

San Mateo County Harbor District Board of Harbor Commissioners Meeting Agenda

March 18, 2015

6:30 p.m.

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

All Harbor District Commission meetings are recorded and posted at www.PacificCoast.tv within 24-48 hours of the meeting. Pacifica residents can tune into Comcast Chanel 26 and residents from Montara through Pescadero can tune into Comcast Chanel 27. Copies of the meetings can also be purchased from PCT and mailed for \$18.

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

Roll Call

Commissioners

Sabrina Brennan, President
Tom Mattusch, Vice President
Nicole David, Secretary
Robert Bernardo, Commissioner
Pietro Parravano, Commissioner

Staff

Scott A. Grindy, Acting General Manager & Treasurer
Debra Galarza, Director of Finance
Vacant, Human Resource Manager
Charles White, Acting Harbor Master - OPM
John Draper, Acting Harbor Master - PPH
Debbie Nixon, Deputy Secretary
Steve Miller, District Counsel

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.

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Staff Recognition-

Consent Calendar

All items on the consent calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda. Any item on the regular agenda may be transferred to the consent calendar.

- 1 **TITLE:** **Minutes of *Special Meeting February 18, 2015***
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

- 2 **TITLE:** **Certified Employment List for Accounting Specialist**
 REPORT: Certified Employment List
 PROPOSED ACTION: Adopt Certified Employment List

New Business, Continued

- 3 **TITLE:** **Proclamation for Charles White**
 REPORT: Bernardo, Proclamation
 PROPOSED ACTION: Approve proclamation

- 4 **TITLE:** **Draft Preliminary Operating and Capital Budget for Fiscal Year 2015/16**
 REPORT: Draft Preliminary Budget
 PROPOSED ACTION: Information only

- 5 **TITLE:** **Authorize Award of Contract to JJACPA in the amount of \$3,600 for Auditing Services**
 REPORT: Galarza, JJACPA, Memo
 PROPOSED ACTION: Award contract to JJACPA for auditing services

- 6 **TITLE:** **Commercial Activity Permit for Ronnie's Yard Art**
 REPORT: Draper, Memo
 PROPOSED ACTION: Deny request for Commercial Activity Permit

- 7 **TITLE:** **Discussion and Possible Action: Communications and Marketing Committee Public Member Appointment**
 REPORT: Brennan, Memo
 PROPOSED ACTION: To be determined

- 8 TITLE: **Discussion and Possible Action: Lisa Wise Consulting Contract and Invoices**
REPORT: Mattusch, Bernardo
PROPOSED ACTION: To be determined
- 9 TITLE: **California Special District Association Call for Nominations Seat A**
REPORT: Attachment
PROPOSED ACTION: To be determined
- 10 TITLE: **Acting General Manager Compensation**
REPORT: Miller, Memo
PROPOSED ACTION: Adjust compensation for Acting General Manager
- 11 TITLE: **Bills and Claims in the Amount of \$112,822.90**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$112,822.90 to cover payment of Bills and Claims

Staff Reports: a) Administration and Finance

- 12 **Acting General Manager – Grindy**
- 13 **Director of Finance – Galarza**
- 14 **Human Resources Manager –**

b) Operations

- 15 **Oyster Point Marina/Park – White**
- 16 **Pillar Point Harbor – Draper**

Board of Harbor Commissioners

17 A. Committee Reports

B. Commissioner Statements and Requests

1. The Board of Harbor Commissioners may make public statements limited to five (5) minutes.

2. Any Commissioner wishing to place an item on a future agenda may make a motion to place such an item on a future agenda

Closed Session

18 **TITLE:** **Conference with Real Property Negotiators. California Government Code Section 54956.8.**

PROPERTIES:

- **504 Avenue Alhambra, El Granada, CA 94018**
- **225 S. Cabrillo Highway, Half Moon Bay, CA 94019**
- **400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080**
- **270 Capistrano Road, Half Moon Bay, CA 94019**

DISTRICT NEGOTIATORS: **Scott Grindy and Randy Kinghorn**

NEGOTIATING PARTIES:

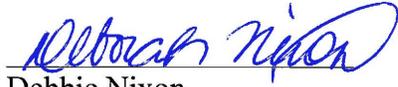
- **Working Dirt LLC, Billy Daniels**
- **Castro Partners LLC, Marcus Wood**
- **Cushman and Wakefield, Scott Ennis**
- **Point Pillar Properties Developers LLC, Keet Nerhan**

UNDER NEGOTIATION: **Price and terms of payment**

Adjournment

The next scheduled meeting will be held on April 1, 2015 at Sea Crest School, Think Tank, Room #19, 901 Arnold Way, Half Moon Bay at 6:30 p.m.

Agenda Posted As Required:
March 12th at 12:00 p.m.



Debbie Nixon
Deputy Secretary

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

**March 4, 2015
4:00 p.m.**

**Sea Crest School
901 Arnold Way
Half Moon Bay, Ca. 94019**

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Roll Call

Commissioners

Sabrina Brennan, President
Tom Mattusch, Vice President
Nicole David, Secretary
Robert Bernardo, Commissioner
Pietro Parravano, Commissioner

Staff

Scott A. Grindy, Acting General Manager &
Treasurer
Steven Miller, District Counsel

Brennan arrived at 5:20 p.m.

Public Comments/Questions — None.

The Board adjourned to closed session at 4:05 p.m.

Closed Session

1 TITLE: **Public Employee Appointment and Labor Negotiations – Unrepresented Employee Pursuant to Government Code Section 54957(b)(1) and 54957.6**

AGENCY
DESIGNATED
REPRESENTATIVE:
UNREPRESENTED
EMPLOYEE:

Brent Ives, Steven Miller

Acting General Manager

2 TITLE: **Conference with Real Property Negotiators. California Government Code Section 54956.8.**

PROPERTIES: **504 Avenue Alhambra, El Granada, CA 94018
225 S. Cabrillo Highway, Half Moon Bay, CA 94019**
DISTRICT
NEGOTIATOR: **400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080**

NEGOTIATING
PARTY: **Scott Grindy and Randy Kinghorn**

UNDER
NEGOTIATION: **Working Dirt LLC, Billy Daniels
Castro Partners LLC, Marcus Wood
Cushman and Wakefield, Scott Ennis**

Price and terms of payment

There was no reportable action from closed session.

Adjournment

The Board adjourned the meeting at 6:21 p.m.

The next regular scheduled meeting will be held on March 4, 2015 at Sea Crest School, Think Tank, Room #19, 901 Arnold Way, Half Moon Bay at 6:30 p.m.

Debbie Nixon
Deputy Secretary

Certified Employment List

Accounting Specialist

Names of Applicants

In Alphabetical Order

Donna Garcia

Janel Prasad

This Certified Employment List for the position of Accounting Specialist was approved by the Board of Harbor Commissioners of the San Mateo County Harbor District at its regular meeting of **February 18, 2015**. The list shall remain valid for a period of one year, through February 28, 2016 unless extended in accordance with provisions of the Personnel Rules of the District.

Scott Grindy
Acting General Manager

PROCLAMATION

SAN MATEO COUNTY HARBOR DISTRICT

TO HONOR

CHARLES WHITE

PROCLAIMED, by the Board of Harbor Commissioners that:

WHEREAS, Charles White retired as Acting Harbor Master on March 20, 2015 after thirty years of distinguished service to the San Mateo County Harbor District; and

WHEREAS, Charles White began his Harbor District career in 1985 as a Marina Attendant at Oyster Point Marina, where he rose through the ranks to Assistant Harbor Master in 1989; and

WHEREAS, Charles White assumed the position of Assistant Harbor Master at Oyster Point Marina/Park in 1989 and provided exemplary leadership there until 2014, when he accepted the challenge of serving as Acting Harbor Master Oyster Point until his retirement in 2015; and

WHEREAS, Charles White was known by harbor tenants, visitors, other agency personnel, business people, and District staff as an individual of integrity, competence, high energy, and commitment to excellence in his work ethic, and one who strove to treat others with courtesy and consideration; and

WHEREAS, Charles White always sought to effect positive change by his leadership, his training of staff, and his interactions with the Harbor Commission and his fellow managers; and

WHEREAS, Charles White has served the District, its governing Board, and staff with dedication, distinction, and good humor .

NOW, THEREFORE, BE IT KNOWN that the Board of Harbor Commissioners hereby honors **CHARLES WHITE** for his service to the San Mateo County Harbor District.

WITNESS my hand this 18th day of March, 2015:

COMMISSIONERS: _____ *President*



STAFF REPORT

TO: San Mateo County Harbor District Commissioners

FROM: Debra Galarza, Director of Finance

DATE: March 18, 2015

SUBJECT: Draft Preliminary Operating and Capital Budget

Attached is the San Mateo County Harbor District's Draft Preliminary Operating and Capital Budget for Fiscal Year 2015-16 totaling \$12,963,092. Meetings were held with management and staff for input regarding operation and capital needs for the District. The facilities condition study was reviewed as well for necessary capital projects for the upcoming year. Minus capital projects expenses the Districts total revenues equal total expenses.

Capital projects have been addressed to meet the following criteria. Is the project needed for health and safety issues? Would not doing the project create any potential legal issues? Would this project create new revenue for the District? As the Districts facilities depreciate more capital projects are needed to maintain the facilities and create a pleasant environment for its tenants and public users.

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. However, that item was pulled from the agenda this year. Staff reviewed the current year's performance and identified budget issues and goals for the next fiscal year. Between this draft and the final adoption of the budget there will be numerous occasions for discussion. Remaining budget processes are listed below:

- April 15th: a Budget Workshop will be scheduled.
- May 20th: per Harbor and Navigation Code Section 6093 the Preliminary Operating and Capital Budget must be adopted by resolution and establish time and place for hearing on budget at the second meeting in June. (There must be at least 30 days between adoption and hearing date to fix/adopt the final budget).
- No later than 30 days before the hearing date, publish a notice pursuant to Section 6061 of the Government Code stating the Preliminary Budget has been adopted.
- June 17th: fix/adopt the Final Budget by resolution.
- Prior to June 30th ensure the budget document is printed and distributed.
- July 1st: the new budget goes into effect.
- August 1st: deadline for submission of the final budget to the San Mateo County Board of Supervisors per Harbor & Navigation Code Section 6093.3.

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SAN MATEO COUNTY HARBOR DISTRICT

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



**DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2016
Presented on May 18, 2015**

Board of Harbor Commissioners

**Scott Grindy
Acting General Manager**

**Debra Galarza
Director of Finance**

**John Draper
Acting Harbor Master**

**Charles White
Acting Harbor Master**



San Mateo County Harbor District
Board of Harbor Commissioners

<u>TITLE</u>	<u>NAME</u>	<u>TERM EXPIRES</u>
PRESIDENT	Sabrina Brennan	December 31, 2016
VICE PRESIDENT	Tom Mattusch	December 31, 2016
SECRETARY	Nicole David	December 31, 2018
COMMISSIONER	Pietro Parravano	December 31, 2016
COMMISSIONER	Robert Bernardo	December 31, 2018

**PRELIMINARY OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2016**

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SAN MATEO COUNTY HARBOR DISTRICT

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



BUDGET SUMMARY

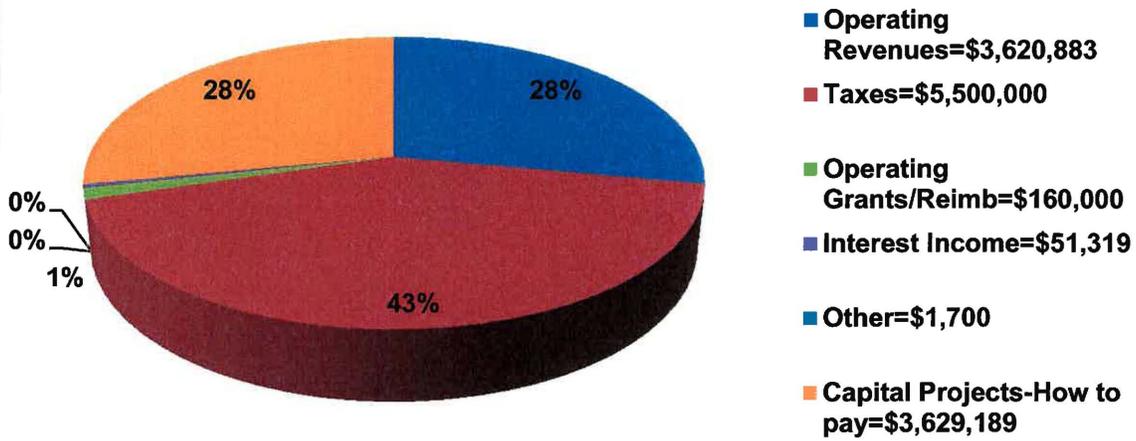
DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2016

BUDGET SUMMARY

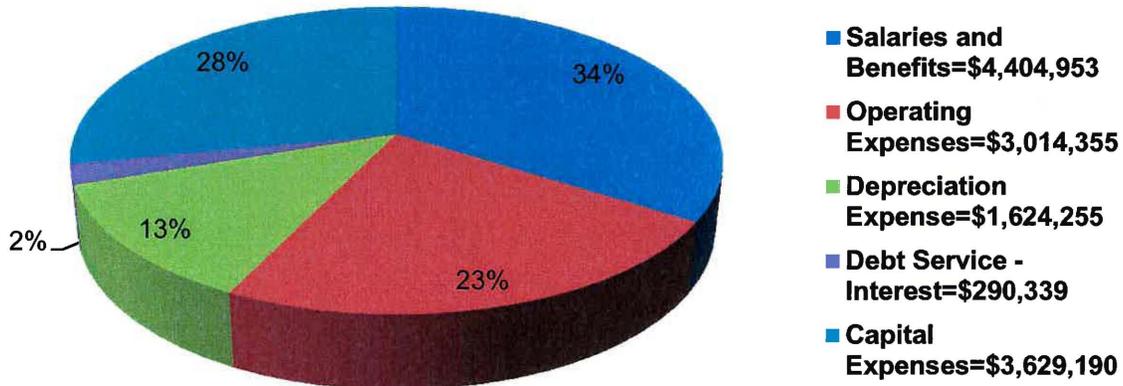
DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/14	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET
Operating Revenues	4,272,223	3,788,250	2,064,792	3,760,319	3,780,883
Non-Operating Revenues	7,438,059	5,117,300	2,469,203	5,391,003	5,553,019
TOTAL REVENUES	11,710,282	8,905,550	4,533,994	9,151,322	9,333,902
Operating Expenses	6,545,252	8,244,724	4,480,141	7,573,229	7,419,308
Non-Operating Expense	2,635,898	1,934,426	0	1,873,821	1,914,593
TOTAL EXPENSES	9,181,149	10,179,150	4,480,141	9,447,050	9,333,902
NET INCREASE(DECREASE)	2,529,133	(1,273,600)	53,853	(295,728)	0
Total Capital Projects Expense	1,436,415	777,686	156,749	-	3,629,190
TOTAL EXPENSES WITH CAPITAL	10,617,565	10,956,836	4,636,890	9,447,050	12,963,092
TOTAL INCREASE(DECREASE) INCLUDING CAPITAL	1,092,718	(2,051,286)	(102,896)	(295,728)	(3,629,190)

Total Revenues & Expenses

2015-16 Budgeted Revenues



2015-16 Budgeted Expenses



TOTAL SOURCES: \$12.9 MILLION = TOTAL USES: \$12.9 MILLION

Budget Summary

Fiscal Year Ending June 30, 2016

1. This year's budget Operating and Non-Operating Revenue are balanced to the Operating and Non-Operating Expenses. This was attainable because several repairs and maintenance projects had been completed in previous years, attrition of senior staff at higher salaries and benefits are being replaced with new staff who have lower salaries and benefits, and it is estimated that new lease negotiations on three lease renewals will enhance revenues.
2. Capital costs will need to be funded by reserves. Other financing should be researched but is limited to the restrictions put in place by DBAW.
3. Capital projects in the amount of \$3,629,290 are made up of \$2,638,257 in new projects and \$355,933 in carryovers from FY2014-15. Review of the Facilities study, meetings with Harbor Masters and Acting General manager enabled the discussion of necessary capital projects. Capital projects are evaluated by necessity due to health and safety issues (i.e. Johnson Pier electrical repairs), items that may create legal issues (i.e. Romeo Pier), and projects that would generate revenue (i.e. Sidewalk project via higher percentage rents).

DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2016

BUDGET SUMMARY

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
OPERATING REVENUE:					
Berth Fees	1,588,500	1,102,083	0	0	2,690,583
Mooring Fees	41,000	0	0	0	41,000
Launch Ramp Fees	81,500	16,750	0	0	98,250
Dock Boxes	0	6,500	0	0	6,500
Misc. Fees	47,100	10,550	0	0	57,650
Rents & Concessions	430,000	205,000	0	0	635,000
RV Parking (Fishing)	50,450	0	0	0	50,450
Event Fees	22,750	500	0	0	23,250
Commercial Activity Permits	9,000	1,500	0	0	10,500
Sales	6,500	1,200	0	0	7,700
State- DBAW - Abandoned Vessel	75,000	85,000	0	0	160,000
Total Operating Revenues	2,351,800	1,429,083	0	0	3,780,883
NON-OPERATING REVENUE:					
Taxes	0	0	5,500,000	0	5,500,000
Interest Income	0	0	51,319	0	51,319
Miscellaneous Revenues	0	0	1,700	0	1,700
Total Non-Operating Revenues	0	0	5,553,019	0	5,553,019
TOTAL REVENUES	2,351,800	1,429,083	5,553,019	0	9,333,902

DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2016

BUDGET SUMMARY

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
SALARIES AND BENEFITS:					
Salaries and Wages Expense:					
Base Salary and Wages	1,091,591	689,999	730,057	36,000	2,547,647
Overtime	16,000	16,000	8,000	0	40,000
Other Pay	25,000	25,000	0	0	50,000
Total Salaries and Wages	1,132,591	730,999	738,057	36,000	2,637,647
Benefits Expense:					
Pension Contributions	265,758	163,733	135,778	0	565,270
Health Insurance Costs - Current Employees	249,746	163,710	102,174	40,769	556,399
Worker's Compensation Insurance	79,300	67,000	5,444	400	152,144
Other Insurance - Current Employees	16,025	74,500	14,100	300	104,925
Insurance Costs - Retirees	38,750	46,700	0	21,315	106,765
Social Security and Taxes	16,496	10,375	20,507	2,832	50,209
Auto Allowance	8,400	8,400	8,400	0	25,200
Employment Assistance Program	1,300	1,100	670	600	3,670
Liability for Termination Benefit	175,844	80,972	(27,709)	(26,382)	202,725
Total Benefits	851,619	616,490	259,363	39,834	1,767,306
TOTAL SALARY AND PAYROLL BURDEN	1,984,211	1,347,489	997,420	75,834	4,404,953

DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2016

BUDGET SUMMARY

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
OPERATING EXPENSES:					
Advertising	11,200	8,000	2,500	8,000	29,700
Bad Debt Expense	45,000	50,000	0	0	95,000
Communications	21,000	13,100	12,500	0	46,600
WiFi Services	4,440	6,500	0	0	10,940
Computer - Hardware and software	11,750	5,000	7,500	0	24,250
Postage	9,000	4,000	9,000	100	22,100
Meetings/Travel/ Training	6,600	5,300	6,500	9,800	28,200
Auto Mileage Reimbursement	500	400	1,500	200	2,600
Memberships/ Exams/ Subscriptions	400	250	17,500	0	18,150
Personnel Tests	1,100	1,150	2,500	0	4,750
Property & Casualty Insurance	135,000	139,200	0	14,935	289,135
Fuel	12,000	6,400	0	0	18,400
Operating Supplies	67,900	31,500	0	0	99,400
Office Supplies	7,500	5,400	13,600	1,800	28,300
Uniform Expenses	9,000	7,500	0	0	16,500
Legal Services	55,000	15,000	100,000	150,000	320,000
Contractual Services-IT	10,500	13,000	21,000	4,000	48,500
Contractual Services-Professional	50,000	79,800	75,000	0	204,800
Outside Contractual Services	105,900	127,080	33,150	21,500	287,630
Special Events Expense	6,500	6,500	0	0	13,000
Bank & Credit Card Fees	16,400	22,300	750	0	39,450
Office Space and Equipment Rentals	0	4,500	99,000	0	103,500
Repair and Maintenance	467,000	131,500	0	0	598,500
Garbage Collections	158,300	26,500	0	0	184,800
Harbor/ Marina Equipment	17,150	5,000	0	0	22,150
Vessel Destruction	65,000	75,000	0	0	140,000
Water and Electrical Utility Expenses	168,500	108,000	0	0	276,500
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	5,000	5,000
Total Operating Expenses	1,462,640	897,880	438,500	215,335	3,014,355
Total All Operating, Salary and Benefit Expenses	3,446,851	2,245,369	1,435,920	291,169	7,419,308
NON-OPERATING EXPENSES:					
Depreciation Expense	558,065	1,054,626	11,563	0	1,624,255
Interest Expense - DBAW Loan	129,869	160,470	0	0	290,339
Total Non-Operating Expenses	687,934	1,215,096	11,563	0	1,914,593
TOTAL OE&E EXPENSE	4,134,785	3,460,465	1,447,483	291,169	9,333,902

DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2016

BUDGET SUMMARY

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
CAPITAL PROJECTS (2015-2016 BUDGET APPROPRIATION ONLY):					
Oyster Point Marina:					
Correct Flooding Issues	0	25,000	0	0	25,000
Trash Compactor	0	40,000	0	0	40,000
Dock 12 Referishment	0	500,000	0	0	500,000
Pillar Point Harbor:					
Mooring Replacements	0	25,000	0	0	25,000
Leasee Sidewalk	0	300,000	0	0	300,000
Rip Rap Fishing Pier Repair	0	300,000	0	0	300,000
Johnson Pier Electrical Feed Power	0	173,000	0	0	173,000
Dock Fingers	0	580,257	0	0	580,257
Radon Boat Replacement or Repair	0	120,000	0	0	120,000
Harbor Office Remodel	0	200,000	0	0	200,000
Romeo Pier	0	650,000	0	0	650,000
Trench Drains at Boat Launch Ramp	0	40,000	0	0	40,000
Launch Ramp Restroom Design	0	250,000	0	0	250,000
Inner Harbor Dredging	0	70,000	0	0	70,000
Total Capital Projects (2015-16 Appropriations)	0	3,273,257	0	0	3,273,257
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	355,933	3,273,257	0	0	3,629,190
TOTAL ALL COSTS	4,490,718	6,733,722	1,447,483	291,169	12,963,091
TOTAL REVENUES LESS TOTAL EXPENSES					(3,629,190)

SAN MATEO COUNTY HARBOR DISTRICT

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



REVENUES

DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2016

DESCRIPTION	COMBINED REVENUES				
	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/14	FY 14-15 PROJECTED ANNUAL	FY 15-16 FINAL BUDGET
Operating Revenues	4,272,223	3,788,250	2,064,792	3,760,319	3,780,883
Non-Operating Revenues	7,438,059	5,117,300	2,469,203	5,391,003	5,553,019
TOTAL REVENUES	11,710,282	8,905,550	4,533,994	9,151,322	9,333,902

PILLAR POINT HARBOR REVENUES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET
OPERATING REVENUE:					
Berth Fees	1,644,761	1,674,000	883,620	1,563,092	1,588,500
Mooring Fees	42,346	41,000	18,475	40,075	41,000
Launch Ramp Fees	88,325	81,500	69,495	81,306	81,500
Misc. Fees	77,447	37,900	28,377	45,439	45,600
Crab Pot Storage Fee	5,050	5,800	1,200	1,500	1,500
Rents & Concessions	457,280	433,000	298,776	429,108	430,000
RV Parking (Fishing)	37,311	35,000	35,430	50,430	50,450
Event Fees	0	22,100	9,130	22,730	22,750
Commercial Activity Permits	18,685	9,000	3,600	9,000	9,000
Sales	13,359	6,500	3,328	6,500	6,500
Operational Grants					
State- DBAW - Abandoned Vessel	0	30,000	0	75,000	75,000
Total Operating Revenues	2,384,566	2,375,800	1,351,431	2,324,180	2,351,800

Pillar Point Harbor

Fiscal Year Ending June 30, 2016

1. The fishing season was again robust in FY2014-15 and Pillar Point was 100% occupied for most of the commercial crab fishing season. It was approximately 96% occupied during salmon season. The Department of Fish and Wildlife have forecasted that the Salmon season this coming year will surpass last year despite the drought conditions. This will have a positive effect on revenues.
2. Budgeted revenue from lease rents and concessions is expected to increase as a result of CPI lease rent adjustments, percentage rents, and offloading fees. 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. 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.

OYSTER POINT MARINA PARK REVENUES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET
OPERATING REVENUE:					
Berth Fees	1,189,745	1,098,400	570,551	1,099,839	1,102,083
Dock Boxes	6,380	6,400	3,150	6,300	6,500
Launch Ramp Fees	21,748	17,850	8,085	16,500	16,750
Misc. Fees	18,077	19,200	5,457	10,450	10,550
Rents & Concessions	371,029	235,000	120,708	225,000	205,000
Event Fees	0	500	85	1,500	500
Commercial Activity Permits	7,037	3,200	400	350	1,500
Sales	2,222	1,900	591	1,200	1,200
Operational Grants					
State- DBAW - Abandoned Vessel	21,420	30,000	4,334	75,000	85,000
Reimbursements on Projects(Dock 8)	2,000,000	0	0	0	0
Federal - DBAW - Guest Dock	250,000	0	0	0	0
Total Operating Revenues	3,887,658	1,412,450	713,361	1,436,139	1,429,083
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, 2016

1. Operating revenues for FY2015-16 are projected to decrease from FY2014-15. This projection is the net result of flat berth rentals and decreases in grant reimbursements. However, new developments in the Oyster Point area are beginning due to increase demands from Biotech companies which may bring more foot traffic to the Marina/Park in the future.
2. Grant monies received from a 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.

ADMINISTRATION REVENUES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET
NON-OPERATING REVENUE:					
Taxes	5,265,173	5,050,000	2,412,700	5,303,964	5,500,000
Interest Income	76,179	66,200	21,156	51,200	51,319
State Mandated Cost Grant	0	0	34,739	34,739	0
Miscellaneous Revenues	96,708	1,100	608	1,100	1,700
Total Non-Operating Revenues	5,438,059	5,117,300	2,469,203	5,391,003	5,553,019

Administration

Fiscal Year Ending June 30, 2016

1. For FY2015-16, interest income is projected to be \$50 thousand. Interest income is expected to increase slightly as the Federal Reserve is expected to raise the Fed Funds Rate mid-2015.
2. Property tax revenues are projected to be \$4.6 million. The FY2015-16 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.
3. Excess "ERAF" (Educational Revenue Augmentation Fund) was included in last year's budget for the first time. ERAF distributions received have been a consistent revenue source and this budget includes the expected ERAF revenue of \$850K. "RDA" (Redevelopment Agency) monies are not included in the property tax estimate as they are uncertain and dependent on State Budget policy decisions.

SAN MATEO COUNTY HARBOR DISTRICT

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



EXPENSES

COMBINED EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/14	FY 14-15 PROJECTED ANNUAL	FY 14-15 PRELIMINARY BUDGET
SALARIES AND BENEFITS:					
Salaries and Wages Expense	2,306,175	2,432,350	1,234,446	2,365,639	2,620,520
Benefits Expense	1,546,185	1,750,548	1,255,446	1,804,130	1,767,306
Total Salary and Payroll Burden	3,852,360	4,182,898	2,489,892	4,169,769	4,387,826
OPERATING EXPENSES	2,692,892	4,061,826	1,990,250	3,403,460	3,014,355
NON-OPERATING EXPENSES	2,635,898	1,934,426	0	1,873,821	1,914,593
Total Expenses without Capital Outlay	9,181,149	10,179,150	4,480,141	9,447,050	9,316,774
CAPITAL PROJECTS	950,521	777,686	156,749	0	3,804,190
TOTAL OPERATING EXPENSES & CAPITAL	10,131,671	10,956,836	4,636,890	9,447,050	13,120,964

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	928,556	999,850	498,940	952,400	1,091,591
Overtime	14,238	16,500	2,344	5,500	16,000
Other Pay	0	15,000	15,943	25,000	25,000
Total Salaries and Wages	942,795	1,031,350	517,227	982,900	1,132,591
Benefits Expense:					
Pension Contributions	225,332	252,100	118,600	264,028	265,758
Health Insurance Costs - Current Employees	211,766	211,500	119,944	239,888	249,746
Worker's Compensation Insurance	72,787	79,300	54,522	79,300	79,300
Other Insurance - Current Employees	15,820	16,025	10,221	17,562	16,025
Insurance Costs - Retirees	36,861	24,150	18,690	37,432	38,750
Social Security and Taxes	14,374	15,969	7,869	16,229	16,496
Auto Allowance	4,400	8,400	2,100	4,400	8,400
Employment Assistance Program	1,246	1,300	623	1,300	1,300
Liability for Termination Benefit	218,844	185,125	317,446	175,884	175,844
Total Benefits	801,429	793,869	650,015	836,023	851,619

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET
OPERATING EXPENSES:					
Advertising	10,076	11,204	5,344	10,688	11,200
Bad Debt Expense	20,944	65,000	0	65,000	45,000
Communications	25,140	22,600	12,876	22,600	21,000
Wifi Services	0	9,600	1,116	4,800	4,440
Computer Hardware and Software	3,969	11,750	436	11,750	11,750
Postage	6,919	30,100	4,030	8,800	9,000
Meetings/Travel/ Training	1,219	6,300	2,830	4,575	6,600
Auto Mileage Reimbursement	256	500	162	500	500
Memberships/ Dues/ Subscriptions	138	200	262	400	400
Recruitment and Personnel Tests	80	2,000	108	450	1,100
Property & Casualty Insurance	112,167	137,830	123,652	125,000	135,000
Fuel	11,708	12,500	5,220	10,600	12,000
Operating Supplies	67,400	85,288	25,908	59,600	67,900
Office Supplies	12,191	12,000	2,618	6,500	7,500
Office Equipment	0	0	0	0	0
Uniform Expenses	9,721	12,500	3,693	8,000	9,000
Special Events Expense	5,887	6,500	3,250	6,500	6,500
Legal Services	7,735	20,000	17,992	38,000	55,000
Contractual Services-IT	0	18,500	2,261	6,500	10,500
Contractual Services-Professional	43,162	181,982	42,087	90,000	50,000
Outside Contractual Services	133,167	157,008	70,617	148,300	105,900
Bank & Credit Card Fees	17,520	16,400	9,022	16,040	16,400
Repair and Maintenance	356,987	486,010	98,235	409,000	467,000
Garbage Collections	146,579	154,300	75,857	153,750	158,300
Trash Compactor	54,678	0	0	0	0
Harbor/ Marina Public Access	0	0	0	0	0
Harbor/ Marina Equipment	56,259	25,300	0	5,000	17,150
Vessel Destruction	6,573	83,427	6,293	75,000	65,000
Water and Electrical Utility Expenses	174,316	168,000	106,883	68,203	168,500
Total Operating Expenses	1,284,789	1,736,799	620,752	1,355,556	1,462,640
NON-OPERATING EXPENSES:					
Depreciation Expense	821,391	603,178	0	558,065	558,065
Interest Expense - DBAW Loan	170,412	168,627	0	123,587	129,869
Total Non-Operating Expenses	991,803	771,805	0	681,652	687,934

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET
CAPITAL PROJECTS:					
Rip Rap Repair - Fishing Pier					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	0	0	0	0	300,000
Dock Fingers					
Carry Over Money	15,407	0	0	0	580,257
2015-16 Budget Appropriation	0	0	0	0	0
Johnson Pier Repairs					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	121,484	1,370	0	0	173,000
West Trail - Fix Erosion					
Carry Over Money	0	0	0	0	355,933
2015-16 Budget Appropriation	15,402	408,309	46,669	0	0
PPH Leasee Sidewalk					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	0	0	0	0	300,000
Trench Drains at Boat Launch Ramp					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	0	0	0	0	40,000
Add'l 71 Berths, Bulkhead					
Carry Over Money	15,994	3,316	0	0	0
2015-16 Budget Appropriation	0	0	0	0	0
North HMB Shoreline (Surfers Beach)					
Carry Over Money	91,159	89,316	89,316	0	0
2015-16 Budget Appropriation	0	0	0	0	0
Pay Station Parking PPH					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	0	50,000	0	0	0
Dredge Launch Ramp					
Carry Over Money	322,917	1,830	0	0	0
2015-16 Budget Appropriation	0	0	0	0	0
Patrol Boat-Repairs					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	0	0	0	0	120,000

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET
CAPITAL PROJECTS:					
Harbor Office Remodel					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	0	9,279	8,299	0	200,000
Restroom-West Basin					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	116,240	0	0	0	0
Tenant Sewer Project					
Carry Over Money	241,968	12,441	193	0	0
2015-16 Budget Appropriation	0	0	0	0	0
Mooring Replacements					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	9,950	0	0	0	25,000
Restrooms - Launch Ramp Pre Cast					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	0	25,000	0	0	250,000
Post Office Lot					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	0	0	6,660	0	0

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET
CAPITAL PROJECTS:					
Removal of Romeo Pier					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	0	61,200	5,404	0	650,000
Inner Harbor Dredging					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	0	70,000	0	0	70,000
Total Capital Projects	950,521	752,061	156,541	0	3,064,190
TOTAL EXPENSES	4,971,338	5,085,884	1,944,534	3,856,131	7,198,974

Pillar Point Harbor

Fiscal Year Ending June 30, 2016

1. For FY2015-16, the Pillar Point Harbor budget for salaries and payroll related expenses are expected to increase by approximately \$120 thousand over FY2014-15 projections not including Termination Benefit expense (see #2) due to an increase of one Deputy Harbormaster and additional temporary administrative staff budgeted to assist during fishing seasons. This is due to an expected cost of living adjustment for all employees. The cost of living adjustment, based on the December 31, 2014 Labor CPI for San Francisco-Oakland-San Jose, is 2.1%.
2. The budget includes annual Termination Benefit expense of \$175,844 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. The reason for the increase is due to cost increase for health care and the fact that two employees will vest for this benefit this fiscal year. 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 FY2015-16 budget for other operating expenses is \$107,084 greater than FY2014-15 projected expenses. FY2015-16 has several deferred repairs and maintenance projects that needed to be addressed and those repairs and maintenance projects focus on safety and immediately needed repairs. The largest repair is a \$100,000 cost for asphalt repairs in and around the facility.
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 FY2015-16 budget total \$ 2.7 million of which \$355,933 are carryover funds. Current projects include design for the Launch Ramp restrooms, Mooring replacements, Rip Rap Fishing Pier Repair, Johnson Pier Electrical Power Feed Repair, Flow Meters for sewer lift station, Radon Boat repair, design for Harbor Office remodel, Dock Finger repair, Romeo Pier engineering engagement, trench drains at boat launch ramp, inner harbor dredging and an emergency repair for the erosion at the West Trail.

OYSTER POINT MARINA PARK EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET
SALARIES AND BENEFITS:					
Salaries and Wages Expense:					
Base Salary and Wages	679,097	668,300	352,577	670,739	689,999
Overtime	10,669	17,000	7,334	16,000	16,000
Other Pay	0	20,000	0	25,000	25,000
Total Salaries and Wages	689,766	705,300	359,911	711,739	730,999
Benefits Expense:					
Pension Contributions	154,377	189,000	74,856	162,999	163,733
Health Insurance Costs - Current Employees	140,507	145,354	71,874	139,910	163,710
Worker's Compensation Insurance	54,479	55,000	37,563	67,000	67,000
Other Insurance - Current Employees	12,630	11,400	17,150	11,250	74,500
Insurance Costs - Retirees	33,293	35,700	21,405	42,887	46,700
Social Security and Taxes	10,015	23,200	5,247	10,241	10,375
Auto Allowance	4,400	8,400	2,100	6,150	8,400
Employment Assistance Program	1,030	1,100	515	1,030	1,100
Liability for Termination Benefit	29,891	136,168	108,486	80,972	80,972
Total Benefits	440,621	605,322	339,196	522,439	616,490

OYSTER POINT MARINA PARK EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET
OPERATING EXPENSES:					
Advertising	5,116	8,000	5,383	8,000	8,000
Bad Debt Expense	49,259	65,000	0	65,000	50,000
Communications	14,452	12,800	8,635	12,800	13,100
Wifi Expense	0	8,000	2,564	6,500	6,500
Computer Hardware and Software	5,813	5,000	528	4,750	5,000
Postage	3,053	4,000	1,792	3,800	4,000
Meetings/Travel/ Training	2,286	6,300	1,052	2,550	5,300
Auto Mileage Reimbursement	117	400	136	250	400
Memberships/ Dues/ Subscriptions	138	200	183	250	250
Personnel Tests	80	1,100	101	550	1,150
Property & Casualty Insurance	112,167	137,800	123,652	137,500	139,200
Fuel	5,327	6,800	2,383	5,400	6,400
Operating Supplies	40,299	32,188	9,820	29,550	31,500
Office Supplies	8,903	7,000	2,172	4,500	5,400
Uniform Expenses	6,748	8,000	3,339	7,000	7,500
Special Events Expense	2,946	6,500	4,083	6,500	6,500
Legal Services	22,332	10,000	3,724	10,000	15,000
Contractual Services-IT	0	13,000	5,515	12,500	13,000
Contractual Services-Professional	23,903	185,822	41,579	114,400	79,800
Outside Contractual Services	133,652	136,689	67,406	121,700	127,080
Bank & Credit Card Fees	17,869	22,250	9,655	19,400	22,300
Office Space and Equipment Rentals	3,828	4,200	1,718	3,500	4,500
Repair and Maintenance	46,061	131,825	36,706	111,500	131,500
Garbage Collections	21,655	26,500	12,033	25,500	26,500
Harbor/ Marina Equipment	37,509	5,000	0	5,000	5,000
Vessel Destruction	24,120	65,880	66,495	75,000	75,000
Water and Electrical Utility Expenses	87,487	128,300	45,045	113,000	108,000
Total Operating Expenses	675,118	1,038,554	455,702	906,400	897,880
NON-OPERATING EXPENSES:					
Depreciation Expense	1,449,319	988,195	0	1,054,626	1,054,626
Interest Expense - DBAW Loan	180,204	160,470	0	123,587	160,470
Total Non-Operating Expenses	1,629,524	1,148,665	0	1,178,213	1,215,096

OYSTER POINT MARINA PARK EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET
CAPITAL PROJECTS:					
West Restroom Remodel					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	3,507	0	0	0	0
Refurbishment Dock 12					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	0	0	0	0	500,000
Replacement of Guest Dock					
Carry Over Money	48,424	0	0	0	0
2015-16 Budget Appropriation	0	0	0	0	0
East Basin Restroom Renovation					
Carry Over Money	251,123	0	0	0	0
2015-16 Budget Appropriation	0	0	0	0	0
Trash Compactor					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	0	0	0	0	40,000
Correct Flooding Issues					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	0	25,000	0	0	25,000
Dock 11					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	170,966	0	0	0	0
Electrical Pad for Kayak					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	11,875	625	207	0	0
Total Capital Projects	485,894	25,625	207	0	565,000
TOTAL EXPENSES	3,920,922	3,523,466	1,155,017	3,318,791	4,025,465

Oyster Point Marina/Park

Fiscal Year Ending June 30, 2016

1. For FY2015-16, the Oyster Point Marina budget for salaries and payroll related expenses are expected to increase by approximately \$27 thousand higher than FY2014-15 projections not including OPEB expense (see #2). This is due to an expected cost of living adjustment for all employees. The cost of living adjustment, based on the December 31, 2014 Labor CPI for San Francisco-Oakland-San Jose is 2.1%.
2. The budget includes annual Termination Benefit expense of \$80,972 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 \$123,587 thousand as set in the Loan Agreement with the DBAW.
4. Capital projects budgeted at \$565,000 include repair of Dock 12, a new trash compactor, and engineering to correct flooding at the Harbor Master's office during high tide.

ADMINISTRATION EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET
SALARIES AND BENEFITS:					
Salaries and Wages Expense:					
Base Salary and Wages	631,951	654,200	353,266	630,000	730,057
Overtime	5,664	5,500	2,242	5,000	8,000
Total Salaries and Wages	637,615	659,700	355,508	635,000	738,057
Benefits Expense:					
Pension Contributions	133,037	154,200	71,397	147,000	135,778
Health Insurance Costs - Current Employees	91,398	94,000	46,299	100,974	102,174
Worker's Compensation Insurance	4,031	4,800	3,087	4,650	5,444
Other Insurance - Current Employees	10,177	10,100	7,415	13,281	14,100
Social Security and Taxes	12,542	11,595	6,681	11,608	20,507
Auto Allowance	8,400	8,400	4,200	4,200	8,400
Employment Assistance Program	570	670	325	650	670
Liability for Termination Benefit	1,061	10,300	68,402	73,000	-27,709
Total Benefits	261,216	294,065	207,806	355,363	259,363

ADMINISTRATION EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET
OPERATING EXPENSES:					
Advertising	1,899	2,500	127	127	2,500
Communications	10,321	12,500	5,460	5,460	12,500
Computer Hardware and Software	1,691	9,000	2,749	7,000	7,500
Postage	5,896	32,474	3,619	8,000	9,000
Meetings/Travel/ Training	3,285	6,500	1,027	6,500	6,500
Auto Mileage Reimbursement	1,048	1,500	1,084	1,084	1,500
Memberships/ Dues/ Subscriptions	12,976	15,000	16,454	17,500	17,500
Recruitment and Personnel Tests	1,520	2,500	841	1,500	2,500
Office Supplies	17,325	20,126	5,851	13,100	13,600
Office Equipment	0	-15,000	0	0	0
Legal Services	53,447	50,000	36,128	75,000	100,000
Contractual Services-IT	0	21,000	7,912	28,000	21,000
Contractual Services-Professional	45,075	110,158	25,108	110,000	75,000
Outside Contractual Services	42,976	33,150	10,112	32,150	33,150
Bank & Credit Card Fees	560	750	252	750	750
Office Space and Equipment Rentals	95,063	101,970	45,148	97,500	99,000
LAFCO Fees	5,516	7,500	6,182	6,182	7,500
Building Procurement Fees			102,116		
Property Tax Admin. Fee	45,131	29,000	23,218	28,322	29,000
Total Operating Expenses	343,730	440,628	293,390	438,175	438,500
NON-OPERATING EXPENSES:					
Depreciation Expense	14,571	13,956	0	13,956	11,563
Total Non-Operating Expenses	14,571	13,956	0	13,956	11,563
TOTAL EXPENSES	1,257,131	1,408,349	856,704	1,442,494	1,447,483

Administration

Fiscal Year Ending June 30, 2016

1. For FY2015-16, the Administration budget for salaries and payroll expenses are is \$70 thousand higher than FY2014-15 projections. This partly is due to an expected cost of living adjustment for all employees. The cost of living adjustment, based on the December 31, 2014 Labor CPI for San Francisco-Oakland-San Jose is 2.1%. In addition General Manager salary has been estimated at half a year at \$125/hour for an interim position. This estimated temporary position would not include any District benefits. The remaining half a year is estimated at the normal salary and benefit schedule for the permanent replacement.
2. The budget includes annual Termination Benefit expense of negative \$27,709 because a vested employee is now drawing the benefit and reducing the cost and liability. This benefit is 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 remain flat over the FY2014-15 projections. However, the District may move their Administration office to a facility with a rent cost savings which has not been included in these estimates.

HARBOR COMMISSION EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET
SALARIES AND BENEFITS:					
Salaries and Wages Expense:					
Base Salary and Wages	36,000	36,000	1,800	36,000	36,000
Total Salaries and Wages	36,000	36,000	1,800	36,000	36,000
Benefits Expense:					
Pension Contributions	0	0	0	0	0
Health Insurance Costs - Current Employees	44,112	52,900	24,456	40,656	40,769
Worker's Compensation Insurance	228	400	150	350	400
Other Insurance - Current Employees	310	320	107	250	300
Insurance Costs - Retirees	19,656	20,300	9,828	20,300	21,315
Social Security and Taxes	3,121	3,122	1,744	3,200	2,832
Employment Assistance Program	542	550	271	550	600
Liability for Termination Benefit	(25,050)	(20,300)	21,872	25,000	(26,382)
Total Benefits	42,919	57,292	58,429	90,306	39,834
OPERATING EXPENSES:					
Advertising	19,546	26,500	2,451	7,500	8,000
Election Expense	188,487	650,000	513,378	513,378	0
Postage	17	250	21	100	100
Meetings/Travel/ Training	5,498	9,500	4,772	9,300	9,800
Auto Mileage Reimbursement	0	200	0	200	200
Memberships/ Dues/ Subscriptions	433	0	0	0	0
Property & Casualty Insurance	14,456	17,545	14,398	14,500	14,935
Office Supplies	1,328	1,700	1,365	1,600	1,800
Legal Services	137,951	110,000	64,599	130,000	150,000
Contractual Services-IT	0	4,000	64	500	4,000
Contractual Services-Professional	0	0	0	0	0
Outside Contractual Services	17,605	21,351	19,094	21,451	21,500
Employee Appreciation Dinner	3,934	4,800	265	4,800	5,000
Total Operating Expenses	389,255	845,846	620,406	703,329	215,335
TOTAL EXPENSES	468,174	939,138	680,635	829,635	291,169

Harbor Commission

Fiscal Year Ending June 30, 2016

1. For FY2015-16, the Commission budget for salaries and payroll expenses are is \$76 thousand versus \$126 thousand projected for FY2014-15, 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 FY2015-16 is \$ 829,635 thousand compared with \$276,169 thousand projected for FY2014-15 mostly due to a non-election year. However, legal fees are estimated at \$150K or 15% higher than FY2014-15 projected due to anticipated increased in legal costs.

SAN MATEO COUNTY HARBOR DISTRICT

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



CAPITAL IMPROVEMENT PROJECTS

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
Compactor	40,000	-	40,000
Dock 12 Referbishment	500,000	-	500,000
Total Oyster Point Marina	565,000	-	565,000
Pillar Point Harbor:			
Mooring Replacements	25,000	-	25,000
Leasee Sidewalk	300,000	-	300,000
Rip Rap Fishing Pier Repair	300,000	-	300,000
Johnson Pier Electrical Feed Power	173,000	-	173,000
Flow Meters for Sewer Lift Station	580,257	-	580,257
Radon Boat Replacement or Repair	120,000	-	120,000
Harbor Office Remodel	200,000	-	200,000
Romeo Pier	650,000	-	650,000
Trench Drains at Boat Launch Ramp	40,000	-	40,000
Launch Ramp Restroom Design	250,000	-	250,000
Inner Harbor Dredging	70,000	-	70,000
West Trail-Fix Erosion	0	355,933	355,933
	2,638,257	355,933	3,064,190
TOTAL DISTRICT	3,203,257	355,933	3,629,190

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.



MEMORANDUM

March 9, 2015

TO: Board of Harbor Commissioners
Scott Grindy, Acting General Manager

FROM:  Debra Galarza, Director of Finance

SUBJECT: Treasurer Roles: Transparency and Internal/External Controls

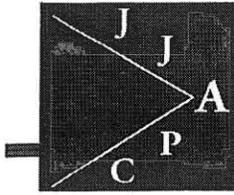
Action suggestions listed below:

1. Approve the JJACPA engagement in the amount of \$3,600 as specified below.
2. Do not approve the JJACPA engagement.
3. Perform an RFP process for this engagement from a CPA firm independent of our annual auditors.

At the January 21st meeting the Board appointed Acting General Manager, Scott Grindy as Treasurer. In a verbal conversation Grindy had stated that he appointed the Director of Finance as Deputy Treasurer. Prior to acceptance I requested our auditors JJACPA to perform an engagement to address any potential transparency, segregation of duties, and/or internal or external control issues.

Due to my fiscal responsibility to the District I asked that they perform the task as soon as possible. They stated they could begin as soon as February 23rd. However, due to the Boards actions on January 7th, that they must approve all contractual services, this engagement was cancelled.

Commissioner Brennan has recently been in contact directly with our Auditors and is able to communicate this discussion with the entire Board.



JJACPA, Inc.

A Professional Accounting Services Corp.

February 4, 2015

Scott Gindy
Acting General Manager
San Mateo County Harbor District
400 Oyster Point Boulevard, Suite 300
South San Francisco, CA 94080

Dear Scott

We are pleased to confirm our understanding of the services we are to provide for San Mateo County Harbor District (District). This letter will confirm the nature and limitations of the services we will provide and the various responsibilities and other terms of the engagement.

We agree to apply procedures to review the internal control process of the District Treasurer as of June 30, 2015 in accordance with District Policy. These procedures will be applied for the purpose of reporting our findings in regards to the results of the procedures performed as compared to the Policy. The procedures we will perform have been agreed to by the specified parties to this engagement listed as follows: Joseph J. Arch, President/CEO of JJACPA, and Scott Grindy, Acting General Manager of the San Mateo County Harbor District. These agreed-upon procedures are enumerated as follows:

- Review the procedures of the District Treasurer for deficiencies, significant deficiencies or material weaknesses in internal control.
- Provide process improvements recommendations based on the results of our findings.
- Provide the results of the above procedures in a report format.

We will conduct our engagement in accordance with the attestation standards for agreed-upon procedures engagements of the American Institute of Certified Public Accountants. The specified parties listed above are solely responsible for the sufficiency of the agreed-upon procedures for their purposes. Therefore, we make no representation as to the sufficiency of these procedures for the purposes of the specified parties or for any other purpose. The agreed-upon procedures are not designed to constitute an examination or review of the subject matter. Therefore, we will not express reasonable or limited assurance on the subject matter. We have no obligation to perform any procedures beyond those agreed to by the specified parties as enumerated in this letter of engagement. If, for any reason, we are unable to complete the procedures, we will not issue a report as a result of this engagement.

Our procedures are also not designed to detect error or fraud that is immaterial to the subject matter information. However, we will inform you of any material errors or fraud that come to our attention, unless clearly inconsequential. Our responsibility is limited to the period covered by our procedures and does not extend to matters that might arise during any later periods for which we are not engaged. At the conclusion of our engagement, we may also request certain written representations from you about the subject matter information and related matters. We will present a written report listing the procedures and our related findings. This report will be intended for use by and restricted to the use of the specified parties as identified above, and our report will contain such restricted-use language. We will maintain the confidentiality of your personal information and apply procedures to protect against any unauthorized release of your personal information to third parties.

Our engagement will be conducted on the basis that District's management acknowledge and understand that they have responsibility:

- a. For the design, implementation, and maintenance of internal control relevant to the Treasury process which is the best means of preventing or detecting errors or fraud;
- b. For selecting and determining the suitability and appropriateness of the criteria upon which our review will be evaluated; and
- c. To provide us with:
 - (1) Access to all information of which management is aware that is relevant to the Treasury process such as records, documentation, and other matters and that you are responsible for the accuracy and completeness of that information;
 - (2) Additional information that we may request from management for the purpose of performing the agreed upon procedures; and
 - (3) Unrestricted access to persons within the entity from whom we determine it necessary to obtain attest evidence.

The District's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities

As part of our engagement, we will request from management written confirmation concerning representations made to us in connection with the agreed upon procedures.

We will issue a written report upon completion of the performance of the agreed upon procedures. Our report will be addressed to the Board of Commissioners.

During the course of the engagement, we may communicate with you or with your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

The timing of our engagement will be scheduled for performance and completion as follows:

	<i>Begin</i>	<i>Complete</i>
Plan engagement procedures	2/23/15	2/23/15
Perform engagement procedures	2/24/15	2/25/15
Issue engagement report	3/20/15	3/20/15

Joseph J. Arch is the engagement partner for the services specified in this letter. His responsibilities include supervising JJACPA's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the agreed-upon procedures report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Invoices will be rendered every two weeks and are payable upon presentation. We estimate that our fee for the engagement will not exceed \$3,600. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate.

All work will be suspended if your account becomes 30 days past due. No work will be resumed until your account is fully paid.

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

This agreement shall be governed by the laws of the State of California. If a dispute arises out of the audit engagement described herein and if the dispute cannot be settled through negotiations, the parties agree first to try in good faith to settle the dispute by mediation using an agreed upon mediator. If the parties are unable to agree on a mediator, the parties shall petition the state court that would have jurisdiction over this matter and request the appointment of a mediator, and such appointment shall be binding on the parties. Each party shall be responsible for its own mediation expenses and shall share equally in the mediator's fees and expenses.

We agree to retain our attest documentation or work papers for a period of seven years from the date of our report

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our engagement including our respective responsibilities. If you have any questions, please let us know.

We appreciate the opportunity to be of service to you and look forward to working with you and your staff.

Respectfully,

A handwritten signature in cursive script that reads "Joseph J. Arch, CPA". The signature is written in dark ink and is positioned above the typed name.

Joseph J. Arch, CPA
JJACPA, Inc.
7080 Donlon Way, Suite 204
Dublin, CA 94563

RESPONSE:

This letter correctly sets forth our understanding.

San Mateo County Harbor District

Acknowledged and agreed on behalf of the San Mateo County Harbor District by:

Title: _____

Date: _____

**San Mateo County
Harbor District****Memo**

Date: 3/10/2015

To: Board of Harbor Commissioners

From: John Draper
Acting Harbormaster

Re: Commercial Activity Permit for Ronald J. Daoust dba
Ronnies Yard Art to sell yard art at Pillar Point Harbor

RECOMMENDATION

Do not approve a Commercial Activity Permit for Ronald J. Daoust dba Ronnie's Yard Art.

BACKGROUND

The District has received an application from Ronald J. Daoust of Half Moon Bay for a Commercial Activity Permit (CAP) to sell yard art at Pillar Point Harbor (see attached application and pictures). Staff has reviewed Mr. Daoust's application and the District's policy on land-based commercial activity permits (attached), and has concluded that staff's recommendation for approval of this application would be inappropriate and not in the District's or the Harbor's best interests.

Aside from the restrictions set forth in the District's policy, recent activities at Pillar Point Harbor have highlighted our increasing concern with the limited amount of on-shore space available for fish-related uses including gear storage and net repair, growing local interest in water-related recreational spaces and uses, and increased demand for space for special events. Traffic circulation and congestion, public safety, and impacts on harbor operations and businesses are factors of concern. Additionally, the proposed activity does not require a shoreline location, is not related to harbor activities, nor is it likely to significantly contribute to the District's revenue stream. Staff recommends denial of the CAP.

SAN MATEO COUNTY HARBOR DISTRICT

400 Oyster Point Blvd., Suite 300
South San Francisco, CA 94080
Phone: (650) 583-4400
Fax: (650) 583-4611

COMMERCIAL ACTIVITY PERMIT APPLICATION

The undersigned (hereinafter referred to as "Applicant") hereby applies for a permit to conduct a commercial activity, described below, at facilities owned or operated by the San Mateo County Harbor District, hereinafter referred to as "District," a political subdivision of the State of California.

PROPOSED COMMERCIAL ACTIVITY

1. **PURPOSE:** The purpose of the application is to describe the proposed commercial activity offering of sales or services to the general public:

Please describe in detail the proposed commercial activity. Include information regarding the nature of the activity, the purpose, hours of operation, any fees charged, estimated number of participants/customers, areas of Harbor to be used, Harbor facilities to be used. (use additional sheets of paper if needed.) *See attached page.*

2. **RULES AND REGULATIONS:**

- a) Applicant is required to comply with all Federal, State, Local and District laws and ordinances, and represents as part of this permit application process that he/she has reviewed the Ordinance Code of the San Mateo County Harbor District and is fully familiar with the restrictions and laws stated herein.
- b) Applicant is required to submit with this application a valid copy of the Fictitious Business Name Statement from the County of San Mateo Treasurer's Office (required in all unincorporated areas of the County of San Mateo) or a City of South San Francisco Business License (if business is located in South San Francisco) and Seller's Permit issued from the California State Board of Equalization, which entitles Permittee to sell products. License shall be maintained in accordance with law and Permittee must be able to produce license when requested to do so by a representative of the District. Seller's Permit requirement only applies if applicable. The permits issued by the San Mateo County Harbor District will be null and void if applicant is required to have a San Mateo County, City of Half Moon Bay, or a City of South San Francisco Permit or business license and does not obtain said permits or business licenses.
- c) Sales and services under the permit applied for herein shall be permitted during prescribed hours only, within the operating hours of the specific facility involved, without advance written approval from the Harbormaster's office.
- d) All sales, work or other services shall be performed only in the areas designated by District staff as the space within the facility for said service, work or sale.
- e) Any permit authorized pursuant to this application shall be revoked immediately, and shall be null and void, if applicant is found in violation of any of the Terms and Conditions of this permit, or any provisions of law, including the San Mateo County Harbor District Ordinance Code.
- f) The permit issued pursuant to this application shall be valid from January 1 through December 31 of the permit calendar year.

g) Commercial Activities are covered under Section 5 of the existing Ordinance Code.

3. **PERMIT FEE, PAYMENT AND ACCOUNTING:**

a) **FEES:** The non-refundable administrative fee for the term of this permit shall be **Two hundred fifty dollars (\$250.00)** per year plus \$100 per year to add an additional harbor/marina and shall be payable on approval of this application, before issuance of the Commercial Activity Permit. Additional fees may be required such as a percent-of-sales fee. (Contact the Harbor Master and General Manager for additional requirements.)

b) Permittee may be required to post a security deposit of \$500.00, which may be used by the District for payment of any moneys, rents, fees or other charges due and payable to the District, but in arrears for over ninety (90) days. Permittee shall be required to reinstate security deposit within 30 days, and to the satisfaction of the District if District is required to use said security deposit to satisfy Permittee's obligations under this lease.

c) **PLACE OF FILING AND PAYMENT:** Fees required herein shall be paid to:

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

d) The fees may be paid with cash, check, or electronic payment made payable to the San Mateo County Harbor District. A thirty dollar (\$30.00) charge shall be assessed to proposed applicant for any and all returned checks. The permit is then null and void.

4. **LIABILITY OF PARTIES: INDEMNIFICATION: INSURANCE:**

Applicant shall indemnify, hold harmless and defend District for and against any and all injury to and deaths of persons, and injuries to property, and all claims, demands, losses, damages and liability, arising out of the applicant's activities under this permit and the use by applicant of District facilities.

Prior to commencing any activities hereunder, applicant shall furnish to District satisfactory evidence of insurance written upon a form and by a company acceptable to District, insuring District, its directors, officers, agents and employees against any losses or liabilities which may arise out of applicant's use of the facilities, including all costs of defending any action. Said insurance shall consist of a Comprehensive General Liability policy with a Broad Form Endorsement that provides coverage for bodily injury and property damage in the amount of \$1,000,000.00 per occurrence and \$2,000,000.00 in aggregate. Said policy shall be in favor of, and name applicant and District, its directors, officers, agents and employees as additionally insured and shall be maintained in full force and effect during the term of the permit. Said policy shall state by its terms and by an endorsement that said policy shall not be canceled until District shall have had at least thirty (30) days written notice of such cancellation.

To operate a vessel under a Commercial Activity Permit, additional insurance is required in the form of Hull, Machinery, and P&I, including towing coverage.

Ronnie's Yard Art

Proposed activity. Retail sales of yard art (description: 100% recycled metal that is individually hand-painted animal figurines.)

Absence of insurance makes the Commercial Activity Permit null and void.

5. SIGNING OF APPLICATION

In signing this application, and accepting the permit issued thereby, the undersigned certifies under penalty of perjury that any and all work, services or sales will be made by the applicant personally, or by individuals in the applicant's employment, the names of whom must be provided in advance to the District on this application, or on any future amendment to the application, to enable the District to monitor the use of their facilities by outside business entities.

6. NON-TRANSFERABLE/ASSIGNABLE

Applicant understands that the permit so issued is non-transferable or assignable, and that any attempt to transfer, assign or otherwise encumber or hypothecate this permit shall result in the permit immediately becoming null and void, and all permit fees paid shall be forfeited.

I/we have read, understand and accept all of the terms and conditions of this permit application, and the information provided herein, and request that the San Mateo County Harbor District issue its permit to me/us to engage in the commercial activity described in Paragraph 1, and that said permit be issued in the name of:

Ronnie's Yard Art covering work by the following person(s):
Ronald J. Droust


Signature of Applicant

02/18/2015
Date

250 San Mateo Rd Spc 28 Half Moon Bay, Ca. 94019
Address of Applicant

650-518-0721
Phone Number

ronnie.droust@gmail.com
Email Address

650-726-4134
Fax Number

Are you Requesting a Waiver of Fees:

Yes

No

Non-Profit ID Number (if applicable)

Ronnie's Yard Art

TITLE [If a corporation, attach a corporate resolution authorizing the signatory to enter into this permit agreement]

THIS IS AN IMPORTANT RECORD
SAFEGUARD IT.

1. LAST NAME - FIRST NAME - MIDDLE NAME DAOUST, Ronald Joseph			2. SEX M	3. SOCIAL SECURITY NUMBER [REDACTED]	4. DATE OF BIRTH [REDACTED]	YEAR [REDACTED]	MONTH [REDACTED]	DAY [REDACTED]	
5. DEPARTMENT, COMPONENT AND BRANCH OR CLASS USMC-II			6a. GRADE, RATE OR RANK CPL	b. PAY GRADE E-4	7. DATE OF RANK 76 05 01	YEAR 76	MONTH 05	DAY 01	
8a. SELECTIVE SERVICE NUMBER UNKNOWN		b. SELECTIVE SERVICE LOCAL BOARD NUMBER, CITY, STATE AND ZIP CODE UNKNOWN		c. HOME OF RECORD AT TIME OF ENTRY INTO ACTIVE SERVICE (Street, RFD, City, State and ZIP Code) 510 Marine View Belmont, San Mateo, CA 94002					
9a. TYPE OF SEPARATION Transfer to the Marine Corps Reserve				b. STATION OR INSTALLATION AT WHICH EFFECTED SepCntr MCB CamPen CA. RUC: 33149					
c. AUTHORITY AND REASON					d. EFFECTIVE DATE 78 05 18	YEAR 78	MONTH 05	DAY 18	
e. CHARACTER OF SERVICE HONORABLE				f. TYPE OF CERTIFICATE ISSUED N/A		10. REENLISTMENT CODE			
11. LAST DUTY ASSIGNMENT AND MAJOR COMMAND HQCo, 7thCommBn, 3rdMarDiv 21636				12. COMMAND TO WHICH TRANSFERRED MarCorResForAdminActy (MCRFAA) (CODE AFR) KSC., MO. 64131					
13. TERMINAL DATE OF RESERVE/MSO OBLIGATION YEAR MONTH DAY 80 06 27		14. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City, State and ZIP Code) Oakland, CA			15. DATE ENTERED ACTIVE DUTY THIS PERIOD YEAR MONTH DAY 74 07 08				
16a. PRIMARY SPECIALTY NUMBER AND TITLE 3051 GenWhsMan		b. RELATED CIVILIAN OCCUPATION AND D.O.T. NUMBER 223.387 StkClk		18. RECORD OF SERVICE			YEARS	MONTHS	DAYS
17a. SECONDARY SPECIALTY NUMBER AND TITLE NONE		b. RELATED CIVILIAN OCCUPATION AND D.O.T. NUMBER NONE		(a) NET ACTIVE SERVICE THIS PERIOD			03	10	11
				(b) PRIOR ACTIVE SERVICE			00	00	00
				(c) TOTAL ACTIVE SERVICE (a + b)			03	10	11
				(d) PRIOR INACTIVE SERVICE			00	00	10
				(e) TOTAL SERVICE FOR PAY (c + d)			03	10	21
				(f) FOREIGN AND/OR SEA SERVICE THIS PERIOD			02	00	00
19. INDOCHINA OR KOREA SERVICE SINCE AUGUST 5, 1964 <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				20. HIGHEST EDUCATION LEVEL SUCCESSFULLY COMPLETED (In Years) SECONDARY/HIGH SCHOOL 12 YRS (1-12 grades) COLLEGE 00 YRS					
21. TIME LOST (Preceding Two Yrs) NONE		22. DAYS ACCRUED LEAVE PAID 07.0		23. SERVICEMEN'S GROUP LIFE INSURANCE COVERAGE <input type="checkbox"/> \$15,000 <input type="checkbox"/> \$5,000 <input checked="" type="checkbox"/> \$20,000 <input type="checkbox"/> \$10,000 <input type="checkbox"/> NONE		24. DISABILITY SEVERANCE PAY <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES AMOUNT		25. PERSONNEL SECURITY INVESTIGATION a. TYPE ENTINAC b. DATE COMPLETED 740822	
26. DECORATIONS, MEDALS, BADGES, COMMENDATIONS, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED Rifle Marksman Badge, National Defense Service Medal, Good Conduct Medal.									
27. REMARKS Good Conduct Medal Period Commences: 770708 Marine requests copy #1 of DD Form 214 (MC) [Signature]									
28. MAILING ADDRESS AFTER SEPARATION (Street, RFD, City, County, State, ZIP) See Item #8c.					29. SIGNATURE OF PERSON BEING SEPARATED [Signature]				
30. TYPED NAME, GRADE AND TITLE OF AUTHORIZING OFFICER G. SCHOCK, 1stLt., USMCR, AdminO					31. SIGNATURE OF OFFICER AUTHORIZED TO SIGN [Signature]				

DD FORM 1 NOV 72 **214 MC**

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

THIS IS AN IMPORTANT RECORD
SAFEGUARD IT.
S/N 0102-LF-002-0001

REPORT OF SEPARATION
FROM ACTIVE DUTY (1900)

INDIV - 1





Chapter 5.10 COMMERCIAL ACTIVITY PERMITS

Sections:

[5.10.010](#) Commercial activity permits – General.

[5.10.020](#) Limited commercial activity permits.

5.10.010 Commercial activity permits – General.

A. It is unlawful for any person to sell or publicly solicit for sale any merchandise within the boundaries of the District unless a permit is first obtained from the District. The District shall establish bulletin boards which may be used to offer for sale various merchandise and services which may be of interest to the users of District facilities. The Harbormaster may, from time to time, peruse items posted on the bulletin boards and cull those items which are expired, defaced or inappropriate to the intended use of the bulletin board.

B. No person shall conduct or operate a business or service for hire or compensation within the boundaries of the District, or on or from lands owned by the District, unless a permit is first obtained from the District in the manner prescribed by the established procedures of the District.

C. Vessels within the harbor or marinas of the District shall not be used for any commercial purposes unless a permit is first obtained from the District. In the case of a commercial fishing vessel the payment of berthing fees to the District and appropriate fishing permit fees to the State of California or the U.S. Government constitutes permission to conduct commercial fishing operations, excluding any wholesale buying or retail selling of fish on premises, which requires a commercial activity permit issued by the District.

D. In addition to payment of all prescribed fees, no vessel may operate under a commercial activity permit unless it complies with all requirements of the commercial activity permit as may be established by resolution of the Board of Harbor Commissioners, including the requirement for an additional license. In any event, all vessels shall comply with appropriate State and Federal regulations.

E. The District may not issue commercial activity permits for more than sixteen (16) inspected small passenger vessels and six (6) uninspected small passenger vessels at Pillar Point Harbor without first determining the impact of said additional permits on the District's facilities and the surrounding community.

F. 1. Commercial activity permits shall be heard by the Board and acted upon within sixty (60) days. Renewed commercial activity permits shall be exempt from this requirement unless a change in the original permit has been requested or, in the opinion of the General Manager, the permit should be placed upon the Harbor Commission agenda. Commercial activity permits shall be valid for a period of one (1) year from date of issue.

2. Commercial activity permits shall be heard by the Board and acted upon within sixty (60) days, except that the Board by resolution authorizes the General Manager to approve and issue commercial activity permits whose terms and conditions are attached to the resolution codified in

this section and incorporated by reference herein, to nonlessee wholesale commercial fish buyers.

3. Commercial activity permits for nonlessee commercial fish buyers shall be obtained by submitting completed applications at either the Pillar Point Harbor office or District administration office for review by the General Manager. Permits will be approved or denied by the General Manager within thirty (30) days of the date a complete application is submitted. If permits are granted, they may be obtained at either the Pillar Point Harbor office or the District administration office. If a permit is denied, the applicant may appeal to the Board of Harbor Commissioners by submitting a written appeal request to the General Manager within ten (10) days of notification of denial. In such instance, the General Manager shall cause the appeal to be placed on the agenda of the next regularly scheduled Board meeting. [Amended during 2014 recodification; Res. 02-13 (Att.); Ord. 76-97. Code 1996 § 5.2.1.]

5.10.020 Limited commercial activity permits.

Limited commercial activity permits may be issued to applicants whose commercial activities are of specified and limited duration. The limited commercial activity permit shall be issued only for the duration of specified activity. [Amended through codification process of 1995, Ord. 74-96. Code 1996 § 5.2.2; prior code § 5.403.]

The San Mateo County Harbor District Ordinance Code is current through Resolution 26-14, passed October 1, 2014.

Disclaimer: The Administration Office has the official version of the San Mateo County Harbor District Ordinance Code. Users should contact the Administration Office for ordinances passed subsequent to the ordinance cited above.



Standing Committee By-Laws San Mateo County Harbor District

These by-laws apply to all standing committees

Purpose

Committees will be created to facilitate in-depth examination of issues. Committees do not set policy – they only make recommendations to the Board.

Selection of Chair

Board members on the Committee will select a chair. If commissioners assigned to a committee are unable to agree on who will chair the committee the Harbor Commission Board President will decide.

Selection of Committee Membership

Each commissioner serving on a committee can select up to two public members to serve on the committee. All members of the public appointed to a committee must be confirmed by a board vote. A member of the public can serve as chair if agreed to by both committee board members.

Decorum

If a commissioner assigned to a committee consistently works against the mission and goals of the committee the Board President will appoint a replacement commissioner to the committee.

Procedures

1. Each Committee will decide its own meeting dates and times. The meeting time must be public-friendly, i.e., no earlier than 6:30 pm.
2. At least one Commissioner must be present at each committee meeting.
3. Each Committee will meet at least once every four months. The exact number of meetings will be determined by the needs.
4. The Committee will set each agenda for the committee. In the event of disagreement, the Committee Chair sets the agenda.
5. Meeting sessions will be limited to approximately two hours.
6. Committee discussions should always attempt to reach consensus. Recommendations sent to the Commission will be approved by a vote of the Committee.
7. A quorum will consist of a simple majority of committee members.
8. Board members on a Committee will determine if the General Manager and/or management staff members will attend a committee meeting. In the event of a disagreement, the Board President will decide staff attendance.
9. A written meeting report to the board will be produced after each committee meeting.
10. Agendas, committee packets, presentations, and meeting reports will be published on the Harbor District website.
11. In accordance with the Brown Act, meetings of standing Committees will be publicly noticed and the agendas will be published 72 hours in advance of the meeting. Agendas will be published on the Harbor District website 72 hours in advance of the meeting.
12. Every committee member is expected to attend meetings and to participate in committee activities.
13. Each member is expected to study the issues or problems that come before the committee in order to contribute to the resolution process.

Jim Anderson

When he was only five years old, Jim Anderson had to stand on an apple crate to see where he was headed when he took the helm of the CPFV Miss Princeton. Nevertheless, despite his young age the passengers on his father's charter vessel were assured of a safe voyage. Fishing was the only thing of interest to young Jim, and each morning he was up before dawn, ready to go. He spent the better part of his early life at sea, and fondly recalls naptimes spent cozily lounging in the galley sink. Ultimately, however, his mother prevailed – the boat was sold, and all arguments about going fishing vs. attending school came to an end.

However, at the age of seventeen, Jim bought his first commercial fishing boat, the F/V Dawn, a 34-foot wooden double-ender built for the Columbia River, and took off in pursuit of salmon. After a few years of fishing, "Jimmy Dawn," as he was by then known, took time off to build a winery for his mother, who was terminally ill.

In the late 1980s, Captain Anderson purchased the F/V Allaine, an unfinished 50-foot steel vessel, from Martin Allen's boatyard in Moss Landing. After adding steering, a shaft and rudder, he brought it home to Pillar Point for finishing. Today, Jim fishes the Allaine for Dungeness crab and California king salmon. Jim is extremely active advocating for his industry serving not only on the Board of Directors for HMBSMA but also on the California Salmon Council and the Dungeness Crab Taskforce as well as promoting sales direct from fishermen in Pillar Point Harbor. When asked if his advocacy was his way of helping to ensure the ocean resources were adequately protected, he replied: "No, we've always understood sustainability. I'm just trying to help the fleet, the folks I've grown up with, to deal with the bureaucracy."

MEMO

Date: March 9, 2015
 To: San Mateo County Harbor District
 From: Lisa Wise Consulting, Inc.
 RE: San Mateo County Harbor District Strategic Business Plan Next Steps

We look forward to working with the Board on the next steps in the Strategic Business Plan project.

This memo summarizes general project progress, the stop work order and the current standing of Task 5 and Task 7 from the scope of work in the agreement between the District and LWC dated April 4, 2014:

- Summary of Project Progress
- Stop/Suspend Work Order,
- Task 5 Edits (Financial Conditions Assessment) and
- Task 7 Amendment (Community Sustainability Plan).

SUMMARY OF PROJECT PROGRESS

To accommodate the new Board of Harbor Commissioners and at the General Manager's and Acting General Manager's direction, on December 22, LWC provided a DRAFT of the background and existing conditions deliverables (Tasks 4, 5 and 7) to the Harbor District. LWC received edits from Scott Grindy and Peter Grenell on December 23 and returned the revised documents to the District on December 24.

There are funds remaining on each of these tasks to make additional edits, if and when the Harbor District chooses. The funds are from the budget approved by the Board and the Harbor District in the signed agreement dated April 4, 2014. See below:

Task	Services	Total Budget	Completed	Remaining
Task 4	Existing Infrastructure & Facilities Assessment	\$ 42,430	\$ 40,585	\$ 6,881
Task 5	Financial Conditions Assessment	\$ 35,350	\$ 29,317	\$ 6,033
Task 7	Community Sustainability Plan	\$ 50,420	\$ 40,585	\$ 9,835

Stop/Suspend Work Order

We were advised by the Board orally at the January 7, 2015 Harbor Commissioner Meeting and in writing on January 12, 2015 (Exhibit A), to stop all work on the project and produce an amendment that would enable us to complete the Community Sustainability Plan (CSP). The Stop/Suspend Work Order states:

Stop all work to the project for up to six months while the search for a new General Manager position occurs, and while the new Board members familiarize themselves with the project. During this time the District via direction of the Board will contact you if and when the project is to again start in efforts of completing the project.

We have not received communications from the District advising us to proceed.

We recommend that the Harbor District provide a Notice to Proceed with a clear outline of the tasks to be addressed.

Task 5 Financial Conditions Assessment

On December 22, 2014, LWC provided a draft Financial Conditions Assessment to the Harbor District. We received comments (from Harbor District staff, Grindy and Grenell) on December 23rd, made the revisions to the document and returned the revised draft to the District on December 24th.

We received comments from the Finance Department on January 21, 2015. We provided recommendation on moving forward on Debra's edits via email on January 27 and followed up with a phone call to Scott Grindy. We have not received a response but remain available to discuss strategies for moving forward. The email is attached as Exhibit B. We would be happy to make the Finance Department's edits and feel we can do so with less than the remaining \$6,033 approved budget.

Task 7 Community Sustainability Plan (CSP)

LWC provided an amendment (Exhibit C) to the Harbor District on January 16 as advised in the Stop/Suspend Work Order to complete the CSP. We have received no response from the Harbor District on this proposed amendment. We look forward to continuing this task with the commercial fishing community and completing the CSP. There is over \$9,800 from the approved budget remaining on this task to undertake next steps. We are confident we can complete this task quickly and to the satisfaction of the commercial fishing community.

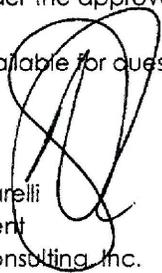
Again, we look forward to working with the District and resolving these issues. In each case, there is sufficient budget for us to address edits, possibly with less than the remaining approved budget. We are not seeking compensation for work we have not completed.

As detailed in this memo, LWC performed consistent with our contract with the Harbor District and within the approved budget, stopping work only to comply with the Harbor District's Stop/Suspend Work Order. Accordingly, we ask that we be paid under the contract for work performed up through December 26, 2014 in the amount of \$42,206.35 as indicated in our invoice #1967.

Also as mentioned in this memo, we would be happy to discuss the lifting of the Stop/Suspend Order to be able to continue our work under the contract, which we believe we can perform within and possibly under the approved budget.

I remain available for questions or comments.

Sincerely,


Henry Pontarelli
Vice President
Lisa Wise Consulting, Inc.
805.801.9646



San Mateo County Harbor District

Board of Harbor Commissioners

EXHIBIT A

Sabrina Brennan, President
Tom Mattusch, Vice President
Nicole David, Secretary
Robert Bernardo, Commissioner
Pietro Parravano, Commissioner

Scott Grindy, Acting General Manager

January 12, 2015

Lisa Wise Consulting, Inc.
983 Osos Street
San Luis Obispo, CA 93401

Re: Strategic Business Plan Immediate Project Stop/Suspend-NOTICE

Dear Henry,

As you are aware at the January 7th San Mateo County Harbor District Board of Harbor Commissioners meeting, you were provided verbal direction on the following:

1. Stop all work to the project for up to six months while the search for a new General Manager position occurs, and while the new Board members familiarize themselves with the project. During this time the District via direction of the Board will contact you if and when the project is to again start in efforts of completing the project.
2. Immediately work with Acting General Manager Scott Grindy to establish and negotiate a cost for the completion of the Community Sustainability Plan (CSP) portion of the Strategic Business Plan so that it can be brought back to the District Board for approval at the January 21st, board meeting.

I look forward to the noted information ASAP so it can be placed on the upcoming agenda. It will need to be concluded no later than Wednesday morning January 14th.

Thank you.

Sincerely,

SAN MATEO COUNTY HARBOR DISTRICT

A handwritten signature in blue ink, appearing to read "Scott Grindy", with a long horizontal flourish extending to the right.

Scott Grindy
Acting General Manager

EXHIBIT B



Henry Pontarelli <henry@lisawiseconsulting.com>

SMCHD, Task 5, Integrating Harbor District Comments, LWC Request Permission to Proceed

3 messages

Henry Pontarelli <henry@lisawiseconsulting.com>

Tue, Jan 27, 2015 at 4:33 PM

To: Scott Grindy <sgrindy@smharbor.com>

Cc: Lisa Wise <lisa@lisawiseconsulting.com>, Menka Sethi <menka@lisawiseconsulting.com>, Brian Harrington <brian@lisawiseconsulting.com>, Grace Klein <grace@lisawiseconsulting.com>

Scott,

We would like to make the following recommendations regarding next steps in addressing Harbor District comments on the Task 5, Financial Conditions Assessment, as part of the San Mateo County Harbor District Strategic Business Plan project.

As you know, we submitted a draft of Task 5, Financial Conditions Assessment, on December 22 and addressed one round of comments, which we returned to the HD on December 24th. At that time, not all of the Harbor District staff was able to review and comment on the (Task 5) draft document. On January 21 we received comments on the Task 5 document via email from Debra Galarza. In order to address these comments, and in light of the Stop/Suspend Work Order, we request permission to proceed/work on HD edits. At the Harbor District's direction we will develop an amendment to accommodate this work.

We anticipate that making the edits will require one conference call with you and Debra and several emails and follow up phone calls as well as 0.5 to 1.0 day work on the document.

We anticipate that the work will not to exceed amount of \$4,000. We will provide a more detailed budget at your discretion.

Please note, at the time of the issuance of the Stop/Suspend Notice, Task 5 is 83% complete and there is \$11,595 remaining on this task.

Please expect my call to discuss.

Henry
lisa wise consulting, inc.
[805.801.9646](tel:805.801.9646)

Henry Pontarelli <henry@lisawiseconsulting.com>

Thu, Mar 5, 2015 at 3:46 PM

To: Menka Sethi <menka@lisawiseconsulting.com>

EXHIBIT C

DRAFT AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES (To Complete the Community Sustainability Plan)

This Amendment to Agreement for Professional Services is entered into as of _____, 2015, by and between the San Mateo County Harbor District ("SMCHD") and Lisa Wise Consulting, Inc. ("Consultant") with reference to the following:

- A. On or about April 4, 2014, SMCHD and Consultant entered into that certain Agreement for Professional Services (the "Agreement") to provide the services described in Exhibit "A" thereto (collectively, the "Project").
- B. On or about January 12, 2015, SMCHD provided Consultant with a written Stop/Suspend Notice on the Project.
- C. Prior to January 12, 2015, Consultant submitted to SMCHD Invoice Nos. 1967 and 1965 for the services provided by Consultant to SMCHD under the Agreement (Invoice Nos. 1967 and 1965 are attached hereto and made a part hereof as Exhibit "A").
- D. Pursuant to the terms and conditions of this Amendment, the parties desire to enter into this Amendment so Consultant will continue working on the tasks associated only with the Community Sustainability Plan (CSP), part of Task 7, Sustainable Fisheries Business Plan for Pillar Point Harbor, more specifically sub tasks 7.1, 7.2 a portion of 7.4 and 12.1 of Exhibit A to the Agreement.

NOW THEREFORE, for good and valuable consideration which is hereby acknowledged, the parties agree as follows:

1. Community Sustainability Plan. Consultant agrees to continue working solely on tasks associated with the Community Sustainability Plan (CSP), part of Task 7, *Sustainable Fisheries Business Plan for Pillar Point Harbor*, more specifically sub-tasks 7.1, 7.2, a portion of 7.4 and 12.1 of Exhibit A. The parties agree that all other tasks described in the Agreement and Exhibit "A" to the Agreement are subject to the Stop/Suspend Notice, including but not limited to:
 - 7.3 Sustainable Working Waterfront Analysis; and
 - 7.4 Marketing and Outreach Strategies as they relate to subtask 7.3; and
 - 7.5 Management and Operational Strategies.

Work in Task 12.1 includes the development (including distribution, review and one revision) of a PowerPoint presentation on key findings and recommendations to be presented to the commercial fishing community (via the HMBSMA and/or HMBGMA) and/or Board of Harbor Commissioners. The "commercial fishing community" can be defined, to a great part, as representatives of the Half Moon Bay Seafood Marketing Association (HMBSMA) and the Half Moon Bay Groundfish Marketing Association (HMBGMA).

2. Payment of Invoice Nos. 1967 and 1965. SMCHD shall pay to Consultant the amounts owed under Invoice Nos. 1967 and 1965 and upon receipt of the full payment for Invoices 1967 and 1965, Consultant shall commence work on the tasks solely included in the CSP.

3. Performance of Services Under this Amendment. The parties agree that the CSP work shall be performed by Consultant and Consultant shall not bill SMCHD for any sub-consultants work without SMCHD's prior written consent.
4. Budget/Compensation. The following table represents the tasks and not to exceed budget amounts for tasks 7 and 12 as part of this amendment.

San Mateo County Harbor District Strategic Business Plan				
Task	Total Contract Budget Amount	Amount Remaining January 12	Not to Exceed Amount for CSP	Remaining
7. Sustainable Fisheries Business Plan	\$ 50,420.00	\$ 9,835.15	\$ 4,917.57	\$ 4,917.57
12. Final Strategic Plan and Adoption	\$ 13,136.00	\$ 13,136.00	\$ 3,500.00	\$ 9,636.00
TOTAL			\$ 8,417.57	

SMCHD can direct and Consultant may undertake work commensurate with all or some portion of the dollar amounts indicated above, but not to exceed those amounts. Work will be billed monthly at the rates agreed upon and part of Agreement: Principal \$175, Senior Associate/Researcher \$125, Associate \$95. The not to exceed budget proposed in task 7 leaves \$4,917.57 to be applied to future work (subtasks 7.3 Sustainable Working Waterfront Analysis, 7.4 Marketing and Outreach Strategies and 7.5 Management and Operational Strategies) which are not part of the CSP and not included in this Amendment.

5. Invoices/Payment. Consultant shall submit monthly invoices which outline the percentage of task complete accompanied by a cover letter which provides a narrative of work undertaken and problems encountered. The cover letter will be completed and signed by Consultant's Vice President and Project Manager, Henry Pontarelli. SMCHD shall pay all invoices within fifteen (15) days of receipt.
6. Cooperation. Consultant will work closely with the commercial fishing community for review, edit and approval of work associated with the CSP and this Amendment. Final approval of the documents to be prepared in connection with this Amendment will be made by the General Manager (acting or otherwise) of SMCHD.
7. Time for Performance. Within sixty (60) days after the mutual execution, delivery of this Amendment, and receipt of payment in full of invoices 1965 and 1967, Consultant will use best efforts to prepare a draft report, accept and affect edits to the draft provided by SMCHD, produce a "final" draft, and create a power point presentation, if requested by SMCHD. SMCHD shall promptly respond to Consultant and provide feedback when requested.
8. Stop/Suspend Notice. Notwithstanding anything contained in the Agreement or this Amendment, if in the future SMCHD wishes to revoke the Stop/Suspend Notice and have Consultant provide the other services described in the Agreement and Exhibit "A" to the

Agreement, Consultant shall have no obligation unless Consultant and SMCHD sign a new agreement or amendment to the Agreement that is mutually agreeable to both parties.

9. Conflict. This Amendment amends and supplements the Agreement. Wherever the terms and conditions of this Amendment and the terms and conditions of the Agreement conflict, the terms of this Amendment shall be deemed to supersede the conflicting terms of the Agreement.

10. Miscellaneous. This Amendment contains all of the terms and conditions agreed upon by the parties hereto with reference to the subject matter hereof. There are no representations or warranties other than as contained herein. No waiver or modification hereof shall be valid unless executed in writing with the same formalities as this instrument. Waiver of the breach of any term or condition of this Amendment shall not be deemed a waiver of any other or subsequent breach, whether of like or of a different nature. This Amendment shall not be changed orally. In the event of litigation or other dispute between the parties hereto related to this Amendment, the prevailing party shall be entitled to recover their attorneys' fees, including, but not limited to, those incurred in connection with any and all arbitration proceedings, referenced proceedings, trials and all appeals therefrom. This Amendment shall be binding on each party, successor and assignee. The headings of the sections of this Amendment are inserted solely for convenience of reference, and in no way define, describe, limit, extend or aid in the construction of the scope, extent or intent of this Amendment or of any term or provision hereof. This Amendment may be executed in several counterparts, each of which shall be deemed to be an original.

In Witness Whereof, the parties hereto have caused this Amendment to be executed on the date first above written by their respective officers duly authorized to that behalf.

"SMCHD" - San Mateo County Harbor District

Dated: _____, 2015

By: _____
Name: _____
Title: _____

APPROVED AS TO FORM

Dated: _____, 2015

District Legal Counsel

"CONSULTANT" - Lisa Wise Consulting, Inc.

Dated: _____, 2015

By: _____
Name: _____
Title: _____



**California Special
Districts Association**
Districts Stronger Together

DATE: February 20, 2015

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT A**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2016 - 2018 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA regular member located within the geographic network that they seek to represent. (See attached Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, held every other month at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend CSDA's two annual events: Special District Legislative Days (held in the spring) and the CSDA Annual Conference (held in the fall).
- **Complete all four modules of CSDA's Special District Leadership Academy within 2 years.**
(CSDA does not reimburse for expenses for the two conferences or the Academy classes even if a Board or committee meeting is held in conjunction with the events).

Nomination Procedures: Any Regular Member is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is May 22, 2015.** Nominations and supporting documentation may be mailed or faxed.

Nominees will receive a Candidate's Packet in the mail. The packet will include campaign guidelines.

CSDA will mail ballots on June 5th. The ballots must be received by CSDA no later than 5:00 p.m. August 7, 2015 and must be the original ballot (no faxes or e-mails). The successful candidates will be notified no later than August 10th. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in September.

Expiring Terms

(See enclosed map for regional breakdown)

Northern Network	Seat A John Woolley, Manila Community Services District
Sierra Network	Seat A Noelle Mattock, El Dorado Hills Community Services District*
Bay Area Network	Seat A <i>Currently vacant</i>
Central Network	Seat A Joel Bauer, West Side Cemetery District*
Coastal Network	Seat A Elaine Freeman, Rancho Simi Recreation & Park District
Southern Network	Seat A Jo MacKenzie, Vista Irrigation District*

(* = Incumbent is running for re-election)

If you have any questions, please contact Charlotte Lowe at 877-924-CSDA or charlottel@csda.net.



**California Special
Districts Association**
Districts Stronger Together

BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map on back)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this **form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet** by fax or mail to:

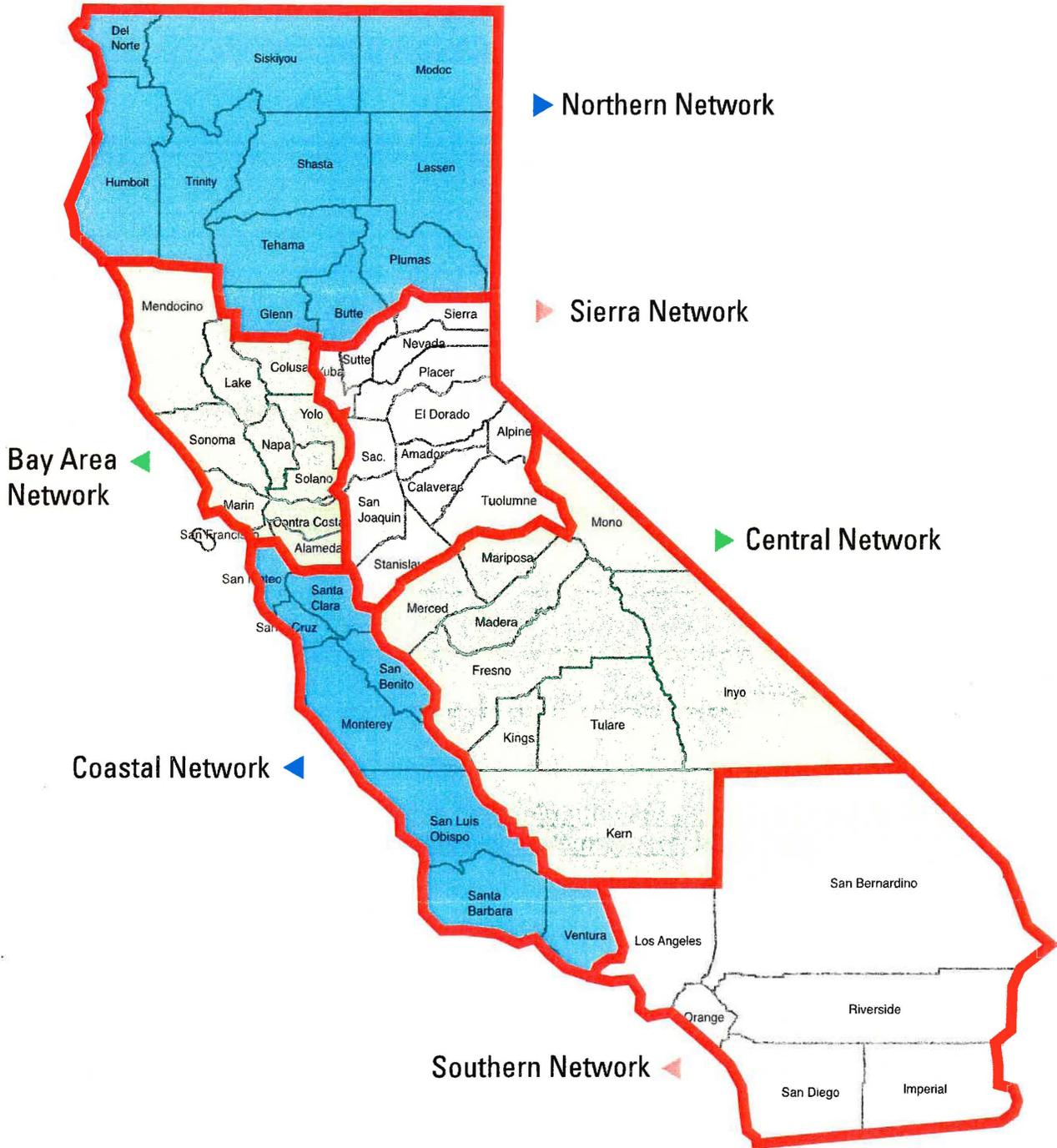
CSDA
Attn: Charlotte Lowe
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

DEADLINE FOR RECEIVING NOMINATIONS – May 22, 2015



California Special Districts Association

DISTRICT NETWORKS





**California Special
Districts Association**

Districts Stronger Together

CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after June 4, 2015 will not be included with the ballot mailing.**

Staff Report

ACTING GENERAL MANAGER COMPENSATION

Recommendation

Adjust compensation for the Acting General Manager commencing upon January 1, 2015, and for so long as he is assigned the role of General Manager, in recognition of the District's Personnel Rule 4.04.

Alternatives

1. Apply the compensation adjustment, but only effective 15 days after January 1, 2015, or such other date as the Board determines.
2. Affirm that Rule 4.04 does not apply in the present circumstances and do not adjust Acting General Manager compensation.

Background

On October 15, 2014, in acknowledgment of the current General Manager's announced retirement, the Board of Harbor Commissioners appointed Harbor Master Scott Grindy to the role of Acting General Manager. At the time of the appointment the Board determined not to adjust Harbor Master Grindy's compensation. However, the Board at the time may not have been aware of Personnel Rule 4.04, which states that an employee assigned to a higher classification to fill a vacancy caused by sick leave or other absence, or any other reason stipulated by the Board of Harbor Commissioners, and who serves in said higher classifications for 15 consecutive work days, shall thereafter be paid the salary of the higher classification. (Rule 4.04 is attached to this report) This policy has been applied in the past. For instance, when the prior Human Resources Manager served as Acting General Manager from February 8, 2006 through May 10, 2006, her compensation was adjusted during this period of time per Rule 4.04.

The former General Manager retired effective December 31, and Scott Grindy has been acting as sole General Manager since that date. A strict application of Rule 4.04 would indicate that a salary adjustment should occur on January 15, 2015. However, the Board appointed Scott Grindy to his role in October, 2014, indicating the Board desired some period of transition, which indeed occurred as Mr Grindy assumed some of the duties of General Manager prior to January 1, 2015. There is therefore some ambiguity as to whether Rule 4.04 should apply beginning January 1, 2015 or January 15, 2015, or even some other date that the Board determines. Especially given that Rule 4.04 is policy made by the Board, the Board has the flexibility under these circumstances to determine how to apply it under these circumstances.

4.04 Salary Administration

- (a) New Employees. Except as otherwise provided in this section, new regular employees shall be appointed at the first step of the salary range in effect for their particular classification. The same provisions shall apply to the appointment of new extra help employees except that they shall receive the hourly rate based on the first step of the salary range.
- (b) Recruiting Salary. In all instances, the recruiting step shall be the first step of the appropriate salary range unless authorization of the Board has been given for a hiring rate at some other step within the particular salary range assigned a specific classification.
- (c) Advance Step Appointments. The Board upon the recommendation of the General Manager, may provide that a particular position be filled higher than the first step of the salary range. For unrepresented management employees, advance step appointments may not be made within the top 10% of the range.

1. Whenever reasonable proof has been presented that no qualified person can be recruited to fill a position at the minimum rate, an appointment may be made at an advanced step of the salary range. The salary step and anniversary date of employees holding positions in the same classifications shall be adjusted as follows: An employee whose salary at the effective date of the authorization is less than the new starting step shall advance to the new step, and an employee whose salary at the effective date of authorization is the same as the new starting step or higher shall advance to the next salary step. All anniversary dates shall be changed as provided for in section entitled "Anniversary Dates".

2. Whenever reasonable proof has been presented that an applicant has qualification deserving a starting salary higher than the recruiting step, an appointment may be made to any step of the salary range without affecting the salaries of employees in the classification who do not possess equivalent qualifications.

- (d) Pay for Part-Time Service in Regular Positions. The actual compensation for part-time employment shall be determined by the relation that the total number of hours of service bears to the number of hours of service required in regular employment. In each class of position, except for those positions for which the board has established a special or flat rate of pay as full enumeration for all services rendered irrespective of the number of hours worked.

(e) Hourly Wage Rate. Whenever an officer or employee whose salary or wage is fixed on a yearly or bi-weekly basis works less than the total number of workdays in a particular bi-weekly period, he shall receive salary or wages for the period in accordance with the hourly rate of his classification.

(f) Salary on Re-Employment. Employees returning to District service shall be deemed to be new employees for salary purposes and determinations concerning ~~sick leave and vacation~~ Extended Leave Bank (EIB) and Personal Time Off (PTO), except that an officer or employee being re-employed within three working days from date of termination shall be deemed to have been on leave of absence without pay for such period of time.

(g) Anniversary Dates. Whenever a person is appointed to and begins working in a position on or before the 5th working day of the pay period the initial employment date for anniversary salary increase purposes shall be deemed to be the first day of that pay period during which he was employed. Whenever a person is appointed to and begins working in a position on or after the 6th working day of the pay period, his initial employment date for anniversary salary increase purposes shall be deemed to be the first day of the pay period following the date of his employment.

(h) Merit Increases within a Salary Range. Merit increases within a range shall not be automatic. They shall be based on merit and shall require written approval of the appointing authority, containing the effective date thereof.

1. Except for unrepresented management employees, or as may otherwise be provided, a merit increase shall consist of an increase of approximately 5% within a range for the class unless the employee is less than 5% from the top of the range.

2. Merit increases for unrepresented management (classified) employees shall be based on merit. A merit increase may be any whole percent between 1% and 10% inclusive, within the range. Increases shall not be automatic, and require the approval of the Board of Harbor Commissioners.

(i) Merit Advancements. A newly appointed re-employed, promoted or appointed officer of regular employee may qualify for:

(a) An initial merit advancement within the salary range after six (6) calendar months of service in that class.

2. Succeeding merit increases within the salary range after completion of each twelve (12) additional calendar months of service in that class

3. The period of service required to qualify for merit increases by regular part-time employees within a salary range shall be lengthened by the ratio that a regular full-time work schedule bears to the regular part-time schedule.

4. Additional merit increases for unrepresented management employees after six (6) months after each anniversary date may be provided for outstanding performance following the same approval as is required in the section covering merit increases of 8% or more. Such merit increases are restricted to any whole percent between 1% and 10% and must be documented through the performance review process.

(j) Merit Review. Thirty (30) days prior to each employee's merit increase anniversary date, the District Secretary shall notify the General Manager and the employee in writing of the employee's eligibility for a merit increase. Within fifteen (15) days of such notice, the General Manager shall notify the Board and the employee in writing his decision regarding approval, denial, or deferment of said merit increase. In all cases, the recommendation of the General Manager shall be based on the outcome of performance reviews as previously discussed with the employee.

Denial of Merit Increase:

1. Except for unrepresented management (classified) employees, if in the General Manager's judgement, the employee's performance does not merit an anniversary salary increase on his anniversary date, and if an intensive effort at improved performance might be productive, the increase may be denied and the structured performance rating shall be completed. Within a year of that employee's anniversary date, the General Manager may reopen the matter by submitting another performance review and recommendation. If an employee's merit increase is denied and granted within the year, the employee's next anniversary merit increase shall not be due until 26 pay periods have elapsed from the first day of the pay period in which the increase was finally granted, if approved on or before the fifth day of the pay period. The anniversary date will be adjusted accordingly.

2. The provisions of Section J.1. are not applicable to unrepresented management (classified) employees. Merit increases for unrepresented management (classified) employees shall be governed by Sections H.2. and I. 4.

3. In the event that an employee disputes action of the General Manager he may file a formal grievance in accordance with provisions contained in Rule 14, contained herein.

(k) Should an employee's anniversary date be overlooked through an error, and upon discovery of the error and if the record shows that the employee is eligible for the anniversary merit increase, the District Secretary shall prepare a supplemental paycheck compensating the employee for the additional salary he should have received dating from his anniversary date.

- (l) Performance ratings and anniversary salary increase recommendations for the District Chief Administrative Officer appointed by the Board of Harbor Commissioners shall be made by the Board. Extra help employees shall not be eligible for merit increases within range.
- (m) Salary Range Changes. Whenever a higher salary range is assigned to a position, an appointive officer or employee holding such position shall have his salary adjusted to the corresponding step of the new range and shall retain his anniversary date upon approval of the Board provided that no salary shall be lower than the first step of the new range. Whenever a lower salary range is assigned to a classification, an employee or appointive officer holding a position in that class shall receive the step, if any, in the new range which is the same as the salary he was receiving on the day preceding the effective date of the new range. If there is no comparable step in the lower range, he shall receive the upper step of the new range, and shall retain his anniversary date. Y-rating?
- (n) Salary on Promotion. Any appointive officer or regular employee who is promoted to a position in a class having a higher salary rate shall receive the first step salary for the higher class or such higher amount as would constitute a salary increase of approximately 5% on the range over the salary received prior to the promotion.
- (o) Anniversary Dates on Promotion.. Whenever a person is promoted to a position on or before the 5th working day of the pay period, the effective date of this promotion for purposes of anniversary salary increases shall be the first day of that payperiod during which he was promoted. Whenever a person is promoted to and commences a position on or after the 6th day of the pay period, the effective date of his promotion for the purpose of anniversary salary increases shall be the first day of the pay period following.
- (p) Salary on Demotion. Whenever an officer or employee has completed his probationary period in a higher class and is then demoted to a position in a lower class for reasons other than unsatisfactory performance, or for physical disability, he shall receive the salary on the new salary range that does not exceed his rate of pay immediately prior to demotion and shall retain his anniversary date.
- (q) Whenever an officer or employee who has completed his probationary period in a higher class is demoted for reasons of unsatisfactory performance his compensation shall be adjusted to the salary in the range of the new position which is approximately 5% lower than the salary he was receiving in the higher class and he shall retain his anniversary date.
- (r) A promotional probationary officer or employee demoted to the class which he

Memorandum

TO: Harbor Commissioners

FROM: *DD* David Doyle & *BC* Belen Cruz

RE: Bills & Claims for Period Ending 3/18/15

Total Disbursements being submitted for your review: \$ 112,822.90

These include:

Handchecks in the amount of: \$ 43,486.97

Payables in the amount of: \$ 69,335.93

<u>Dept. Code</u>	<u>Description</u>		<u>Page Reference</u>
101	Harbor Commission	\$ 28,374.10	2
103	Administration	\$ 18,885.70	2
201	Pillar Point Harbor	\$ 35,829.56	2
301	Oyster Point Marina	\$ 27,402.54	2
	Payroll Related	\$ 2,331.00	2
	Total for Review	\$ 112,822.90	2

Notes:

Handchecks Written for:

Payroll Related \$ 2,331.00

Invoices with Due Dates on or Before Board Meeting \$ 41,155.97

Total Handchecks Written \$ 43,486.97

BILLS CLAIMS FOR 3/18/15 BOARD MEETING

VENDOR	DESCRIPTION	AMOUNT	PAYROLL RELATED	COMM 101	ADMIN 103	PILLAR POINT 201	OYSTER POINT 301
ADP, INC.	PAYROLL PROCESSING	728.23		42.63	155.44	322.58	207.58
AIRGAS, NCN	REPAIRS & MAINTENANCE	102.45				102.45	
ALX TECHNOLOGY	REPAIRS & MAINTENANCE	149.35					149.35
ARAMARK UNIFORM SERVICES	UNIFORM SERVICES	204.14					204.14
AT & T LONG DISTANCE	TELEPHONE/COMMUNICATIONS	156.34				93.44	62.90
AT&T	TELEPHONE/COMMUNICATIONS	1,947.59			155.92	1,166.75	624.92
BAY PLANNING COALITION	MEMBERSHIP, DUES & SUBSCRIPTIONS	1,224.00			1,224.00		
BAYGREEN MARINE SANITATION	CONTRACTUAL SERVICES	1,600.00				800.00	800.00
BHI MANAGEMENT	CONTRACTUAL SERVICES - PROFESSIONAL	7,078.69		7,078.69			
BLUE RIBBON SUPPLY	OPERATING SUPPLIES	1,601.84				1,601.84	
CALIFORNIA WATER SERVICE	UTILITIES	64.96					64.96
CLARK PEST CONTROL	CONTRACTUAL SERVICES	75.00					75.00
CLEARLITE TROPHIES	EMPLOYEE APPRECIATION	168.41		168.41			
COMCAST	TELEPHONE/COMMUNICATIONS	242.47				242.47	
CSMFO	SEMINARS & PROFESSIONAL DEVELOPMENT	75.00			75.00		
FEDEX	CONTRACTUAL SERVICES	147.08		147.08			
GARDA CL WEST, INC.	CONTRACTUAL SERVICES	295.13				157.57	137.56
GHD, INC.	WEST TRAIL COLVERT ENGINEERING PROJ	1,568.25				1,568.25	
GOPHER BUSTERS	CONTRACTUAL SERVICES	495.00				495.00	
GRAINGER	REPAIRS & MAINTENANCE	158.43					158.43
HANSON BRIDGETT LLP	LEGAL SERVICES	26,312.79		20,062.29	2,289.00	3,720.00	241.50
MARIETTA HARRIS	REIMBURSE MILEAGE	113.33			113.33		
MATTHEW HOFF	UNIFORM SERVICES	157.67					157.67
MISSION UNIFORM SERVICE, INC.	UNIFORM SERVICES	597.42				597.42	
NATIONAL CHEMICAL SERVICE	CONTRACTUAL SERVICES	74.00				74.00	
NOR-CAL SIGNS	REPAIRS & MAINTENANCE	305.20					305.20
PACIFICA COMMUNITY TELEVISION	CONFERENCES & MEETINGS	500.00		500.00			
PG&E	UTILITIES	127.95					127.95
RECOLOGY OF THE COAST	GARBAGE SERVICE	8,377.88				8,377.88	
SAN DIEGO BOAT MOVERS	EQUIPMENT RENT	1,400.00				1,400.00	
SOUTH SAN FRANCISCO SCAVENGER	GARBAGE SERVICE	1,075.40					1,075.40
STAPLES ADVANTAGE	OFFICE SUPPLIES	3,914.18			3,795.77	118.41	
THE WELL CONNECTED OFFICE	CONTRACTUAL SERVICES - IT	8,297.75		375.00	5,447.75	1,537.50	937.50
SUB-TOTAL OF PAYMENTS TO BE PROCESSED 3/18/15		69,335.93	-	28,374.10	13,256.21	22,375.56	5,330.06
ALTERNATIVE SAFETY & TESTING	ADMINISTRATIVE FEE	50.00					50.00
ARROWHEAD MOUNTAIN WATER	CONTRACTUAL SERVICES	57.33					57.33
AT&T	TELEPHONE/COMMUNICATIONS	106.16					106.16
CALIFORNIA WATER SERVICE	UTILITIES	2,299.56					2,299.56
CINTAS CORPORATION	OPERATING SUPPLIES	181.19				181.19	
GREENLEAF COMPACTION, INC.	CONTRACTUAL SERVICES	1,001.46				1,001.46	
KONICA MINOLTA	EQUIPMENT RENT	709.65			346.13	363.52	
MARINE LIEN SALE SERVICE	COLLECTION EXPENSE	320.00				320.00	
MC COY'S PATROL SERVICE	CONTRACTUAL SERVICES	6,651.85					6,651.85
OPERATING ENGINEERS TRUST	HEALTH INSURANCE	31.00	31.00				
PG&E	UTILITIES	13,757.62				6,931.82	6,825.80
PRINCETON FISHING GEAR	OPERATING SUPPLIES	401.91				401.91	
RECOLOGY OF THE COAST	GARBAGE DISPOSAL	304.02				304.02	
U.S. BANK - CAL CARD	CAL CARD PURCHASES	14,027.95			5,283.36	2,662.81	6,081.78
UNITED SITE SERVICES, INC.	CONTRACTUAL SERVICES	1,287.27				1,287.27	
VANTAGEPOINT TRANSFER AGENTS	PAYROLL DEDUCTION PAYABLE	2,300.00	2,300.00				
TOTAL HANDCHECKS		43,486.97	2,331.00	-	5,629.49	13,454.00	22,072.48
TOTAL BILLS & CLAIMS		112,822.90	2,331.00	28,374.10	18,885.70	35,829.56	27,402.54
			PAYROLL	COMM	ADMIN	PPH	OPM

Memo

To: Board of Harbor Commissioners
From: Scott Grindy, Acting General Manager
Date: March 10, 2015
Re: March 18, 2015 Meeting Report

Oyster Point Marina/Park

- Continuing efforts and discussions for design and placement of grant funded restroom via the City of South San Francisco.
- Transitional discussions with Acting Harbor Master prior retirement.

Pillar Point Harbor

- Staffing related activities.

Administration

- Transitional meetings with Human Resources Manager and Administrative staff.
- Treasurer activities
- Board related activities
- Human Resources actions
- Labor related actions and preparations

Miscellaneous Items

- District Lease reviews and related activities
- Staff evaluation activities
- Preparing Agenda Items for present and future board items
- Property related activities for potential purchase and or rental on the coast for the district.
- Commissioner calls, requests and responses
- Meeting and responding to items with LAFCo Consultant

EMS-Clean Marina Activities-District Wide

- Working with Acting Harbor Masters on future water restriction items

Debbie Nixon

From: Scott Grindy
Sent: Monday, March 09, 2015 12:44 PM
To: Debbie Nixon
Subject: FW: Need your help - April 10-12, 2015 Strictly Sail Pacific Boat Show (Jack London Square, Oakland, CA)

Please put with my GM report. thanks

From: Matuk, Vivian@Coastal [<mailto:Vivian.Matuk@coastal.ca.gov>]
Sent: Monday, March 09, 2015 12:36 PM
Subject: Need your help - April 10-12, 2015 Strictly Sail Pacific Boat Show (Jack London Square, Oakland, CA)

(Apologies for cross postings)

Dear Boating Partners and Dockwalkers:

We are excited to announce a great upcoming outreach event: The **2015 Strictly Sail Pacific** (<http://strictlysailpacific.com/>) in Jack London Square, Oakland.

The California Coastal Commission, the California State Parks Division of Boating and Waterways' (DBW) Boating Clean and Green Program, DBW's Boating Safety and Education Program, the San Francisco Estuary Partnership (DBW's Clean Vessel Act Education Program) will be attending this great show. During the show, we will be conducting face-to-face boater education about clean and safe boating practices and will be distributing the **2015 [Recreational Boater Kits](#)** and the **the San Francisco Bay Area and the Delta clean boating and sewage pumpout maps**.

This is an amazing opportunity to reach a huge audience but... we can't do it without your help. Please consider volunteering with us for one (or more) of the following shifts below. It will be great if you could help us for three to four hours. Your assistance is really appreciated! Not only is it a rewarding experience, but the event is tons of fun--hundreds exhibits, the new 2015 boat models and marine accessory products, contests, hands-on features, and much more.

Your help is requested from **[Friday, April 10 to Sunday, April 12](#)**

Please consider the following days and shifts

- **Friday, April 10th: 10 am - 6 pm**
- **Saturday, April 11th: 10 am – 7 p.m.**
- **Sunday, April 12th: 10 am – 5 p.m.**

MAP: <http://g.co/maps/um24p>

Parking and Public Transportation Please check

<http://www.strictlysailpacific.com/shows/directions.asp>. You may want to park in the blocks further out of the show area. There are also some parking lots options found at

<http://www.jacklondonsquare.com/parking.html> In this link you will also find the parking rates.
Consider taking Public Transportation. This information is found at
<http://www.strictlysailpacific.com/shows/directions.asp>

Your entrance will be **Free** to the show! Please come and help us and then the show using one of the booth's badges.

Please email or contact me (vmatuk@coastal.ca.gov (415) 904-6905) if you are available to join us.
We will send out more details about volunteer logistics when you sign up.

Even though some of you may not be able to attend this show, I still wanted to keep you informed.

Many Thanks,

Vivian Matuk (California Division of Boating & Waterways (DBW), California Coastal Commission) &
James Muller and Adrien Baudrimont (San Francisco Estuary Partnership, DBW Clean Vessel Act Program)

Vivian Matuk

Environmental Boating Program Coordinator
California State Parks Division of Boating & Waterways
California Coastal Commission
(415) 904-6905
Fax: (415) 904-5216
45 Fremont Street, Suite 1900
San Francisco, CA 94105

www.BoatingCleanandGreen.com (check our new clean boating videos under "DBW TV" or in YouTube)

Protect our Coast & Ocean on your California tax form! Find out how at Checkthecoast.org.



STAFF REPORT

TO: San Mateo County Harbor District Commissioners
FROM: Debra Galarza, Director of Finance
DATE: March 18, 2015
SUBJECT: Finance Department Report to the Commission

Accounting and operations

- Ongoing expense management through detailed review of invoices and review of bills and claims. Bi-weekly payroll processing and review
- Reviewed monthly accounts receivable aging list and confirmed collection procedures are being consistently applied. Followed up with tenants on payment plans
- LAFCO Municipal Review: Compile, direct, and submit requested data
- Preliminary Budget Preparation
- Meeting with outgoing Human Resources Manager regarding ongoing issues
- Site visit at Oyster Point Marina/Park and Pillar Point Harbor

Human Resources

- IT issues: Pending move, Oyster Point Marina/Park internet connection
- Insurance procurement: meeting and process
- CalCard administration
- Employee Services: new hire orientation, payroll, benefits, HR related questions

Acting General Manager

- Agenda review
- Responded to General Manager related email

OPERATIONS**Memo**

To: Board of Harbor Commissioners
From: Charles White, Acting Harbor Master
CC: Scott Grindy, Acting G.M.
Date: March 11,, 2015
Re: March 18, 2015 Meeting Report

Oyster Point Marina/Park***Construction Update & General Status Updates***

- Misc. maintenance work in progress throughout the marina.

OPM Miscellaneous

- Working with the US Army Corps of Engineers with the removal of logs and other Navigational hazards from OPM waters.
- Start construction of the laundry room.
- Start construction of the Dragon boat float.
- Getting bids for the Harbormasters office roof.

Occupancy Overview (February, month of occupancy 2015)**OPM**

- Total occupancy: 62% (267 slips/End Ties out of 428 are occupied).
- Berth occupancy: 62% (258 slips only out of 414 are occupied).

Search and Rescue Activity Highlights & Urgent Need Activities

OPM: No items or issues to report at this time.

EMS-Clean Marina Activities-District Wide

- Vessel inspections are ongoing

Calendar Reminder Items of Events and Activity

- No scheduled activities for January.

Debbie Nixon

From: Scott Grindy
Sent: Monday, March 09, 2015 4:13 PM
To: Debbie Nixon
Subject: FW: BayGreen Monthly Report: SMCHD Summary Services

Include with OPM report

From: BayGreen Team [<mailto:admin@baygreen.com>]
Sent: Sunday, March 08, 2015 6:49 PM
To: Scott Grindy; Abby Dometita; Katherine Fogarty; Dan Augustine
Subject: BayGreen Monthly Report: SMCHD Summary Services

BayGreen Monthly Report: SMCHD Summary Services

Pillar Point Marina:

- 17 LAB berth free services
 - Please see 3/1/15 email *BayGreen Monthly Report: Pillar Point Marina (LAB Free)* for full list and amounts.
- 29 overall services
 - Please see 3/1/15 email *BayGreen Monthly Report: Pillar Point (All Reporting Services)* for full list and amounts.
 - Please note this is for all LAB on the free monthly plan and only BayGreen clients who have opted to have their pumpout log records sent to the Harbormaster, other BayGreen services may have occurred outside of this report.
- Pumpout station
 - Volume moved: 15 seconds for 5 gallons
 - Vacuum test: Excellent
 - Suggested maintenance: None currently
- Tenant vessel issues (non-working systems, systems out of compliance, exploding tanks).
 - None currently

Oyster Point Marina:

- 9 LAB berth free services
 - Please see 3/1/15 email *BayGreen Monthly Report: Oyster Point Marina (LAB Free)* for full list and amounts.
- 13 overall services

- Please see 3/1/15 email *BayGreen Monthly Report: Oyster Point (All Reporting Services)* for full list and amounts.
 - Please note this is for all LAB on the free monthly plan and only BayGreen clients who have opted to have their pumpout log records sent to the Harbormaster, other BayGreen services may have occurred outside of this report.
- Pumpout station
 - City maintained
 - Tenant vessel issues (non-working systems, systems out of compliance, exploding tanks).
 - None currently

~~~~~  
Thanks for using BayGreen and helping to keep the Bay Clean!

~~~~~  
If you are looking to schedule a pumpout service or have an emergency request, please email service@baygreen.com for speedy service.
~~~~~

## OPERATIONS

### Memo

To: Board of Harbor Commissioners  
 From: John Draper, Acting Harbor Master  
 CC: Scott Grindy, Acting General Manger  
 Date: March 10, 2015  
 Re: March 18, 2015 Meeting Report

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### Pillar Point Harbor

#### *Construction Update & General Status Updates*

- Misc. maintenance work in progress through-out the Marina.
- Replacement electrical work to ABC main feeder panel ongoing, power outages will be very limited and noticed prior shutdowns.
- Finished kiosk at launch ramp area. Joint effort with Department of Fish and Wildlife, and San Mateo County MPA Collaborative. We will keep the District updated once the press release is sent out.

#### *PPH Miscellaneous*

- Boeing/NOAA project started March 2<sup>th</sup> – 20<sup>th</sup> time frame.

#### *Occupancy Overview (March Month of Occupancy 2014)*

##### **PPH**

Total occupancy (inner harbor) – 92% (this includes slips, end ties and walk way)  
 Berth occupancy ( inner Harbor) - 93% (342 slips out of 369 are occupied)  
 Moorings (Outer Harbor) – 52% (12 out of 23 moorings occupied)

#### **Search and Rescue Activity Highlights & Urgent Need Activities**

**PPH:** 3 SAR cases

#### **EMS-Clean Marina Activities-District Wide**

- Continue working with San Mateo County Resource Conservation District with monthly water sampling in harbor.

#### **Calendar Reminder Items of Events and Activities**

- No scheduled activities for March