indicate calculations are performed. Other colored cells indicate calculations are performed.
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Business Income: Non-Manufacturers

Most Recent 12 Month Period Ending: (mm/dd/yyyy)	<u>Income and Expenses</u>	Estimated 12 Month Policy Period Beginning: (mm/dd/yyyy)
1/0/2000		1/0/2000
\$ -	A. Gross Sales	\$ -
\$ -	Less: Prepaid Freight - Outgoing	\$ -
\$ -	B. Less: Discounts, Returns & Allowances	\$ -
\$ -	Less: Bad Debts & Collection Expenses	\$ -
\$ -	C. EQUALS: Net Sales (A minus B)	\$ -
\$ -	Add: Commissions or Rents Earned	\$ -
\$ -	D. Add: Cash Discounts Received	\$ -
\$ -	Add: Other _____	\$ -
\$ -	E. EQUALS: Total Revenues (C plus D)	\$ -
\$ -	F. Less: Total Cost of Goods Sold	\$ -
\$ -	Less: Cost of services you purchase from outsiders to separately resell that DO NOT continue under contract. Costs that continue are NOT deducted.	\$ -
\$ -	H. Less: All "Ordinary Payroll" Expenses if they are to be excluded or limited. Payroll Limitation worksheet item PL5	\$ -
\$ -	I. Business Income Exposure for 12 Months (E-F-G-H)	\$ -

1. Period of Restoration (POR): Adjust for maximum time to rebuild, repair or replace property damaged by serious loss at an existing location or to move to a new permanent location and resume your normal operations. Select the number of months from 6 to 24.

12 ▼

K. Business Seasonality section -- use if POR is 12 months or fewer

Do you have **Seasonal Variations** in your operations?

Yes No

For seasonality adjustment to apply, the % of sales (as selected below) that can occur in the Period of Restoration must exceed the % shown to the right.

N/A

Select a % that represents sales that could occur in the Period of Restoration months. The % selected must be greater than that in the above calculated box.

100% ▼

\$ -	L. You may limit coverage for "Ordinary Payroll". Use the Payroll Worksheet to limit or exclude "Ordinary Payroll". If you are not limiting "Ordinary Payroll", Box H should remain at \$0.	\$ -
------	--	------

M. Minimum Amount of Business Income Insurance needed for your estimated Period of Restoration. Based on I. modified by J. and K. and L.

\$ -

N1. Extended Business Income: Select number of months you anticipate reduced income after resuming normal operations

12 ▼

N2. Additional amount of estimated reduced income for the full period of months indicated in N1 above.

\$ -

O. Are Extra Expenses to be insured **AND** included in your Business Income Limit of insurance? If **YES**, make sure Extra Expense worksheet is completed; if **NO**, leave \$0.

\$ -

P. YOUR ESTIMATED AMOUNT OF NEEDED BUSINESS INCOME & EXTRA EXPENSE (M + N + O)

\$ -



In the event of a catastrophic loss the business may not be operating at all or at full capacity. Will you continue to pay your "Ordinary Payroll" while the business is closed? **If you plan to continue to pay all of your workers**, and you want this included in your insurance coverage, then you do not want to limit "Ordinary Payroll". **Do not fill in the Payroll Worksheet below.**

By not filling in the worksheet below, you have chosen to insure for all payroll.

Ordinary payroll expenses include payroll, employee benefits if directly related to payroll, FICA and Medicare Payments, union dues, and Workers Compensation premiums. Some points to consider in deciding whether to exclude or include "Ordinary Payroll" (i.e. other than officers, executives, dept. mgrs and employees under contract): Would you lay off all your other employees in the event of a short interruption? Could you get them back when you re-open for business or would they have gone elsewhere? Do you have skilled or specialized labor?

"ORDINARY" PAYROLL LIMITATION WORKSHEET

Use this payroll worksheet ONLY IF you are limiting "Ordinary Payroll"

Most Recent 12 Month Period
Ending:
1/0/2000

Estimated 12 Month Policy
Period Beginning:
1/0/2000

\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-

- PW1.** Enter: 100% of all salaries and wages
- PW2.** Add: All employment taxes
- PW3.** Add: Workers Compensation Premiums
- PW4.** Add: Fringe benefits (see comment)
- PW5.** Add: Other _____
- PW6. EQUALS: TOTAL PAYROLL EXPOSURE**

\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-

You may limit "Ordinary Payroll", but not payroll for executives, officers, managers, contractual employees and employees necessary to the survival of the business after a catastrophic loss.

Payroll limitation portion of the Payroll Worksheet

Do you choose to limit "Ordinary Payroll"?

Yes No

The program assumes the limitation in the prospective policy period pertains to the prior period as well.

- PL1.** Necessary payroll
- PL2.** "Ordinary Payroll" (PW1 - PL1)

\$	-
\$	-

- PL3.** If you limit "Ordinary Payroll", then you are choosing to have insurance coverage for these workers for only 180 days, 90 days, or no coverage. Select the appropriate period of days.

0 Days = all "Ordinary Payroll" is excluded ▼

- PL4.** You will have this % of "Ordinary Payroll"

0%

- PL5.** This is your total exposure for "Ordinary Payroll" including taxes and benefits.

\$	-
----	---

- PL6.** This is the amount of payroll you selected to **not** cover under this policy.

\$	-
----	---

- PL7.** This is the amount of payroll you selected to cover under this policy. It will go into Box L of the Business Income worksheet and increases the Business Income Exposure. Box P.

\$	-
----	---



COST OF GOODS SOLD WORKSHEET

This is **NOT** the **GAAP** figure.
Do **NOT** include labor or overhead.

Most Recent 12 Month Period
Ending:
1/0/2000

Estimated 12 Month Policy Period
Beginning:
1/0/2000

\$	-
\$	-
\$	-
\$	-
\$	-

- CW1.** Beginning Inventory
- CW2.** Add: Purchases, (Merchandise bought for resale for the respective twelve month periods.) (Including transportation charges)
- CW3.** Add: Tangible supplies, (e.g. packaging materials for shipping items sold.)
- CW4.** DEDUCT: Ending inventory
- CW5.** **EQUALS: TOTAL COST OF GOODS SOLD**
THERE IS NO LABOR OR OVERHEAD
ALLOWED IN THIS FIGURE
(CW1 + CW2 + CW3 - CW4)

\$	-
\$	-
\$	-
\$	-
\$	-

Extra Expense Worksheet



ADDITIONAL EXPENSES AT TEMPORARY PREMISES	1st Month	2nd Month	3rd Month	Additional Months	TOTAL
Expense of Moving Equipment to and from Former Premises	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Labor, Altering and Equipping	\$ -	\$ -	\$ -	\$ -	\$ -
Light, Power, Heat	\$ -	\$ -	\$ -	\$ -	\$ -
Rent	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER ADDITIONAL EXPENSES					
Transportation Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Advertising/Postage Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Bonus for Quick Services	\$ -	\$ -	\$ -	\$ -	\$ -
Greater Cost by Others Compared to Your Own to Perform Your Usual Activities	\$ -	\$ -	\$ -	\$ -	\$ -
Janitorial and Security	\$ -	\$ -	\$ -	\$ -	\$ -
Legal and Other Professional Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Overtime Labor of Employees or Additional Staff or Temporary Labor	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase of Goods and Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Rent or Leasing of Equipment and Machinery	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone/Data Lines	\$ -	\$ -	\$ -	\$ -	\$ -
Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXTRA EXPENSES TO BE INSURED	\$ -	\$ -	\$ -	\$ -	\$ -



Business Income Interruption Worksheet

Non - Manufacturers



COINSURANCE: Coinsurance is a REQUIRED policy condition for Business Income Insurance. Agreed Value is an optional coverage that suspends, but does NOT eliminate the Coinsurance provision. SEE NOTES TO BETTER UNDERSTAND COINSURANCE AND AGREED VALUE.

Consult your agent or broker to help you determine an appropriate Coinsurance percentage to be stated on your policy.

Your valid options for Coinsurance percentages are shown below. When selecting the most appropriate option 'round down'. Enter your selected percentage in the appropriate box below :

If Agreed Value does NOT apply:	25%	30%	40%	50%	60%	70%	80%	90%	100%	125%	100%
--	-----	-----	-----	-----	-----	-----	-----	-----	------	------	------

DO NOT REDUCE BOX M. ABOVE BY THE COINSURANCE PERCENTAGE.

USE THIS BOX ONLY IF	AGREED VALUE COVERAGE OPTION APPLIES - Signature is Required
If Agreed Value applies: 50% 60% 70% 80% 90% 100% 125%	N/A
I certify that this is a true and correct report of values as required under this policy for the periods indicated and that the Agreed Value for the period of coverage is	
\$ -	The coinsurance percentage to be used is N/A Minimum is 50%
<i>Insured's Signature:</i> _____	<i>Official Title:</i> _____
<i>Date:</i> _____	



NOTES

COINSURANCE - INSURANCE TO VALUE REQUIREMENT

In the event of loss during the policy period, we will determine the actual business income exposure from policy year inception to the date of loss. To this actual amount we will add an appropriately projected amount of income exposure for the remainder of the 12 month policy period. (In effect, the insurer will calculate Box I of this worksheet, (if ordinary payroll is limited, that will be adjusted for), but will have the benefit of some actual figures as well as seeing during the POR which expenses continue and which ones do not continue). This more current annual amount will be multiplied by the Coinsurance percentage you selected for your policy. If the policy limit you carry is less than this more current required amount of insurance, your loss payment will be reduced.

Example: Policy Period = 01/01/20__ to 01/01/20__ Date of Loss = 08/01/20__
 Policy Limit = \$3,000,000 Coinsurance = 50%
 Loss = \$1,000,000

Actual Business Income from
 01/01/__ to 07/31/20__ = \$ 5,000,000

Projected Business income from 08/01/ __ to
 01/01/20__ = + \$ 3,000,000

**More Current Annual Amount
 of Needed Insurance = \$ 8,000,000**

\$8,000,000 x 50% coinsurance = \$ 4,000,000

Policy Limit of \$3,000,000 < \$4,000,000 required
 Therefore, \$3,000,000 / \$4,000,000 = .75 factor

.75 x \$1,000,000 loss = \$750,000 payable

Coinsurance Penalty = \$250,000 of loss not payable

AGREED VALUE

This provision suspends the Coinsurance provision, but does not eliminate it. In order for Agreed Value to be in effect, a signed business income worksheet must be submitted to and accepted by us prior to a loss.

A new Agreed Value worksheet must be submitted (1) no later than two weeks prior to the end of each twelve-month policy period, or (2) if you change the limit of Business Income insurance mid-term. Failure to submit a signed current worksheet will automatically reinstate the Coinsurance provision for the period going forward.

OTHER COVERAGE OPTIONS

These exposures are Not Covered under standard industry Business Income Coverage forms. Consult with your agent or broker if you answer "YES" to any of the following.

respond YES or NO

- 1 **Dependent Properties** - If any of the below types of properties you depend on suffered loss or damage from a covered cause of loss, would you incur a loss of income or extra expense as a result of their loss?
 - a. Key supplier(s) could not produce goods or services you depend on.
 - b. Key customer(s) could not receive your goods or services.
 - c. Properties which attract customers, e.g. stadiums, anchor stores.

NO
NO
NO

- 2 **Ordinance or Law** - Would complying with building ordinances or laws delay your repair or rebuilding?

NO

- 3 **Contract Penalties** - Do you have any contracts with customers which contain penalty clauses if you cannot supply them with goods or services?

NO

- 4 **Loss to Personal Property Away From Your Premises** - Would you lose significant income or incur significant extra expenses if your business personal property or property of others was lost or damaged while away from your premises? An example might be sales at an exhibit or trade show.

NO

- 5 **Leasehold Interest** - If you are a tenant, do you have a favorable long term lease compared to current market rental rates?

NO

Business income exposure means Net income before income taxes plus all operating expenses.

SAN MATEO COUNTY HARBOR DISTRICT

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



FINAL INTEGRATED OPERATING AND CAPITAL BUDGET FISCAL YEAR ENDING JUNE 30, 2015

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

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

Peter Grenell, General Manager

TRANSMITTAL LETTER

Honorable Members of the Board of Harbor Commissioners and Residents of San Mateo County:

We present to you the San Mateo County Harbor District's Final Integrated Operating and Capital Budget for Fiscal Year 2014-2015 totaling \$10,088,907. We have worked hard to bring you a Budget that clearly reflects the needs and challenges facing the Harbor District. The Harbor Commission has worked closely with staff in budget meetings to address the needs of Pillar Point Harbor and Oyster Point Marina/Park and the District as a whole. Staff recommends adoption of this budget.

BUDGET BACKGROUND

Harbor District's Scope of Operations: The District was created by the San Mateo County Board of Supervisors in 1933 with jurisdiction encompassed by the County boundaries. In addition to its operational responsibilities at Pillar Point Harbor in Princeton and Oyster Point Marina/Park in South San Francisco, the District may work elsewhere within the County. For example, it may assist County communities having San Francisco Bay shorelines with water transit-related emergency preparation and response; and it may join with the County and its municipalities in addressing the challenges of adapting to sea level rise.

The District began to create Pillar Point Harbor as a harbor of refuge for the commercial fishing fleet and other vessels in the late 1940s. After the Army Corps of Engineers built the federal breakwater in 1959-61, major harbor development in the 1980s was financed by loans from the California Department of Boating and Waterways (now a Division of the State Parks Department). In 1977, the District took over operations of the City of South San Francisco's Oyster Point Marina/Park under a Joint Powers Agreement and completed the marina's development with more DBW loans through the 1980s. The District's loan balance for the DBW funds was \$19.77 million in 1997; debt service payments have reduced this figure now to \$7.1 million.

The District operates as an enterprise agency, allocating its operational revenues including berth rents, live aboard fees, small boat launch fees, lease rents, and other fees and charges toward meeting operational expenses. In addition, the District expends substantial sums toward non-enterprise costs that generate no revenue, such as local sponsor cost share of a federal beach erosion control project at Pillar Point that has significant community interest, and repair of a popular and well-used shoreline trail. The District's share of property tax revenue helps defray costs like these that serve a broader segment of the County population and visitors than just boaters.



San Mateo County Harbor District

Board of Harbor Commissioners

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

Peter Grenell, General Manager

DISTRICT FINANCIAL HIGHLIGHTS

Debt Retirement: The Harbor District is on track to retire its remaining debt to the Division of Boating and Waterways (DBW) ahead of schedule in 2018. With its next debt service payment to DBW in July, the loan balance will be down to approximately \$5.9 million. After 2018, these DBW payments will no longer be necessary, thus enhancing its unrestricted cash reserves.

Prudent Allocation of Unrestricted Cash Reserves: The Harbor Commission, using its discretionary authority, assigns unrestricted cash to cover debt service, short term operating costs, emergency response needs, capital improvements, and a set-aside allocation to cover the District's entire unfunded termination benefit liability obligation. These designated uses can be adjusted by the Commission as needed to plan for changing future needs. The District maintains only one restricted reserve: a \$1.7 million amount for DBW debt collateral required by DBW. As of the most recent quarterly investment report, current unrestricted cash reserves total \$13,070,114 million.

The table below summarizes available unrestricted and restricted cash from 2005 to 2013, and shows a total increase of \$1,797,560:

Year	Available Cash	Restricted Cash	Total Cash
2005	\$9,976,124	\$1,510,811	\$11,486,935
2006	\$10,439,470	\$1,561,402	\$12,000,872
2007	\$9,024,999	\$1,627,389	\$10,652,388
2008	\$7,854,545	\$1,702,749	\$9,557,294
2009	\$7,817,446	\$1,651,280	\$9,468,726
2010	\$11,212,020	\$1,672,274	\$12,884,294
2011	\$11,805,185	\$1,691,043	\$13,496,228
2012	\$12,364,655	\$1,715,223	\$14,079,878
2013	\$11,547,199	\$1,737,296	\$13,284,495
Total Increase from 2005-2013	\$1,571,075	\$226,485	\$1,797,560



San Mateo County Harbor District

Board of Harbor Commissioners

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

Peter Grenell, General Manager

Total Assets: The Harbor District has approximately \$40 million in total assets, including all facilities contained in its fixed asset inventory. This level of total assets, together with the District's cash position, attests to the District's fiscal strength.

Strategic Business Plan: The District is embarking on a comprehensive planning process to identify updated action priorities and to align its resources to address needs for maintaining and improving its harbor facilities and other operational concerns over the next several years. These include but are not limited to: (a) identification of adaptive measures to sea level rise impacts; (b) achieving cost saving benefits from advance planning to reduce fluctuations in needed investment; and (c) diversifying our revenue streams to reduce reliance on property tax revenues. This planning process will involve extensive public outreach to harbor stakeholders and their wider communities.

Capital Improvements: The Harbor District continues to maintain and improve its harbor facilities based on review of periodic facilities condition surveys. The strategic business plan will formulate a strategy and phased capital improvements plan for upgrading, improving, replacing, and adding harbor facilities that will be coordinated with District financial planning and will include sea level rise adaptation measures.

BUDGET HIGHLIGHTS

What is a Budget? The District's budget is an itemized summary of desired and probable expenditures and income for the given period of FY 2014-15. But the budget is more than just a projection of receipts and disbursements: Our budget is a working document of a financial plan for the Harbor Commission and the public that identifies the operating costs considered essential to the successful operation of the District for that given period. Our budget is flexible, and subject to amendment as and when circumstances warrant, e. g., responding to unanticipated storm damage to facilities caused by a declared disaster emergency. In such a case, the District's discretionary emergency reserve would be tapped for immediate response while application for federal disaster relief funds is being processed.

Budget Process: The Harbor District's process for preparing its annual budget begins mid-year for the succeeding year's budget. District Finance staff begins the current fiscal year's mid-year performance to budget analysis. The Harbor Commission reviews the mid-year budget report in February. Having reviewed the current year's performance and identified budget issues and goals for the next fiscal year, staff prepares a first draft preliminary budget which is introduced by the Harbor Commission at a public hearing in March. The Commission continues the initial public budget hearing to each succeeding Commission meeting (twice a month) until adoption of the final budget in late June. This enables maximum opportunity for public review and comment, and for the Commission to consider and review refinements and other changes to the document during the process. By statute the Harbor Commission adopts a Preliminary Budget, usually in early May, and publishes a public notice that the Preliminary



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Budget is available for public review. This statutory review period is followed by preparation of the final budget for Commission action before the end of the fiscal year in June.

Estimated Revenue: Projected Operating Revenue has been budgeted at \$3,788,250. This is an increase of 4% over last year's budget and is mostly due to increases in rents resulting from CPI adjustments. Operational grants for the destruction of abandoned vessels have been included in the FY 2014-2015 budget as operational revenues. Budgeted operating revenues from grants and other one-time payments are estimated to be lower than last year because the Districted received a \$2 million reimbursement for replacement of Dock 11 at Oyster Point Marina/Park (OPM), a \$250,000 federal grant to rebuild the OPM guest dock, as well as a \$600,000 reimbursement for the District's local sponsor share of the federal OPM breakwater wave attenuator project. These funds were applied only in 2013-2014. Other factors affecting operating revenues are the continuing drought conditions and potential adverse drought impacts on commercial fishing which could affect the District's fishing-related revenue.

Projected Non-Operating Revenues for FY 2014-2015 include taxes and interest income. For this forthcoming fiscal year, \$5,117,300 has been budgeted in non-operating revenues. This category is comprised mostly of tax revenues; only \$67,300 consists of interest and miscellaneous income. The budget does not assume the County will be able to provide RDA (redevelopment) revenues. With the State's elimination of redevelopment agencies, payments to the District will no longer be made.

The District does estimate for the first time in this budget Educational Revenue Augmentation Funds (ERAF) at \$800,000. Since 1992, an estimated portion of the District's property tax revenue share has gone to the State's ERAF, as is done by other local agencies receiving such tax revenue. The District had not budgeted such reimbursements in previous years as estimates of this source were uncertain. However, partial reimbursements to the District of these ERAF funds have been consistent over the last several years, so an estimate is included in this budget.

Estimated Expenses: Projected Operating Expenses at the Harbor and Marina, excluding termination expense, interest expenses, depreciation, and capital projects are budgeted at \$7,297,254 compared to FY 2012-2013 at \$6,271,337. This represents an increase of \$1,025,917. This larger estimate results from increases in operational expenses such as cost of living increases, vessel destruction costs, legal services, contractual services, insurance, and utility costs. The District has experienced an decrease in interest expense for the Division of Boating and Waterways debt service due to the reduction in outstanding loan balance.

Capital Projects: Capital project expenditures for FY 2014-2015 are modest compared to prior years. Capital projects budgeted in FY 2014-15 include a previously authorized project - repairs to the Pillar Point west trail at \$355,933, carried over from FY 2013-2014, and five new minor



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projects totaling \$190,000: at Pillar Point, mooring replacements, design of a replacement restroom at the boat launch ramp, engineering for inner harbor maintenance dredging, and paid parking; and at Oyster Point, response measures to high tide-caused occasional flooding. The District is completing a Facilities Condition Survey for both harbors. Information from this survey will help guide budget decisions on capital projects for the following budget year, and will also inform analyses carried out as part of the strategic business plan process.

Prudent Set-Aside for Unfunded Termination Benefit Liability: A sum of \$2.9 million is assigned by the Harbor Commission to fully cover this obligation. At the Harbor District, an employee accrues this benefit according to length of service: for each year of service, six months of benefit is accrued. An employee becomes eligible to receive this benefit after twelve years of continuous service. This obligation is discharged gradually over an extended period of time as each employee vested in the benefit leaves District employment. Nevertheless, the District has the financial capacity to designate the full amount of this obligation at this time as a prudent reserve.

The table below summarizes the budget’s proposed revenues and expenses and the variance from the previous year. Projected revenues are increased, while non-operating and capital and carry-over expenses are reduced from 2013-2014.

	FY 13-14 Preliminary Budget	FY 14-15 Final Budget Proposed
Operating Revenue	\$3,651,249	\$3,788,250
Non-Operating Revenue	\$3,907,983	\$5,117,300
Total Revenue	\$7,559,232	\$8,905,550
Salary & Payroll Burden	\$3,604,966	\$4,182,897
Operating Expenses	\$2,787,358	\$3,425,650
Non-Operating Expenses	\$2,012,820	\$1,934,426
Capital	\$895,000	\$190,000
Carryovers	\$801,329	\$355,933
Total All Costs	\$10,101,473	\$10,088,906
Difference	-\$2,542,241	-\$1,183,356



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FUTURE OUTLOOK

The Harbor District's Strategic Business Plan will be developed over the next one and one-half years, and will provide a multi-year framework for future operations and operational economies, facilities maintenance and capital improvements, adaptive responses to sea level rise, fishing industry sustainability, investments, revenue enhancement, debt management, and fiscal planning. Through its annual Finance and Priorities workshop process, the Harbor Commission will use the Plan to guide its ongoing budget preparations and adjust its action priorities. The Plan itself will be reviewed regularly and course corrections made as changing circumstances warrant.

The District will continue on its path to retire its Boating and Waterways loan balance ahead of schedule by 2018 or sooner. The District's 2014 debt service payment will reduce the debt to \$5.9 million from its original \$19.77 million. This declining loan balance will result in lower interest expenses, create additional borrowing capacity, and improve the District's overall fiscal position going forward.

The District will expand its efforts to seek new ways to increase and diversify its revenues, in order to enable needed improvements including sea level rise adaptations, reduction of the District's reliance on property tax revenues, support for its contributions to sustaining the fishing industry at Pillar Point, and to respond more cost-effectively to the opportunities and challenges arising from Pillar Point's growing importance as a regional coastal destination and activity center. This activity will include working more closely with the City of South San Francisco to assist City efforts to promote development at Oyster Point Marina/Park. Increased economic activity including visitor-serving amenities will encourage increasing marina occupancy. Nonetheless, a lagging economy and a changing boating market will continue challenging achievement of greater occupancy.

At both Pillar Point and Oyster Point, the District will continue its activities to maintain its Clean Marina Certifications. It will expand its work with the San Mateo County Resource Conservation District to further identify and address the upland sources and causes of water quality impacts.

With its Countywide jurisdiction, the Harbor District will work with the County and other public entities to address the serious sea level rise challenges facing San Mateo County.

ACKNOWLEDGEMENTS

Preparation of the Budget, as always, has been a team effort of the Commissioners, management and finance staff, and General Manager.

SAN MATEO COUNTY HARBOR DISTRICT

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



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

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

**FINAL 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

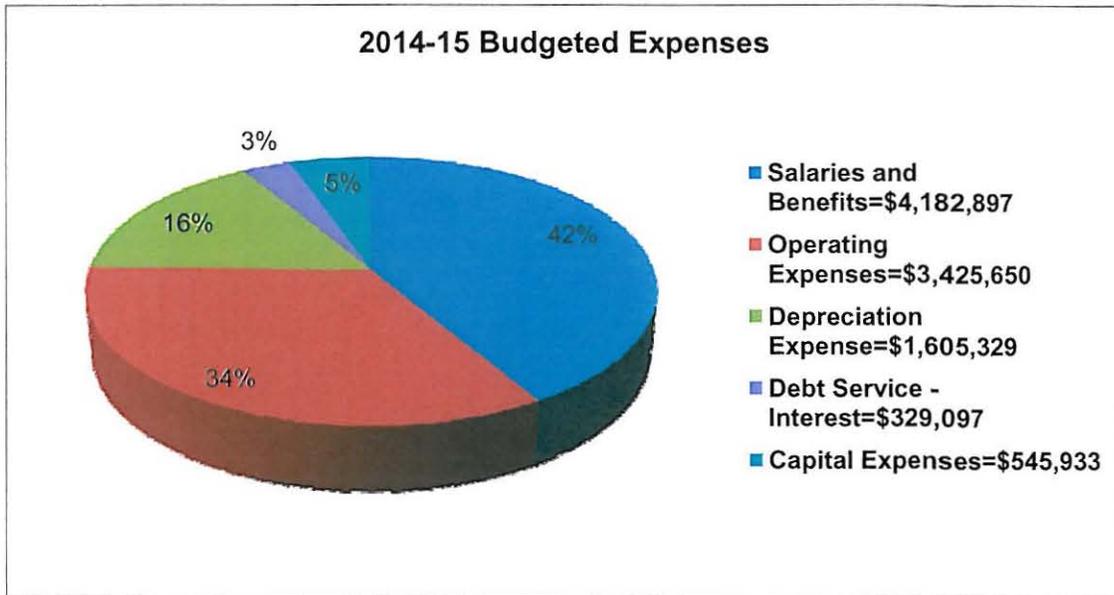
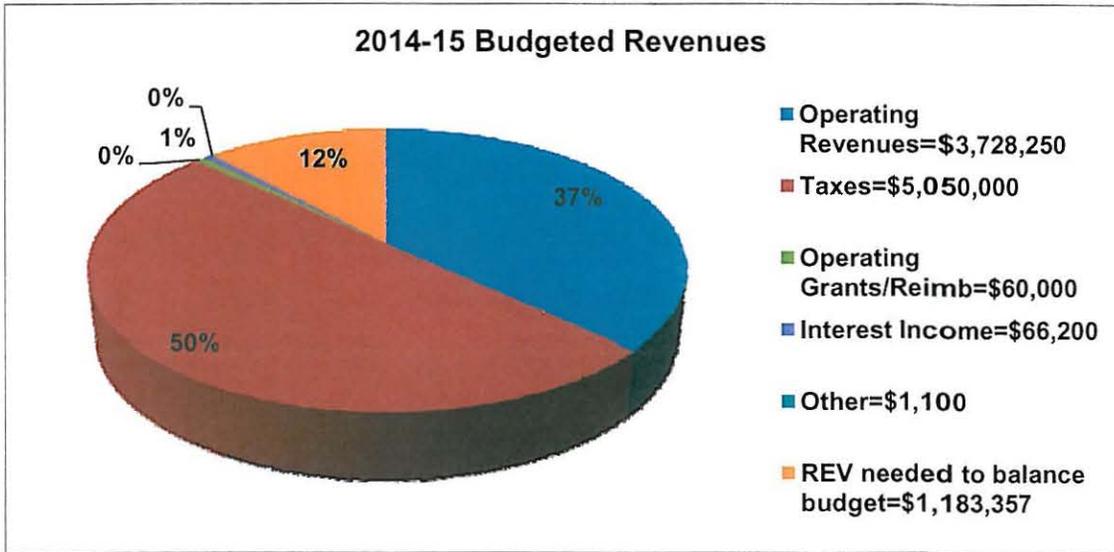
SAN MATEO COUNTY HARBOR DISTRICT
FISCAL YEAR 2014-2015 FINAL BUDGET

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	3,049,388	3,869,770	3,788,250
Non-Operating Revenues	5,236,528	3,907,983	5,982,345	6,726,117	5,117,300 *
TOTAL REVENUES	9,315,496	7,532,232	9,031,734	10,595,887	8,905,550
Operating Expenses	5,204,451	7,548,041	4,730,659	7,038,069	7,608,547 **
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	9,542,974
NET INCREASE(DECREASE)	2,255,909	(2,028,629)	3,925,244	1,711,513	(637,424)
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	10,088,907
TOTAL INCREASE(DECREASE) INCLUDING CAPITAL	(1,038,367)	(5,296,482)	2,674,317	(245,600)	(1,183,357)

* Includes ERAF revenue projection of \$800K, **Includes \$48K for Resource Conservation District

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 \$545,933 are made up of \$190,000 in new projects and \$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 FINAL 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	5,050,000	0	5,050,000
Interest Income	0	0	66,200	0	66,200
Miscellaneous Revenues	0	0	1,100	0	1,100
Total Non-Operating Revenues	0	0	5,117,300	0	5,117,300
TOTAL REVENUES	2,375,800	1,412,450	5,117,300	0	8,905,550

* Includes ERAF revenue projection of \$800K

SAN MATEO COUNTY HARBOR DISTRICT
 FISCAL YEAR 2014-2015 FINAL 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 FINAL 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	111,350	109,750	33,150	5,300	259,550
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 Public Access	0	0	0	0	0
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	1,331,505	862,375	401,975	829,795	3,425,650
Total All Operating, Salary and Benefit Expenses	3,156,724	2,172,997	1,355,739	923,087	7,608,547
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	3,928,529	3,321,662	1,369,695	923,087	9,542,974

*Includes \$48K for Resource Conservation District

SAN MATEO COUNTY HARBOR DISTRICT
FISCAL YEAR 2014-2015 FINAL 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	4,449,462	3,346,662	1,369,695	923,087	10,088,907
TOTAL REVENUES LESS TOTAL EXPENSES					(1,183,357)

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 FINAL 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	4,997,570	6,332,115	3,788,250
Non-Operating Revenues	5,236,528	3,907,983	5,982,345	6,726,117	5,117,300
TOTAL REVENUES	9,315,496	7,532,232	10,979,915	13,058,232	8,905,550

* Includes \$800K for ERAF

SAN MATEO COUNTY HARBOR DISTRICT
FISCAL YEAR 2014-2015 FINAL 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	494,974	582,974	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	1,948,182	2,462,345	2,375,800

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 FINAL 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 \$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 FINAL 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	5,050,000
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	5,117,300

***Includes \$800K for ERAF**

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) have not been included in the District's budget in the past but have been a consistent revenue source and this budget includes the expected ERAF revenue of \$800K. ~~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 FINAL 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	3,425,650
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	9,542,974
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	10,088,907

* Includes \$48K for Conservation Resource Board

SAN MATEO COUNTY HARBOR DISTRICT
FISCAL YEAR 2014-2015 FINAL 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

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	111,350
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	1,331,505
*Includes \$48K for Resource Conservation District					
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 FINAL 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 FINAL 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 FINAL 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
2014-15 Budget Appropriation	0	61,200	0	61,200	0
Inner Harbor Dredging					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	70,000
Total Capital Projects	1,366,216	2,526,991	776,737	1,361,251	520,933
TOTAL EXPENSES	4,197,573	7,077,333	3,184,324	5,597,211	4,449,462

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 \$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 \$ 520,933, of which \$355,933 are carryover funds. Current projects include design for the Launch Ramp restrooms, , Dredging for the inner harbor, Mooring replacements, and Paid parking.

SAN MATEO COUNTY HARBOR DISTRICT
FISCAL YEAR 2014-2015 FINAL 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 FINAL 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
NON-OPERATING EXPENSES:					
Depreciation Expense	895,928	818,000	0	818,000	988,195
Interest Expense - DBAW Loan	194,225	183,250	192,573	192,573	160,470
Total Non-Operating Expenses	1,090,153	1,001,250	192,573	1,010,573	1,148,665

SAN MATEO COUNTY HARBOR DISTRICT
FISCAL YEAR 2014-2015 FINAL 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 FINAL 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 FINAL 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 \$70 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 FINAL 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 \$ 829,795 thousand compared with \$-374,787 thousand projected for FY2013-14. The FY2014-15 budget and FY2013-14 projections are approximately \$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 FINAL BUDGET

Capital Improvement Projects

	<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

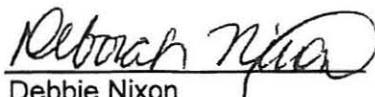
Against: Brennan

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 border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Berth Size</th> <th style="text-align: center;">Dock D-H</th> <th style="text-align: center;">Dock A-C</th> </tr> </thead> <tbody> <tr> <td>30'</td> <td style="text-align: right;">273.00</td> <td style="text-align: right;">278.25</td> </tr> <tr> <td>35'</td> <td style="text-align: right;">315.00</td> <td style="text-align: right;">320.25</td> </tr> <tr> <td>40'</td> <td style="text-align: right;">357.00</td> <td style="text-align: right;">362.25</td> </tr> <tr> <td>45'</td> <td style="text-align: right;">404.50</td> <td style="text-align: right;">409.50</td> </tr> <tr> <td>50'</td> <td style="text-align: right;">441.00</td> <td style="text-align: right;">446.25</td> </tr> <tr> <td>55'</td> <td style="text-align: right;">483.00</td> <td style="text-align: right;">488.25</td> </tr> <tr> <td>65'</td> <td style="text-align: right;">567.00</td> <td style="text-align: right;">572.25</td> </tr> <tr> <td>65' +</td> <td style="text-align: right;">\$8.80/ft</td> <td style="text-align: right;">\$8.90/ft</td> </tr> <tr> <td>Skiffs*</td> <td style="text-align: right;">52.50</td> <td style="text-align: right;">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. - 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 - 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: - 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 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

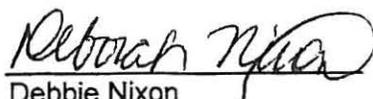
Against: Brennan

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 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.

Resolution 18-14
to
Adopt the Final Fiscal Year 2014-2015
Integrated Operating and Capital Budget
of the
San Mateo County Harbor District

Whereas, the Board of Harbor Commissioners, pursuant to § 6093.1 of the Harbors and Navigation Code of the State of California, introduced and adopted the Preliminary Integrating Operating and Capital Budget for Fiscal Year 2014-2015 on June 18, 2014 and

Whereas, said Board set 6:00 p.m., June 18, 2014 at the Municipal Services Building, 33 Arroyo Drive, South San Francisco, California as said time and place for the public hearing on the fixing and adoption of the Final Integrated Operating and Capital Budget for Fiscal Year 2013-14, and

Whereas, notice of said hearing was duly given by publication in the San Mateo Times on May 7, 2014, and

Whereas, copies of the budget were made available at Pillar Point Harbor Harbormaster's office, Oyster Point Marina/Park Harbormaster's Office, and the District's Administrative Office, and

Whereas, it appears to be in the best interest of the taxpayers of the District that the Final Integrated Operating and Capital Budget for Fiscal Year 2014-15 be adopted in the format set forth in Exhibit A, attached hereto, and by reference incorporated herein.

Now, Therefore, Be It Resolved that a Final Integrated Operating and Capital Budget for Fiscal Year 2014-15 of \$10,088,907 as set forth in Exhibit A, attached hereto and by reference incorporated herein, be adopted for Fiscal Year 2014-15.

Be It Further Resolved, that the Board shall report the Final Integrated Budget to the Board of Supervisors of the County of San Mateo in accordance with the Harbors and Navigation Code of the State of California.

Approved this 18th day of June, 2014 at the regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

For:

Against:

Absent:

Attested

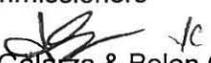
BOARD OF HARBOR COMMISSIONERS

Debbie Nixon
Deputy Secretary

Robert Bernardo
President

Memorandum

TO: Harbor Commissioners

FROM:  Debra Galarza & Belen Cruz

RE: Bills & Claims for Period Ending 6/18/14

Total Disbursements being submitted for your review: \$ 1,606,668.67

These include:

Handchecks in the amount of: \$ 116,776.36

Payables in the amount of: \$ 1,489,892.31

<u>Dept. Code</u>	<u>Description</u>		<u>Page Reference</u>
101	Harbor Commission	\$ 5,560.39	2
103	Administration	\$ 34,023.01	2
201	Pillar Point Harbor	\$ 786,848.92	2
301	Oyster Point Marina	\$ 723,375.79	2
	Payroll Related	\$ 56,860.56	2
	Total for Review	\$ 1,606,668.67	2

Notes:

Handchecks Written for:

Payroll \$ 56,860.56

Invoices with Due Dates on or Before Board Meeting \$ 59,915.80

Total Handchecks Written: \$ 116,776.36

BILLS CLAIMS FOR 6/18/14 BOARD MEETING

VENDOR	DESCRIPTION	AMOUNT	PAYROLL RELATED	COMM 101	ADMIN 103	PILLAR POINT 201	OYSTER POINT 301
AARONSON, DICKERSON, COHN & LANZONE	LEGAL SERVICES	11,202.75		2,730.00	6,084.00	97.50	2,291.25
ADP, INC.	PAYROLL PROCESSING	464.90		70.44	98.62	190.18	105.66
ARAMARK UNIFORM SERVICES	UNIFORM SERVICES	204.14					204.14
BHI MANAGEMENT CONSULTING	CONTRACTUAL SERVICES - PROF	2,000.00		2,000.00			
BLUE RIBBON SUPPLY	OPERATING SUPPLIES	499.96				499.96	
PETER BOLOGNA	REFUND DEPOSIT	217.03				217.03	
TODD BROWN	REFUND DEPOSIT	256.19					256.19
RON BURTON	REFUND DEPOSIT	18.53				18.53	
MURRAY BUYS	REFUND DEPOSIT	155.73				155.73	
CALIFORNIA WATER SERVICE	UTILITIES	60.90					60.90
CLARK PEST CONTROL	CONTRACTUAL SERVICES	75.00					75.00
DEPARTMENT OF PARKS & RECREATION	LOAN PAYMENT	1,393,093.77				713,811.53	679,282.24
DOODYCALLS, LLC	OPERATING SUPPLIES	1,317.15				1,317.15	
DORNBUSCH ASSOCIATES	CONTRACTUAL SERVICES	11,800.00				11,800.00	
DAN DURBIN	REFUND DEPOSIT	363.44				363.44	
FEDERAL EXPRESS CORP.	CONTRACTUAL SERVICES	30.28		30.28			
FIRSTCHOICE	CONTRACTUAL SERVICES	53.45			53.45		
RICK FITZPATRICK	REFUND DEPOSIT	428.40				428.40	
STEVE FOSMARK	REFUND DEPOSIT	441.00				441.00	
FOSTER CITY ISLANDER	ADVERTISING EXPENSE	130.00		130.00			
CHRISTOPHER FOX	REFUND DEPOSIT	235.20				235.20	
GARDA CL WEST, INC.	CONTRACTUAL SERVICES	238.50				121.60	116.90
GHD, INC.	CAPITA PROJECT	16,688.30				16,688.30	
HALF MOON BAY REVIEW	ADVERTISING EXPENSE	299.00		99.67		99.66	99.67
MARIETTA HARRIS	REIMBURSE MILEAGE	188.04			188.04		
KEVIN HARTIG	REFUND DEPOSIT	273.35					273.35
KEN HILL	REFUND DEPOSIT	357.00				357.00	
CATHERINE JENSEN	REFUND DEPOSIT	288.57				288.57	
JJACPA, INC.	CONTRACTUAL SERVICES - PROF	7,122.50			7,122.50		
CARLIANE JOHNSON	REFUND DEPOSIT	97.44				97.44	
BONNIE LAM	REFUND DEPOSIT	639.69				639.69	
RAMIRO LONG	REFUND DEPOSIT	69.45					69.45
JONATHAN LYNN	REFUND DEPOSIT	119.00				119.00	
STEPHEN MCKEE	REFUND DEPOSIT	719.83				719.83	
THE MERCURY NEWS	ADVERTISING EXPENSE	172.37				86.19	86.18
MISSION UNIFORM SERVICE, INC.	UNIFORM SERVICES	367.16				367.16	
NAUTICAL SOFTWARE SOLUTION	CONTRACTUAL SERVICES - PROF	975.00				975.00	
MEO VAN NGUYEN	REFUND DEPOSIT	60.70				60.70	
OFFICE DEPOT, INC.	OFFICE SUPPLIES	618.91			372.25	194.18	52.48
O'REILLY AUTOMOTIVE, INC.	REPAIRS & MAINTENANCE	555.30				555.30	
PACIFIC COLOR GRAPHICS	OFFICE SUPPLIES	92.73				92.73	
PACIFICA COMMUNITY TELEVISION	CONFERENCES & MEETINGS	500.00		500.00			
PG&E	UTILITIES	231.61					231.61
RECOLOGY OF THE COAST	GARBAGE COLLECTION	10,053.45				10,053.45	
DIANE REINERTSEN	REFUND DEPOSIT	188.98				188.98	
SAFETY KLEEN SYSTEMS INC.	CONTRACTUAL SERVICES	307.88				307.88	
SAN DIEGO BOAT MOVERS	VESSEL ABATEMENT	11,800.00					11,800.00
SAN MATEO DAILY JOURNAL	ADVERTISING EXPENSE	462.00				462.00	
ISRAEL SORIANO	REFUND DEPOSIT	167.14					167.14
SOUTH SAN FRANCISCO SCAVENGER	GARBAGE COLLECTION	2,116.40					2,116.40
JEFFREY SYLVA	REFUND DEPOSIT	142.05				142.05	
THE WELL CONNECTED OFFICE	CONTRACTUAL SERVICES - PROF	3,731.40			1,175.00	1,596.95	959.45
THE URBAN FARMER STORE	VALVE & FITTINGS FOR DREDGING	268.44					268.44
CHUCK WISE	REFUND DEPOSIT	385.00				385.00	
DAVID WORDEN	REIMBURSE BLDG EXPENSES	6,092.30			6,092.30		
HOWARD WRIGHT	REFUND DEPOSIT	455.00				455.00	
SUBTOTAL OF PAYMENTS TO BE PROCESSED 6/18/14		1,489,892.31	-	5,560.39	21,186.16	764,629.31	698,516.45
AT&T	TELEPHONE/COMMUNICATIONS	73.39					73.39
CALIFORNIA WATER SERVICE	UTILITIES	2,328.37					2,328.37
CALPERS SUPPLEMENTAL INCOME	PAYROLL DED PAYABLE	4,968.00	4,968.00				
CINTAS CORPORATION	OPERATING SUPPLIES	103.58					103.58
COMCAST	TELEPHONE/COMMUNICATIONS	397.50			397.50		
FIRSTCHOICE	WATER SERVICES	46.35			46.35		
GREENLEAF COMPACTION, INC.	GARBAGE DISPOSAL	1,001.46				1,001.46	
KASHIWA FUDOSAN AMERICA, INC.	OFFICE RENT	7,350.00			7,350.00		
MARINE LIEN SALES SERVICE	LIEN SALE	200.00					200.00
MC COY'S PATROL SERVICE	CONTRACTUAL SERVICES	7,352.04					7,352.04
OPERATING ENGINEERS TRUST	HEALTH INSURANCE	28,279.00	28,279.00				
PG&E	UTILITIES	16,931.68				8,429.57	8,502.11
PRINCETON FISHING GEAR	OPERATING SUPPLIES	102.91				102.91	
RECOLOGY OF THE COAST	GARBAGE DISPOSAL	304.02				304.02	
RICHARD TAYLOR	REFUND DEPOSIT	785.87				785.87	
SMITHS GOLF CARS INC	REPAIRS & MAINTENANCE	1,411.24					1,411.24
STANDARD INSURANCE CO.	LIFE & DISABILITY INSURANCE	3,495.56	3,495.56				
TEAMSTERS 856 H & W FUND	HEALTH INSURANCE	18,018.00	18,018.00				

BILLS CLAIMS FOR 6/18/14 BOARD MEETING

VENDOR	DESCRIPTION	AMOUNT	PAYROLL RELATED	COMM 101	ADMIN 103	PILLAR POINT 201	OYSTER POINT 301
U.S. BANK -CAL CARD-301		4,300.79					4,300.79
Fuel		526.84					
Office supplies		262.02					
Operating supplies		1,818.80					
Repairs & maintenance		1,693.13					
U.S. BANK-CAL CARD-103		5,043.00			5,043.00		
Advertising & promotion							
Credit card fees		100.00					
Employee appreciation		3,434.25					
Telephone/communications		1,358.75					
Travel conf & mtgs		150.00					
U.S. BANK-CAL CARD-201		11,007.96				11,007.96	
Contractual services		16.36					
Fuel		901.60					
Harbor equipt		2,000.00					
Misc exp		1,279.61					
Office supplies		218.50					
Operating supplies		126.98					
Repairs & maintenance		6,030.00					
Small tools		434.91					
VANTAGEPOINT TRANSFER AGENTS	PAYROLL DED PAYABLE	2,100.00	2,100.00				
YE ZOU	PROJECT MANAGER	1,175.64				587.82	587.82
TOTAL HANDCHECKS		116,776.36	56,860.56	-	12,836.85	22,219.61	24,859.34
TOTAL BILLS & CLAIMS		1,606,668.67	56,860.56	5,560.39	34,023.01	786,848.92	723,375.79
			PAYROLL	COMM	ADMIN	PPH	OPM

Memo

TO: San Mateo County Harbor District Commissioners

FROM: Debra Galarza, Director of Finance

DATE: June 18, 2014

SUBJECT: AUTHORIZATION TO PAY BILLS & CLAIMS OCCURRING BETWEEN
JUNE 19, 2014 AND JULY 15, 2014 IN AN AMOUNT NOT TO EXCEED
\$395,000

Recommendation

Authorize payment of bills and claims occurring between June 19, 2014 and July 15, 2014 in an amount not to exceed \$395,000.

Background

The Board has cancelled one (1) Board meeting: July 2, 2014. Absent the cancellation of this meeting, the Board would normally be asked to approve bills and claims for standard operating expenses.

The Finance Department requests authority to issue up to \$395,000 in payments for bills and claims that will arise due to normal District operations. The Finance Department anticipates that standard expenses will not exceed \$300,000 but has requested an additional \$95,000 in payment authority to address any capital project expenses that may occur during that time frame. Providing \$395,000 in payment authority would allow the District to pay claims to earn rebates and avoid penalties, late charges and interruptions to District operations related to delayed payments.

Any urgent items above the estimated amount will be presented to the Treasurer for interim approval.



San Mateo County Harbor District

TO: San Mateo County Harbor District Commissioners
FROM: Debra Galarza, Director of Finance
DATE: June 18, 2014
SUBJECT: Write-Off Request

Recommendation

Adopt Resolution 19-14 to authorize the General Manager to remove a total of \$82,964.11 in accounts receivable: \$46,230.03 from Oyster Point Marina/Park's accounts receivable, and \$36,734.08 from Pillar Point Harbor's accounts receivable.

Background

The accounts attached to this staff report have been deemed either:

- Not collectable after extensive efforts have been made to pursue collections. The most common reason the accounts are not collectable is due to vessel abandonment or lack of financial wherewithal on behalf of the account holder.
- Of a small enough value that any returns that could be gained through enhanced collection efforts would not offset the costs of such efforts.

The recommended write offs for fiscal year 2014 are approximately \$22,754.15 more than fiscal year 12-13; and compared to fiscal year 11-12 it is \$3,752.40 greater. This is a result of enhanced efforts to evict tenants that do not pay rent. Historically, due to work load factors, the District had to limit enhanced collection efforts to only a few accounts annually and generally these efforts would be focused on attempting to force a lien sale. A lien sale takes several months to achieve and if the vessel does not sell, the District is still in possession of the vessel. This year, additional efforts have been made, including legally evicting tenants for failure to pay. Many of the tenants subject to stronger enforcement efforts did not have the ability to pay the past due rents and have not removed their vessels from District facilities leaving behind a debt; and expense to the District for disposal of the boat; and no valid forwarding addresses. Other tenants have walked away from their vessels as a result of receiving enhanced pressure to pay or leave. Without the ability to serve tenants, the Court will not provide the District with a hearing to establish a financial judgment. The District is in the process of working with a local collection agency which has a proven success with other local harbor accounts. In addition the District will require credit checks upon the registration process of future tenants. The District will also register for the Interagency Intercept Collection Program with the State that will allow the District to submit uncollectible amounts to the State and if the tenant has a refund due from the State the District will recover its debt prior to the State refund being issued to the tenant.

Resolution 19-14

**Approve Bad Debt Write-Off Amounts
due
From Tenants at Pillar Point Harbor
and
Oyster Point Marina/Park
to
The San Mateo County Harbor District**

Whereas, on June 18, 2014 the Board of Harbor Commissioners of the San Mateo County Harbor District adopted Resolution 019-04 which authorizes the General Manager to place a list on the District's Agenda of debt recommended for write off; and,

Whereas, Policy and Procedures No. 4.8.1 requires that the Director of Finance submit, at least annually, a Request for Bad Debt Write-Off for Board approval by resolution; and,

Whereas, the Director of Finance in conjunction with the Harbor Master from Pillar Point Harbor and Oyster Point Marina/Park, and the General Manager of the Harbor District has determined that the accounts listed in the attached Staff Report are uncollectible.

Therefore, be it resolved that the Board of Harbor Commissioners of the San Mateo County Harbor District approve writing-off the accounts listed in the attached Exhibit A, which total \$82,964.11.

Approved this 18th day of June 2014 at the regular meeting of the Board of Harbor Commissioners by a vote as follows:

For:

Against:

Abstaining:

Absent:

Attested

BOARD OF HARBOR COMMISSIONERS

Debbie Nixon
Deputy Secretary

Robert Bernardo
President

EXHIBIT A

Write-Off for PPH and OPM

OPM

Acct. #	Amount
3084	\$11,970.48
820	\$9,836.22
3820	\$4,952.64
2609	\$4,477.33
3523	\$4,297.61
3595	\$2,398.31
3525	\$2,255.73
3722	\$1,337.65
3624	\$1,325.47
3796	\$992.38
3787	\$908.73
3690	\$733.93
3233	\$382.75
3760	\$360.80
Total	<u>\$46,230.03</u>

PPH

Acct. #	Amount
3772	\$12,994.33
2565	\$7,487.52
2126	\$5,092.63
3928	\$4,702.85
3473	\$3,194.00
3761	\$1,090.25
3865	\$1,093.07
3883	\$1,079.43
Total	<u>\$36,734.08</u>

Grand Total **\$82,964.11**

Memo

Date: 6/10/2014

To: Board of Harbor Commissioners

From: Peter Grenell 
General Manager

Re: Amendment to Inter-Agency Agreement Between Harbor District and San Mateo County Resource Conservation District: Water Quality Assistance for FY 2014-2015

RECOMMENDATION

Approve an amendment to the Inter-Agency Agreement between the San Mateo County Harbor District and the San Mateo County Resource Conservation District and amend work scope in the RCD's Water Quality Assistance Proposal attached as Exhibit A.

BACKGROUND

The Harbor District (HD) executed an Inter-Agency Agreement with the Resource Conservation District (RCD) in December 2012 by which the RCD has provided technical assistance in water quality monitoring at Pillar Point Harbor. This arrangement has proven to be an effective collaboration between the two agencies. It has included training of harbor patrol personnel in water quality sampling techniques, supported by RCD implementing laboratory evaluation of harbor water samples through regular sampling.

SCOPE OF WORK AND BUDGET

Now, the RCD proposes a continuation and expansion of the cooperative effort in its Water Quality Assistance Proposal for FY 2014-15 (see attached Exhibit A). The proposed scope of work includes:

General Program Oversight and Administration	\$3,765
Task 1: Inner Harbor Water Quality Monitoring	\$6,195
Task 2: Harbor Outfall Water Quality Monitoring	\$20,342
Task 3: Emergency Spill Response	\$9,750
Task 4: Technical Assistance	\$7,500

BUDGET TOTAL: \$47,752

As shown in the detailed Task descriptions, both the scope and level of RCD's proposed effort are substantially greater than the previous initial scope, whose budget totaled only \$3,845. Of particular significance is Task 2's harbor outfall monitoring. The 12 outfalls into the harbor from inland sources will be sampled not only for fecal bacteria but for nitrate, orthophosphate, oils and grease, and metals (zinc, lead, copper).

With the receipt and review of this proposal, staff has included funds to cover this amendment's work in the District's Final Operating and Capital Budget for FY 2014-2015 to be considered by the Harbor Commission for action on June 18.

CONCLUSION

The outcome of this proposed work is expected to provide the Harbor District and RCD with more valuable information with which to pursue further cooperative efforts with San Mateo County and the Granada Sanitary District regarding to address the upland sources of harbor water quality problems.

Staff recommends approval of the Inter-Agency Agreement Amendment.

EXHIBIT A



PHONE 650.712.7765

FAX 650.726.0494

625 Miramontes Street, Suite 103, Half Moon Bay, CA 94019

www.sanmateoRCD.org

Proposal to San Mateo County Harbor District for Water Quality Assistance

Project Summary

This proposal by the San Mateo County Resource Conservation District (RCD) to the San Mateo County Harbor District (HD) is to perform various tasks requested by the HD including conducting water quality monitoring, preparing emergency spill plans and providing technical assistance to support the Clean Marina Programs at Pillar Point Harbor (PPH) and Oyster Point for FY 14/15.

As a follow up to the Pillar Point Harbor Source Identification Project, the RCD has been conducting monthly water quality sampling in the inner harbor through an interagency agreement with HD signed in December 2012 and amended in July 2013. This work is proposed to be continued through FY 14/15 to detect any discharges of fecal pollution in PPH from live-aboard vessels and to establish background fecal bacteria levels. To establish a more comprehensive monitoring program in the harbor and to better understand the range of pollutants entering the harbor from upland areas, monitoring at the stormwater outfalls within PPH is also proposed. Other proposed tasks include preparation of spill response plans and providing general technical assistance, which will support a more streamlined process in spill response and reporting, and support general HD activities and operations. The RCD will provide an annual report summarizing work performed and water quality monitoring results, and present this information to the HD Board at least once year.

Proposed Scope of Work

General Program Oversight and Administration (including invoicing/billing, reports and presentations to HD Board etc.)

Cost: \$3,765

Task 1: Inner Harbor Water Quality Monitoring

HD staff will take grab samples every month in eight locations near the live-aboard boats including near the fuel dock, work dock, docks A, B, C, D and F. Samples will be collected and field observations recorded around the same time each month, at medium tide and using standard protocols. HD will be responsible for supplying gloves, buckets, and/ or sampling pole(s) for its staff to use. The RCD will provide sterile sample bottles in bulk and restock the supply as needed.

RCD staff will:

- Train HD staff in collecting samples and perform quality assurance checks as needed
- Process samples at a laboratory for presence and abundance of *Enterococcus sp.*
- Record field data and sample results electronically
- Analyze and interpret results in relation to SF Bay Basin Plan water quality criteria for *Enterococcus*

Cost: \$6,195

Task 2: Harbor Outfall WQ Monitoring

This task involves monitoring all stormwater outfalls within PPH breakwalls for a variety of water quality parameters to better gauge water quality and establish baseline conditions. There are twelve outfalls within the harbor but all do not discharge water year-round. It is believed that four of these outfalls flow year round so the monitoring strategy includes sampling Denniston, Capistrano, St. Augustine/Bathhouse, and Deer Creek outfalls during two wet weather and two dry weather events while sampling all flowing outfalls (12 assumed) during the First Flush event of the season. Some outfalls may also be monitored in conjunction with the flushing of debris/biofilm from the outfalls to assess effects. Outfalls will be sampled for fecal bacteria (*Enterococcus*, *E. Coli*, Total Coliforms), nitrate, orthophosphate, oils/grease, and metals (zinc, lead, copper). Field observations will be recorded in addition to physical parameters with a multi-parameter probe to measure tidal influence, Dissolved Oxygen (DO), temperature etc. to understand site conditions and to better interpret results of chemical parameters. Samples will be collected around the same time each month, at low tide, and using standard protocols. RCD staff will be responsible for all supplies including bottles, gloves, buckets etc. RCD staff will:

- Develop materials such as checklists, field data sheets, maps etc. as needed
- Collect water samples at outfalls, process fecal bacteria samples, coordinate with labs, delivery samples when needed
- Recruit, coordinate and train volunteers as needed (i.e. First Flush)
- Record results electronically, analyze and display results in relation to SF Bay Basin Plan water quality criteria and other relevant standards. These objectives and sources will be reviewed and updated as appropriate with current knowledge to ensure quality of the data.
- Report results to HD electronically and present results to the HD Board

Cost: \$20,542

Task 3: Emergency Spill Response

This task involves supporting HD emergency spill response by preparing a spill plan for PPH and training staff accordingly, progressing similar initiatives at Oyster Point and identifying funding sources for related equipment.

RCD staff will:

- Identify elements of an emergency spill response plan, find examples and compile relevant information
- Prepare spill response plan for PPH
- Organize and hold training workshop for HD staff
- Investigate potential funding sources for staging spill response equipment
- Research status of response plans for Oyster Point Marina and provide assistance as needed which may include preparation of a spill response plan for this location

Cost: \$9,750

Task 4: Technical Assistance

The RCD will continue to provide technical assistance to HD staff by being readily available to discuss a variety of subjects in which the RCD has background, expertise, resources and information. Technical assistance will range from responding to emails/phone calls, attending meetings, conducting research, to helping respond to emergencies (WQ monitoring etc). Technical assistance is likely to fall within the following categories:

- Infrastructure surveys, maintenance, improvements and mapping
- Marine education program/platform/monitoring station
- Work with educational institutions and research at PPH
- Water quality status, communication and recommendations
- Stormwater Best Management Practices
- Dredging and beach nourishment
- Identifying/ designing new projects
- Researching funding sources and assisting in applying to grants
- Communicating with public/stakeholders particularly regarding the PPH Source ID study

Not to exceed: \$7,500

The RCD will provide technical assistance up to an amount of \$7,500 but this may be modified and adjusted if need upon review and authorization by HD.

Total Program Cost: \$47,752

About the RCD

The San Mateo County RCD is a special district with over 70 years of history helping people protect, conserve, and restore natural resources. The RCD works in voluntary partnership with land owners to provide non-regulatory technical assistance. The RCD uses diverse means to further resource conservation, acting as a focal point for local conservation efforts on public and private lands through partnerships and collaboration with land owners and managers, technical advisors, area jurisdictions, government agencies, and others. Formed in 1939 in partnership with the USDA Natural Resources Conservation Service, San Mateo County formed the first conservation district in the State of California.

Proposed WQ Assistance Budget FY 14/15

Proposed WQ Assistance Budget FY 14/15			
Program Oversight and Administration (includes invoicing/billing, reports and presentations to HD Board etc)	Qty	Rate	Amount
Executive Director	12	\$95	1,140
Water Quality Coordinator	35	\$75	2,625
Total			3,765
Task 1. Inner Harbor WQ Monitoring (Monthly sampling so 11 events with 8 samples per event=88 samples/yr)	Qty	Rate	Amount
Water Quality Coordinator - Process samples. Record, analyze, report results. Staff training and program updates	65	\$75	4,875
In house Lab Costs - Enterococcus sp. Test	88	\$15	1,320
Total			6,195
Task 2. Harbor Outfall WQ Monitoring (Two wet weather and two dry weather events at four outfalls and First Flush at 12 outfalls = 28 samples/year over 5 events)	Qty	Rate	Amount
Water Quality Coordinator - Project management, sampling event coordination, program updates. Collect, process, and deliver samples. Record results electronically, analyze and display results. First Flush planning	110	\$75	8,250
In house Lab Costs - Enterococcus and E. Coli/Total Coliform	56	\$15	840
MBAS Lab Costs (nitrate , O-phosphate, zinc, lead, copper, TSS, Oil/grease, ammonia, urea)	28	\$259	7,252
Supplies (bottles, gloves, ice etc), project management/GIS software	1	\$700	700
YSI Multi-parameter probe-measure physical parameters	1	\$3,500	3,500
Total			20,542
Task 3. Emergency Spill Response	Qty	Rate	Amount
Project Manager/Water Quality Coordinator - Spill plan prep, write spill plan, training, funding research, Oyster Point assistance/spill plan development	130	\$75	9,750
Total			9,750
Task 4. Technical Assistance	Qty	Rate	Amount
Water Quality Coordinator and other RCD staff	100	\$75	7,500
Total			7,500
TOTAL COST			47,752

Memo

DATE: June 11, 2014

TO: Board of Harbor Commissioners

THRU: Peter Grenell
General Manager

FROM: Marietta Harris
Human Resources Manager

RE: Changes to Harbor Commissioners Benefits

RECOMMENDATION

To be determined.

BACKGROUND

At the May 7, 2014 Board Meeting staff provided the Board of Harbor Commissioners with information on current Harbor District commissioner benefits in regard to health, dental, vision, and life insurance, with options for changes that could be made. (See attached memo)

Staff was requested to research the following:

- Would Commissioners of the Harbor District be eligible for a self-pay?
- What do other comparable agencies offer their part time commissioners?

The Commissioners of the Harbor District would be eligible for a self-pay benefit. The Commissioners would have the option of signing up for coverage through Teamsters Local 856 or Operating Engineers Local Union 3. The costs for coverage are as follows:

- Teamsters Local Union #856 - \$1,638.00 per month
(cost is the same for single and family coverage)
- Operating Engineers Local Union #3- \$639 - \$1,538 per month
(cost would depend on single or family coverage)

Comparable Agencies coverage:

Special District	Amount for Healthcare Benefits
North Coast County Water District	\$18,000 – 22,310 annually for each Board Member
Santa Cruz Port District	0
Moss Landing Harbor District	0
Humboldt Bay Harbor Recreation and Conservation District	0
Port San Luis Harbor District	0
Crescent City Harbor District	Up to \$641.08 monthly for each Commissioner based on reimbursement of individual insurance premium cost.
Oxnard Harbor District	\$1,993 to \$14,521 annually for each Board Member
Mid-Peninsula Water District	\$16,497 to \$21,818 annually for each Board Member
Coastside County Water District	0
Westborough County Water District	\$1,800 to \$2,700 annually for each Board Member
Montara Sanitary District	0
Granada Sanitary District	0

(This information was obtained from the State of California Controller's Office, Government Compensation website.)

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

TO: San Mateo County Harbor District Commissioners

FROM: Scott Grindy, Harbor Master

DATE: June 18, 2014

SUBJECT: Surplus & Disposal of 1 Fork Lift from Pillar Point Harbor

Recommendation:

Authorize General Manager to surplus and dispose of a 1989 Hyster Forklift Hyster Model #H50XL Serial #A177B35162K Year Built 1989.

Background:

The Pillar Point Harbor maintenance forklift has been declared surplus by the General Manager as stipulated in SMCHD Ordinance Code Section 2.7.5 and will be removed from the District's fixed asset inventory.

This forklift has been in use for approximately 25 years as it was built in 1989. The forklift was used by harbor staff for many maintenance and operational uses from boat repairs, to District supply movements and construction repair applications. Its use was daily and with a very regular activity. The forklift is presently not in running condition.

The new replacement forklift has now arrived and has been in service for a few months

San Mateo County Harbor District Ordinance Code Section 2.7.5 allows the General Manager to declare specific property surplus prior to the sale or disposal of such property if the value is less than \$10,000.00. Staff estimates that the value of the 1989 Hyster Forklift is less than \$10,000.00 and would like the Board of Harbor Commissioners to know that the 1989 has a value in its present condition of less than \$1,000.

The forklift does not qualify for the Bay Area Air Quality Management District Vehicle Buy Back Program.

Fiscal Impact:

No cost to the District. Savings will be in removing the unit from the District's inventory for insurance coverage.



San Mateo County Harbor District

Memo

DATE: June 10, 2014
TO: Board of Harbor Commissioners
FROM: Peter Grenell
General Manager
SUBJECT: General Manager's Report: Update on Priority Items for June 18, 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 and repairs completed. 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 were accomplished.

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.

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.

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



San Mateo County Harbor District

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.

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.

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



San Mateo County Harbor District

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 interviews took place on June 9th and 10th 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 Galafza, Director of Finance

DATE: June 18, 2014

SUBJECT: Finance Department Report to the Commission

Accounting and operations

- Completed interim audit with JJACPA auditors.
- Review and verified tenant accounts that need to be written off for Fiscal Year 2013-14.
- Completed a physical cash audit at both Pillar Point Harbor and Oyster Point Marina/Park.
- Begin to prepare and review year end journal entries.
- Ongoing expense management through detailed review of invoices and review of bills and claims.
- Bi-weekly payroll processing and review.
- On June 4th, 2014 Rates & Fees informational notices were mailed to all Pillar Point Harbor and Oyster Point Marina/Park tenants. (see reverse side of this memo)
- Submitted to marine lawyer our collection letters to review before being mailed out for completeness and legally correct language to be included.
- Applied to the State Franchise Tax Board Intercept program. For more information go to:
https://www.ftb.ca.gov/individuals/Interagency_Intercept_Collections/index.shtml



San Mateo County Harbor District

Board of Harbor Commissioners

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

Peter Grenell, General Manager

May 30, 2014

To All Tenants:

At the May 21st, 2014 San Mateo County Harbor Commission meeting a new Rates & Fees schedule was approved. It becomes effective July 1, 2014.

Listed below are the newly adopted rates and fees changes approved by the Harbor Commission. The summary is as follows:

FOR BOTH PILLAR POINT AND OYSTER POINT:

- Under the section “Berthing-Monthly Rates” dinghies are replaced with “watercraft 16’ and under.”
- Under the section “Oil Absorbent Pads” \$1/pad is replaced with “Free-limit of six.”
- Under the section “Live Aboard Permit” added language is a “\$350 security deposit”. Current Live Aboards will see a \$350 security deposit charged on their July 2014 statement. If you already have these monies on deposit there will be no charge on your July 2014 statement.

FOR PILLAR POINT ONLY:

- Under the section “Crab Pot Storage Deposit” added language is “If pallets used NO REFUNDS of deposit.”
- Under the section “Recreational Vehicle Parking (only for Commercial Fishermen)” deleted language is “service is only available at Lot C during salmon season and crab season”, added language is “All RV’s must be self contained.”
- New section added “Recreational Vehicle Parking (only for Recreational Fishermen)” - \$45/day includes launch ramp fee for recreational fishermen. All RV’s must be self contained.

The new complete Rates & Fees schedule will be updated at www.smharbor.com, double click on “Harbor District Home Page” and then double click on “Rates and Fees.”

Sincerely,

San Mateo County Harbor District

Memo

TO: San Mateo County Harbor District Commissioners

FROM: Marietta L. Harris, Human Resource Manager

DATE: June 11, 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 employees on Paid Family Leave and FMLA.
- Review budget information as it relates to HR issues.
- Gathered information for Board Facilitator.

Administrative Services:

- Completed information gathering for MacCorkle insurance. MacCorkle will attend June 18, 2014 meeting to present insurance policy and costs.
- Processed memo and information for Commercial Activity Permit.
- Compile records requested by Commissioners.

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.
- Working with website coordinator for work on new website.

Memo

To: Board of Harbor Commissioners
 From: Scott Grindy, Harbor Master
 CC: Peter Grenell, General Manager
 Date: June 9, 2014
 Re: June 18, 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. Police and Public Works.
- Coordination new restroom facilities meeting of OPM site with interim SSF city manager.
- Working with new SSF public relations staff member to include OPM activities.

Pillar Point Harbor

Construction Update & General Status Updates

- Finger replacement awaiting Coastal Commission permit approval.
- 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/August 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. Then will be publically posting/noticing of grant application activities.
- 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: no incidents to report at time of writing other than standard towing.

OPM: no incidents to report at time of writing other than standard towing.

EMS-Clean Marina Activities-District Wide

- Working with RCD on service changes and improvements.
- Initial efforts and discussions with a Stanford University on a vessel water monitoring station.
- Opening discussions with Granada Sanitary District on a joint grant application for streams flowing through PPH to the bay.

Calendar Reminder Items of Events and Activities

- None to report at this time.