

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

**April 15, 2015  
6:30 p.m.**

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

All Harbor District Commission meetings are recorded and posted at [www.PacificCoast.tv](http://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

## **A.) 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  
Jim Merlo, Acting Harbor Master - OPM  
John Draper, Acting Harbor Master - PPH  
Debbie Nixon, Deputy Secretary  
Steven Miller, District Counsel

## **B.) 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](http://www.smharbor.com).

## C.) Consent Calendar

- 1    TITLE:                    **Minutes of *Special* Meeting March 4, 2015**  
      REPORT:                Draft minutes  
      PROPOSED ACTION:    Approval
- 2    TITLE:                    **Minutes of Meeting March 4, 2015**  
      REPORT:                Draft minutes  
      PROPOSED ACTION:    Approval
- 3    TITLE:                    **Minutes of Meeting March 18, 2015**  
      REPORT:                Draft minutes  
      PROPOSED ACTION:    Approval
- 4    TITLE:                    **Support Letter for Coastside Fishing Club: Project  
                                 Proposal for Release of Juvenile Salmon from Pillar Point  
                                 Harbor**  
      REPORT:                Grindy, Memo, Letter  
      PROPOSED ACTION:    Approve General Manager sending support letter for the  
                                 Coastside Fishing Club project
- 5    TITLE:                    **Adoption of List of Norms for the San Mateo County  
                                 Harbor District as follow-up to the Board Dynamics  
                                 Workshop**  
      REPORT:                Parravano, Memo  
      PROPOSED ACTION:    Adopt the list of norms

## D.) New Business

- 6    TITLE:                    **Information Item: Resource Conservation District First  
                                 Flush Study Results**  
      REPORT:                Kellyx Nelson, Brittani Bohlke  
      PROPOSED ACTION:    Information only
- 7    TITLE:                    **Bills and Claims in the Amount of \$208,416.52**  
      REPORT:                Bills and Claims Detailed Summary  
      PROPOSED ACTION:    Approval of Bills and Claims for payment and a transfer in  
                                 the amount of \$208,416.52 to cover payment of Bills and  
                                 Claims



- 8      TITLE:                      **Commercial Activity Permit for California Canoe and Kayak**  
REPORT:                      Draper, Memo  
PROPOSED ACTION:        Deny request for Commercial Activity Permit
- 9      TITLE:                      **Commercial Activity Permit Half Moon Bay Kayak Company**  
REPORT:                      Draper, Memo  
PROPOSED ACTION:        Approve the expansion proposal
- 10     TITLE:                      **Adjust the Salary Schedule for FY2014/15**  
REPORT:                      Grindy, Memo  
PROPOSED ACTION:        Adjust the salary schedule for FY2014/15 to reflect adjustment to General Manager salary schedule
- 11     TITLE:                      **Committee Assignment: Oyster Point Marina Liaison Committee**  
REPORT:                      Brennan, JPA  
PROPOSED ACTION:        Appoint two (2) Harbor District Commissioners to the Liaison Committee with the City of South San Francisco (City) pursuant to the Joint Powers Agreement with the City

## **E.) Staff Reports: a) Administration and Finance**

- 12      **Acting General Manager - Grindy**
- 13      **Finance Report & Human Resources - Galarza**

## **b) Operations**

- 14      **Oyster Point Marina/Park – Merlo**
- 15      **Pillar Point Harbor – Draper**

## **F.) Board of Harbor Commissioners**

### **16 A. Committee Reports**

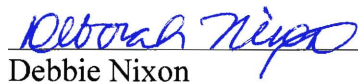
#### **B. Commissioner Statements and Requests**

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

## **G.) Adjournment**

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

Agenda Posted As Required:  
April 10th at 10:00 a.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  
x Robert Bernardo, Commissioner  
Pietro Parravano, Commissioner

### **Staff**

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

x-absent

Brennan arrived at 5:20 p.m.

## **Public Comments/Questions — None.**

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

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

**March 4, 2015**

**6:30 p.m.**

**Sea Crest School, Think Tank, Room #19  
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  
x Debra Galarza, Director of Finance  
Marietta Harris, Human Resource Manager  
Charles White, Acting Harbor Master - OPM  
John Draper, Acting Harbor Master - PPH  
Debbie Nixon, Deputy Secretary  
Steven Miller, District Counsel

x-absent

**Public Comments/Questions** — Martha Poyatos from LAFCo renewed an offer to do a presentation on the Coastside. **(1:55)**

John Ullom expressed his concern for the cost of the firewalls the District paid for. He also stated it was difficult for people to get to the 4 p.m. meetings. **(3:27)**

Dan Haggerty requested a thorough and transparent process with the General Manager search and asked for information to be posted on the Harbor District website. **(6:54)**

Charli Micallef asked the General Manager to extend the certified list for the Accounting Technician 1 position. (8:08)

Mike McHenry expressed concern regarding the language in the fish buyer lease. (10:23)

## **Staff Recognition-** None

## **Consent Calendar**

(14:26)

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 04, 2015**  
       REPORT:                  Draft minutes  
       PROPOSED ACTION:      Approval
- 2      TITLE:                      **Minutes of Meeting February 04, 2015**  
       REPORT:                  Draft minutes  
       PROPOSED ACTION:      Approval

**Action:** Motion by Parravano, second by Bernardo to approve the minutes. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

**Public Comment:** John Dooley stated that all the hoists at Pillar Point Harbor should be engineered the same. He also stated the 2013 leases only speak to 1275 square feet and questioned why the fish buyers are getting space for free. (15:27)

## **New Business**

(18:24)

- 3      TITLE:                      **Proclamation for Marietta Harris**  
       REPORT:                  Parravano, Proclamation  
       PROPOSED ACTION:      Approve Proclamation

**Public Comment:** John Ullom mentioned he spent the last year digging into the District, and stated that everything in the Proclamation is true. (20:34)

**Action:** Motion by Bernardo, second by David to approve the Proclamation. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(22:55)

- 4     TITLE:                      **Information Item: Resource Conservation District First Flush Study Results**  
REPORT:                      Grindy, Kellyx Nelson  
PROPOSED ACTION:        Information Only

Item 4 was pulled from the agenda.

(23:30)

- 5     TITLE:                      **Possible Change in Location of Three Captains' Hoist at Pillar Point Harbor**  
REPORT:                      Brennan, Memo, Attachments  
PROPOSED ACTION:        To be determined

Grindy presented a power point presentation for the item.

**Public Comment:** Brian Rogers did not agree with changing the contract. (36:19)

John Dooley stated he didn't agree with the location change for the hoist. (38:50)

Mark Scheer requested the Board take no action to change the location. (41:40)

Mike McHenry stated the hoist wasn't offered to the other two fish buyers. (47:20)

Geoff Bettencourt stated his concern for old practices in regards to the fish buyers. (51:42)

Larry Fortado stated he spoke to Grindy in regards to a late payment, and once it was paid, it was put in as a fish buying fee. (54:51)

Porter McHenry read the letter from the Half Moon Bay Marketing Association. (56:06)

**Action:** Motion by Brennan, second by David by to choose Option 2 from the memo: To authorize and direct the Acting General Manager to send a letter notifying Three Captains that the Harbor District is discontinuing the March 28, 2014 probationary agreement effective April 2, 2015. The lessee will have until July 2, 2015 to remove the hoist and apply for a location change and Authorize and direct the Acting General Manager to notify all three fish



buyers in writing that future hoist installations and/or proposed hoist location changes will be brought to the Harbor Commission for consideration during regular Harbor Commission meetings, prior to Harbor Master approval, and require that all necessary permits be provided to the Harbor District General Manager for verification before final approval of installation. The motion passed.

Ayes: Brennan, David, Mattusch

Abstain: Bernardo, Parravano

(1:29:45)

- 6      TITLE:                      **Athletic Event Permit for Ryan Coelho**  
REPORT:                      Harris, Memo  
PROPOSED ACTION:       Approve Athletic Event Permit

Harris presented the item.

**Action:** Motion by Parravano, second by Bernardo to approve the athletic event permit for USA Productions for April 19, 2015, to waive the fee in the amount of \$2,350.00 but the permittee donate the \$2,350.00 to the Boys and Girls Club. The donation shall be made on behalf of the San Mateo County Harbor District the club's marine science programs and workshops. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(1:44:25)

### **Urgency Item (both Urgency Items were approved by one motion)**

**Action:** Motion by Brennan, second by Mattusch to add the Urgency item to the agenda. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

- TITLE:                              **Sunken Vessel "BRUT" Removal From Pillar Point Harbor**  
REPORT:                          Quotes  
PROPOSED ACTION:       Authorize the Acting General Manager to take immediate action to have Bishop Diving and Salvage Remove the vessel from Pillar Point Harbor in the amount of \$28,750.00

(1:45:38)

## Urgency Item

**Action:** Motion by Mattusch, second by David to add the Urgency item to the agenda. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

TITLE:	<b>Sunken Vessel “KANDU” Removal from Pillar Point Harbor</b>
REPORT:	Quotes
PROPOSED ACTION:	Authorize the Acting General Manager to take immediate action to have Broken Shark Diving and Salvage remove the vessel from Pillar Point Harbor in the amount of \$18,500.00

**Action:** Motion by Mattusch, second by Parravano to take immediate action to authorize the Acting General Manager to have Bishop Diving and Salvage remove the vessel “BRUT” from Pillar Point Harbor in the amount of \$28,750.00 and also take immediate action to authorize the Acting General Manager to have Broken Shark Diving and Salvage remove the vessel “KANDU” from Pillar Point Harbor in the amount of \$18,500.00. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(1:50)

7	TITLE:	<b>Parity of Commissioner Benefits</b>
	REPORT:	Harris, Memo
	PROPOSED ACTION:	To be determined

Harris presented the item.

**Public Comment:** Brian Rogers did not support the fact that Commissioners received benefits, but they legally couldn't be taken away. He stated the item coming before the Board was a waste of public funds and staff time.

**Action:** Motion by Mattusch, second by David to approve Option 2: Change District Policy such that upon commencement of any term of office, no Commissioner will receive health

insurance benefits or cash pay-out in lieu of such benefit. The existing Policy will continue in place with regard to Commissioners presently in office, and any changes to the Policy will apply upon commencement of a re-elected Commissioner's new term of office. The motion passed.

Ayes: Brennan, David, Mattusch

Nays: Bernardo, Parravano

**(2:10:09)**

- 8      TITLE:                      **Review and Revisit RFP Process for Legal Services**  
REPORT:                      Parravano  
PROPOSED ACTION:      To be determined

**Action:** Motion by Parravano, second by Bernardo to withdraw from the Request for Proposals process for Legal Services and have the Commission stay with Hanson Bridgett due to stability and continuity which they have provided for the Harbor District since July 2014. The motion failed.

Ayes: Bernardo, Parravano

Nays: Brennan, David, Mattusch

**(2:20:12)**

- 9      TITLE:                      **Authorize Award of Contract to Regional Government Services for Interim Management Services**  
REPORT:                      David  
PROPOSED ACTION:      Approve contract

David presented the item.

**Public Comment:** Brian Rogers questioned what this item was for and was both confused and concerned by it.

No action was taken.

**(2:33:04)**

- 10     TITLE:                      **Quarterly Investment Report**  
REPORT:                      Galarza, Report  
PROPOSED ACTION:      Accept report



## **b) Operations**

### **15 Oyster Point Marina/Park – White (2:57:45)**

White presented the report.

### **16 Pillar Point Harbor – Draper (2:59:41)**

Draper presented the report.

## **Board of Harbor Commissioners**

### **17 A. Committee Reports (3:02:42)**

Communications and Marketing Committee – Brennan (2/16/15)

Beach Replenishment Committee – David, Parravano (2/17/15)

### **B. Commissioner Statements and Requests (3:05:32)**

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

Parravano thanked Harris for her work at the Harbor District. He stated Human Resources is an extremely important role. Parravano stated it was a pleasure working with her and wished her much success and happiness.

Bernardo thanked Harris for all of her years serving the Harbor District. He stated she did a great job, it was a pleasure working with her and she will be missed.

Brennan attended the Plan Princeton Technical Advisory Committee Meeting and reviewed the draft report which will be provided to the public at a future public meeting. She stated the planners working on Plan Princeton have made progress and will inform the public via the Plan Princeton website as to when the future meetings will be held. Brennan also stated the Mid Coast Community website will have the schedule for the future meetings.

- C. 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.

**Action:** Motion by Bernardo, second by Parravano to agendize an item on

the next agenda for a proclamation for Acting Harbormaster Charles White. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

**Action:** Motion by Mattusch, second by Brennan to agendize an item on a future agenda, an informational report to discuss and provide possible action for the Lisa Wise Consulting contract. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

**Action:** Motion by Brennan, second by Mattusch to agendize an item on a future agenda to discuss appointing a member of the public to the Communications and Marketing Committee. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

## Adjournment

**Action:** Motion by Parravano, second by Bernardo to adjourn the meeting. The motion passed at 10:03 p.m.

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Debbie Nixon  
Deputy Secretary

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Sabrina Brennan  
President



## Closed Session

- |   |  |  |
|---|--|--|
| 1 | <p><b>TITLE:</b></p> <p><b>Public Employee Appointment and Labor Negotiations – Unrepresented Employee Pursuant to Government Code Section 54957(b)(1) and 54957.6</b></p> <p><b>AGENCY DESIGNATED REPRESENTATIVE:</b></p> <p><b>UNREPRESENTED EMPLOYEE:</b></p> | <p><b>Brent Ives, Steven Miller</b></p> <p><b>Acting General Manager</b></p>   |
| 2 | <p><b>TITLE:</b></p> <p><b>CONFERENCE:</b></p> <p><b>PROPERTIES:</b></p> <p><b>DISTRICT NEGOTIATOR:</b></p> <p><b>NEGOTIATING PARTY:</b></p> <p><b>UNDER NEGOTIATION:</b></p>  | <p><b>Conference with Real Property Negotiators. California Government Code Section 54956.8.</b></p> <p><b>504 Avenue Alhambra, El Granada, CA 94018</b></p> <p><b>225 S. Cabrillo Highway, Half Moon Bay, CA 94019</b></p> <p><b>400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080</b></p> <p><b>Scott Grindy and Randy Kinghorn</b></p> <p><b>Working Dirt LLC, Billy Daniels</b></p> <p><b>Castro Partners LLC, Marcus Wood</b></p> <p><b>Cushman and Wakefield, Scott Ennis</b></p> |

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

Sabrina Brennan  
President

**San Mateo County  
Harbor District**

# Memo

April 3, 2015

**TO:** Board of Harbor Commissioners

**FROM:** Scott Grindy  
Acting General Manager

**SUBJ:** Coastside Fishing Club project proposal and application for  
release of juvenile salmon from Pillar Point Harbor

**CC:** John Draper, Acting Harbor Master  
Steven Miller, District Counsel

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**RECOMMENDATION:** Authorize the Acting General Manager to send a new letter of project support to the Department of Fish and Wildlife.

**BACKGROUND:** Approximately four years ago, District staff discussed with Coastside Fishing Club representatives and Pillar Point Harbor fishermen the potential for providing area in Pillar Point's Outer Harbor for placement of pens to hold juvenile salmon. The salmon would remain for a short period and then be released into the ocean. The first placements of juvenile salmon pens were placed at Pillar Point Harbor May 2012.

The project has been a success and the Club and the fishermen have requested another letter of support from the Harbor District, which states that the District will give permission for representatives of the Club, DFW, and NOAA Fisheries to access Harbor waters and facilities for the project and also comments on harbor water quality (see attached draft letter).

If the Club's application is once again approved, the project work will continue. Salmon pens are in place with regular releasing's.

**FISCAL IMPACTS:** No fiscal impacts on the Harbor District will occur from provision of the requested support letter. Only minor District staff time would be involved during installation of the proposed salmon pens and provision of the juvenile salmon.

**CONCLUSION:** With proper installation of the fish pens so as not to adversely affect harbor operations, staff considers the proposed project as a benefit to the salmon resource, to commercial and recreational fishermen using Pillar Point Harbor, and to the Harbor District. Staff recommends authorization to forward the requested letter of support to DFW immediately.



## San Mateo County Harbor District

### Board of Harbor Commissioners

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

Scott Grindy, Acting General Manager & Treasurer

April 16, 2015

Patty Forbes  
Senior Environmental Scientist,  
CEQA/Permit Coordinator  
Wildlife and Fisheries Division – Fisheries Branch  
830 S. Street  
Sacramento, CA 95811

Ref: Coastside Fishing Club project proposal and application for release of juvenile salmon from Pillar Point Harbor

Dear Ms. Forbes:

The San Mateo County Harbor District controls and operates Pillar Point Harbor pursuant to a State tidelands grant, Chapter 68, Statutes of 1960.

The Harbor District is aware of and supports the proposed project and will provide necessary water and facilities access including use of moorings for placement of juvenile salmon pens and release of the salmon, and use of Johnson Pier for delivery of the juvenile salmon. The Harbor District encourages the project's continued operation and the permissions granted herein shall also apply to follow-on projects for juvenile salmon acclimation conducted jointly by Coastside Fishing Club and the California Department of Fish and Wildlife, or until the permissions are expressly withdrawn.

The Harbor District hereby grants Coastside Fishing Club (applicant), California Department of Fish and Wildlife (CDFW), and National Oceanic and Atmospheric Administration (NOAA Fisheries) representative's permission to enter onto real property controlled by the Harbor District pursuant to its tidelands grant to perform project evaluation. Access shall be limited to those portions of the District's real property at Pillar Point where actual project work is proposed to be performed and those additional portions of real property that must be traversed to gain access to the work site. The Department or applicant shall give the District not less than 24 hours prior to use of Johnson Pier for delivery of smolt, to ensure no use conflicts occur with pier-related harbor operations. At no time will CDFW or NOAA Fisheries representatives access the property without the applicant unless expressly given permission by the District.

To the best of our knowledge, water quality at the project site has been satisfactory for project purposes. The Outer Harbor area in the vicinity of the project site presently contains an abalone aquaculture operation (CA Abalone Co.), which has provided water quality monitoring reports to the Regional Water Quality Control Board pursuant to NPDES Permit CA0036277 indicating no water quality problems. A live bait





## San Mateo County Harbor District

### Board of Harbor Commissioners

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Robert Bernardo, Commissioner  
Pietro Parravano, Commissioner

Scott Grindy, Acting General Manager & Treasurer

concession also is present, and Dungeness crab and other fish species are kept without incident elsewhere in the harbor by fishermen. No water quality problems have been observed during operation of the salmon acclimation pen by Coastsides in the past.

Sincerely,

Scott Grindy  
Acting General Manager

Cc: Board of Harbor Commissioners  
John Draper, Acting Harbor Master  
Cassidy Teufel, California Coastal Commission  
Coastsides Fishing Club

# Memo

TO: The Board of Harbor Commissioners

Date: March 25, 2015

Cc: Scott Grindy, Acting General Manager  
Steven Miller, Legal Counsel

Re: Adoption of List of Norms for the San Mateo County Harbor District Board of Harbor Commissioners

## RECOMMENDATION

Adopt the list of Norms.

## BACKGROUND

On February 11, 2015 the Board of Harbor Commissioners held a Board Dynamics Workshop, which was open to the public, with board facilitator Brent Ives. Ives suggested that the Board adopt a list of norms. The Commission agreed at that time that Ives' suggestion was one to follow through on.

The following is the list of norms to adopt:

- We respect the public process, thus one another
- When we disagree, we do so respectfully, all viewpoints are valued
- We give each other the benefit of any doubt
- We conduct the public's business in a professional way
- We are committed to the Mission only
- We respect staff on a professional basis
- We both trust and verify our executive and staff as a whole Commission
- We are free to be open and honest, not disrespectful in our communications
- We formally communicate as a decision making body, not individuals
- We stay focused on the higher plain of Mission, Vision, Results and Achievements





## San Mateo County Harbor District

# ITEM 6

### Board of Harbor Commissioners

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

Scott Grindy, Acting General Manager & Treasurer

## INFORMATION ONLY

**Memorandum****TO:** Harbor Commissioners**FROM:** Debra Galarza & Belen Cruz**RE: Bills & Claims for Period Ending 4/15/15**

Total Disbursements being submitted for your review: \$ 208,416.52

These include:

Handchecks in the amount of: \$ 96,874.88

Payables in the amount of: \$ 111,541.64

<u>Dept. Code</u>	<u>Description</u>		<u>Page Reference</u>
101	Harbor Commission	\$ 620.12	2
103	Administration	\$ 27,671.29	2
201	Pillar Point Harbor	\$ 95,740.83	2
301	Oyster Point Marina	\$ 22,185.64	2
	Payroll Related	\$ 62,198.64	2
	Total for Review	\$ 208,416.52	2

Notes:

Handchecks Written for:

Payroll Related \$ 32,849.59

Vessel Abatement \$ 18,500.00

Invoices with Due Dates on or Before Board Meeting \$ 45,525.29

Total Handchecks Written \$ 96,874.88

BILLS CLAIMS FOR 4/15/15 BOARD MEETING

VENDOR	DESCRIPTION	AMOUNT	PAYROLL RELATED	HARBOR COMM 101	ADMIN 103	PILLAR POINT 201	OYSTER POINT 301
ADP, INC.	PAYROLL PROCESSING	425.71			91.22	197.65	136.84
ALTERNATIVE SAFETY & TESTING SOLUTIONS	ADMINISTRATIVE EXPENSES	100.00				50.00	50.00
ARAMARK UNIFORM SERVICES	UNIFORM SERVICES	103.28					103.28
AT&T	TELEPHONE/COMMUNICATIONS	1,965.53			156.02	1,168.67	640.84
BAY AREA NEWS GROUP - EAST BAY	RECRUITING EXPENSE	1,383.45			1,383.45		
BISHOP DIVING AND SALVAGE	VESSEL ABATEMENT	28,750.00				28,750.00	
BLUE LINE TRANSFER, INC.	GARBAGE DISPOSAL	38.00					38.00
BLUE RIBBON SUPPLY	OPERATING SUPPLIES	1,337.20				1,337.20	
CALIFORNIA STATE DISBURSEMENT UNIT	PAYROLL DEDUCTION PAYABLE	394.61	394.61				
CALIFORNIA WATER SERVICE	UTILITIES	64.96					64.96
CALPERS	PAYROLL DEDUCTION PAYABLE	20,936.44	20,936.44				
CALPERS SUPPLEMENTAL INCOME	PAYROLL DEDUCTION PAYABLE	6,218.00	6,218.00				
COAST MARINE & INDUST SUPPLY	REPAIRS & MAINTENANCE	1,622.74				1,622.74	
COASTSIDE COUNTY WATER DISTRICT	UTILITIES	12,574.20				12,574.20	
EMILY COOPER	REIMBURSE MILEAGE	28.03			28.03		
FEDEX	CONTRACTUAL SERVICES	120.12		120.12			
GARDA CL WEST, INC.	CONTRACTUAL SERVICES	231.12				115.56	115.56
SCOTT GRINDY	REIMBURSE TRAVEL EXPENSES	239.02			239.02		
INTERSTATE TRAFFIC CONTROL	REPAIRS & MAINTENANCE	3,292.54				3,292.54	
BRENT H. IVES	CONTRACTUAL SERVICES - PROFESSIONAL	12,500.00			12,500.00		
MISSION UNIFORM SERVICE, INC.	UNIFORM SERVICES	406.08				406.08	
NATIONAL CHEMICAL SERVICE	CONTRACTUAL SERVICES	74.00				74.00	
O'REILLY AUTOMOTIVE, INC.	REPAIRS & MAINTENANCE	120.31				120.31	
PACIFICA COMMUNITY TELEVISION	CONFERENCES & MEETINGS	500.00		500.00			
PENINSULA TREE CARE, INC.	REPAIRS & MAINTENANCE	650.00					650.00
PG&E	UTILITIES	752.53					752.53
RECOLOGY OF THE COAST	GARBAGE DISPOSAL	12,566.82				12,566.82	
SOUTH SAN FRANCISCO SCAVENGER	GARBAGE DISPOSAL	2,150.80					2,150.80
STAPLES	OFFICE SUPPLIES	196.15			196.15		
VANTAGEPOINT TRANSFER AGENTS	PAYROLL DEDUCTION PAYABLE	1,800.00	1,800.00				
SUB-TOTAL OF PAYMENTS TO BE PROCESSED 4/15/15		111,541.64	29,349.05	620.12	14,593.89	62,275.77	4,702.81
AT&T	TELEPHONE/COMMUNICATIONS	98.48					98.48
BAYGREEN MARINE SANITATION	CONTRACTUAL SERVICES	1,600.00				800.00	800.00
JOHN C. BURRIS	VESSEL ABATEMENT	18,500.00				18,500.00	
CALIFORNIA STATE DISBURSEMENT UNIT	PAYROLL DEDUCTION PAYABLE	394.61	394.61				
CALPERS	PAYROLL DEDUCTION PAYABLE	21,936.98	21,936.98				
CALPERS SUPPLEMENTAL INCOME	PAYROLL DEDUCTION PAYABLE	6,018.00	6,018.00				
COASTSIDE.NET	TELEPHONE/COMMUNICATIONS	399.00				399.00	
DEPT OF HOUSING & COMMUNITY DEVELOPMENT	PERMITS, LICENSES & FEES	94.00					94.00
DEPARTMENT OF JUSTICE	ADMINISTRATIVE EXPENSES	64.00					64.00
FIRSTCHOICE	CONTRACTUAL SERVICES	64.30			64.30		
HALF MOON BAY REVIEW	RECRUITING EXPENSE	52.00			52.00		
KASHIWA FUDOSAN AMERICA, INC.	OFFICE RENT	7,417.20			7,417.20		
KONICA MINOLTA	EQUIPMENT RENT	709.65			346.13	363.52	
MC COY'S PATROL SERVICE	CONTRACTUAL SERVICES	7,235.31					7,235.31
OPERATING ENGINEERS LOCAL NO.3	PAYROLL DEDUCTION PAYABLE	1,200.00	1,200.00				
OPERATING ENGINEERS TRUST	PAYROLL DEDUCTION PAYABLE	631.00	631.00				
PG&E	UTILITIES	13,005.29				6,659.48	6,345.81
RECOLOGY OF THE COAST	GARBAGE DISPOSAL	304.02				304.02	
SAN DIEGO BOAT MOVERS	EQUIPMENT RENT	1,550.00				1,550.00	
TEAMSTERS UNION LOCAL 856	PAYROLL DEDUCTION PAYABLE	369.00	369.00				
U.S. BANK - CAL CARD	CAL CARD PURCHASES	11,644.77			5,197.77	3,601.77	2,845.23
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		96,874.88	32,849.59	-	13,077.40	33,465.06	17,482.83
TOTAL BILLS & CLAIMS		208,416.52	62,198.64	620.12	27,671.29	95,740.83	22,185.64
			PAYROLL	COMM	ADMIN	PPH	OPM

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

**Date:** 4/10/2015

**To:** Board of Harbor Commissioners

**From:** Scott Grindy  
Acting General Manager

**Re:** Commercial Activity Permit for California Canoe & Kayak

---

**RECOMMENDATION**

Approve the proposal for California Canoe & Kayak, with the condition of obtaining all necessary permits prior to moving the noted space for their storage units and business.

**BACKGROUND**

The District has received a request from California Canoe & Kayak for a proposal for their business to be in Pillar Point Harbor (see attached letter). Staff has reviewed California Canoe & Kayak letter. The area they would like to use is next to and behind the area of the boat ramp restroom.

This would not impact the restroom use. The specific laydown land for their container storage of canoes and kayaks is owned by the property above the site, and we have received the land owner's approval of the land use by California Canoe & Kayak as well.

Parking would be via our regular parking lots as is with our other vendors such as Half Moon Bay Kayak.

With the growing interest in water-related recreational activities and possible increase in revenue the Staff recommends approval of this expansion.



**PUREpaddlesports™ since 1972**

**Board of Harbor Commissioners**

Pillar Point Harbor

April 8<sup>th</sup> 2015

Dear Commissioners

California Canoe & Kayak (CCK) has been operating in Pillar Point Harbor from the Half Moon Bay Yacht Club (HMBYC) for over twenty years. During this time we have introduced hundreds of customers to the wonderful environment of the harbor and surrounding area through our classes and guided tours. We have an exemplary safety record and very positive online customer reviews. Local businesses have benefitted from our presence through national and international marketing.

We have been given notice by the Board of HMBYC that they do not wish to renew our lease. From May 1<sup>st</sup> they intend to use the space we currently occupy for their youth sailing program. As a result we are actively looking for a new location to operate from within Pillar Point Harbor.

After discussion with the Acting Harbormaster John Draper, we believe the most suitable location for our operation would be the land adjacent to the public boat ramp. A satellite image showing the new location is attached to this letter and can be viewed online at:

<https://www.google.com/maps/d/edit?mid=zvDZSC9fOTaI.kKZs6LWFHkFc>

This location provides a reasonable amount of separation from the Half Moon Bay Kayak Company (HMBKC). We know that they are concerned about us moving closer to their location. We would like to point out that CCK had been operating in the harbor for over ten years before HMBKC was granted a permit to operate within the harbor. The Board of Commissioners at the time considered the effect of increased competition on our business but elected to issue the permit anyway. It was the right decision at the time and we would just ask that the same consideration be given on this occasion for our application to change locations and alter our existing permit (Permit Number: 2015 – 05).

It is our belief that having two operators somewhat close to each other will create a center of gravity for recreational paddle sports within the harbor that will be to the benefit of both businesses. It will also have a very positive impact on the other service sector businesses in the harbor by increasing foot traffic both in and out of season since we operate year round. There is a precedent for such a situation at Elkhorn Slough, Moss Landing where both Kayak Connection and Monterey Bay Kayaks operate side by side and both benefit from the presence of the other.

We would like to place up to four 20 foot containers at that location and would use the beach south of the public boat ramp to launch our classes from. We would not impede access to the boat ramp. We would require access to fresh water for rinsing of paddle craft and gear.

Jack London Square  
409 Water Street  
Oakland, CA 94607  
(510) 893-7833  
(510) 893-2617 Fax

11349 Folsom Blvd, Suite C  
Rancho Cordova, CA 95742  
(916) 851-3600

840 Brittan Avenue  
San Carlos, CA 94070  
650-593-6060

We respectfully request that consideration be given to our permit application to operate from this location and look forward to working with the Harbor Commission to create a facility that the local community will be proud of.

Sean Morley, Program Director  
for California Canoe & Kayak



## 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.

PLEASE SEE ATTACHED LETTER.

WE ARE SEEKING TO ALTER OUR COMMERCIAL ACTIVITY PERMIT  
NUMBER: 2015-05, TO ENABLE US TO OPERATE FROM  
~~ROCK BEACH~~ LAND ADJACENT TO PUBLIC BOAT RAMP.  
THE NATURE OF OUR ACTIVITY WILL CONTINUE AS BEFORE.

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.

**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:

CALIFORNIA CANOE AND KAYAK covering work by the following person(s):

SEAN MORLEY, PROGRAM DIRECTOR, INSTRUCTORS AND GUIDES  
IN THE EMPLOYMENT OF CALIFORNIA CANOE AND KAYAK.

  
\_\_\_\_\_  
Signature of Applicant

03/10/2015  
\_\_\_\_\_  
Date

409 WATER ST, JACK LONDON SQ., OAKLAND, CA 94607.  
\_\_\_\_\_  
Address of Applicant

415 816 8746 (cell) 510 893 7833 (office)  
\_\_\_\_\_  
Phone Number

510 893 2617  
\_\_\_\_\_  
Fax Number

**Are you Requesting a Waiver of Fees:**

Yes ☐

No ☒

\_\_\_\_\_  
Non-Profit ID Number (if applicable)

Sean.C.Calhoun@com  
Email Address

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

# Proposed new location for CCK

Untitled layer



Proposed new location for  
CCK



Approximate area required to  
operate.

Proposed new location for  
California Canoe & Kayak



Map data ©2015 Google, Imagery ©2015 DigitalGlobe, U.S. Geological Survey, USDA Farm Service Agency



## Debbie Nixon

---

**From:** Keith Miller <keith@calkayak.com>  
**Sent:** Friday, April 10, 2015 8:21 AM  
**To:** Scott Grindy; Glen Mitchell; Debbie Nixon  
**Cc:** Sean Morley  
**Subject:** fw: Re: Land at Pillar Point Harbor

Good morning all - please see below received earlier this morning. We look forward to the meeting on the 15th.

Cheers - Keith

Keith Miller  
California Canoe & Kayak  
409 Water Street  
Oakland, CA 94607  
510 893 7833 x19  
[www.calkayak.com](http://www.calkayak.com)  
[www.purepaddlesports.com](http://www.purepaddlesports.com)

---

**From:** chadviso@aol.com  
**Sent:** Friday, April 10, 2015 6:14 AM  
**To:** Keith@calkayak.com  
**Subject:** Re: Land at Pillar Point Harbor

To whom it may concern

The property in front of the boat docks is owned by Charles and Cherry Viso and the Viso Family Trust. We are willing to rent this lower property in front of the boat launch to Keith Miller if he can acquire proper permits and provide proper insurance.

Charles J Viso

-----Original Message-----

From: Keith Miller <keith@calkayak.com>  
To: Scott Grindy <sgrindy@smharbor.com>; Sean Morley <seanamorley@gmail.com>; Chad Viso <chadviso@aol.com>  
Cc: Glen Mitchell <gmitchell@apr.com>; Debbie Nixon <dnixon@smharbor.com>; Scott Grindy <sgrindy@smharbor.com>  
Sent: Thu, Apr 9, 2015 5:53 pm  
Subject: RE: Land at Pillar Point Harbor

Thank you Scott. That's all I can ask for - much appreciated.

Cheers - Keith

Keith Miller  
California Canoe & Kayak  
409 Water Street  
Oakland, CA 94607  
510 893 7833 x19  
[www.calkayak.com](http://www.calkayak.com)  
[www.purepaddlesports.com](http://www.purepaddlesports.com)

**From:** "Scott Grindy" <[sgrindy@smharbor.com](mailto:sgrindy@smharbor.com)>  
**Sent:** Thursday, April 09, 2015 5:44 PM  
**To:** "Keith@calkayak.com" <[Keith@calkayak.com](mailto:Keith@calkayak.com)>, "Sean Morley" <[seanamorley@gmail.com](mailto:seanamorley@gmail.com)>, "Chad Viso" <[chadviso@aol.com](mailto:chadviso@aol.com)>  
**Cc:** "Glen Mitchell" <[gmitchell@apr.com](mailto:gmitchell@apr.com)>, "Debbie Nixon" <[dnixon@smharbor.com](mailto:dnixon@smharbor.com)>, "Scott Grindy" <[sgrindy@smharbor.com](mailto:sgrindy@smharbor.com)>  
**Subject:** RE: Land at Pillar Point Harbor

I will keep it on the agenda, however if no letter we will postpone the discussion/action.

**From:** Keith Miller [<mailto:keith@calkayak.com>]  
**Sent:** Thursday, April 09, 2015 5:32 PM  
**To:** Scott Grindy; Sean Morley; Chad Viso  
**Cc:** Glen Mitchell  
**Subject:** RE: Land at Pillar Point Harbor

Hi Scott - please keep it on the agenda; if we cannot produce the necessary document in time it can be tabled. We are vigorously pursuing this with Chad. We have 2nd option two doors down from the Yacht Club but prefer Chad's property if possible. Our clock is ticking to be out of the Club by the 30th.

Cheers - Keith

Keith Miller  
California Canoe & Kayak  
409 Water Street  
Oakland, CA 94607  
510 893 7833 x19  
[www.calkayak.com](http://www.calkayak.com)  
[www.purepaddlesports.com](http://www.purepaddlesports.com)

---

**From:** "Scott Grindy" <[sgrindy@smharbor.com](mailto:sgrindy@smharbor.com)>  
**Sent:** Thursday, April 09, 2015 4:38 PM  
**To:** "Sean Morley" <[seanamorley@gmail.com](mailto:seanamorley@gmail.com)>, "Chad Viso" <[chadviso@aol.com](mailto:chadviso@aol.com)>  
**Cc:** "Keith Miller" <[keith@calkayak.com](mailto:keith@calkayak.com)>, "Glen Mitchell" <[gmitchell@apr.com](mailto:gmitchell@apr.com)>  
**Subject:** RE: Land at Pillar Point Harbor

I have not seen anything yet.

Scott

**From:** Sean Morley [<mailto:seanamorley@gmail.com>]  
**Sent:** Thursday, April 09, 2015 4:33 PM  
**To:** Chad Viso  
**Cc:** Keith Miller; Scott Grindy; Glen Mitchell  
**Subject:** Re: Land at Pillar Point Harbor

Hi Chad

Did you manage to send that email? I haven't seen it come through.

Thanks!  
Sean

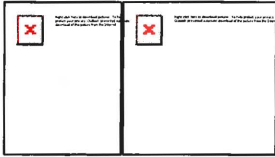
**Sean Morley**  
Program Director

**California Canoe & Kayak**

ACA L5 Advanced Open Water Instructor & L4 Open Water Instructor Trainer  
[sean@calkayak.com](mailto:sean@calkayak.com)  
[www.calkayak.com](http://www.calkayak.com)

cell: 415 816 8746





On Thu, Apr 9, 2015 at 10:16 AM, Sean Morley <[seanamorley@gmail.com](mailto:seanamorley@gmail.com)> wrote:  
Hi Chad

We spoke the other day regarding your property on Cabrillo Highway, in El Granada (Half Moon Bay). I represent California Canoe & Kayak and we are the company looking to place storage containers on your land adjacent to the Coastside Trail and the Public Boat Ramp.

Before the Harbor Commission will consider our application to operate at this location they need a letter or email from you confirming that this is your land and that you have given permission for us to relocate there (subject to our permit being approved by the Harbor Commission).

Could I ask you to reply to this email and confirm:

1. You own the land in question.
2. That you will allow California Canoe & Kayak to relocate there, once a permit has been obtained.

I have attached the Letter of Intent that I sent to your agent Glen Mitchell, in case you haven't seen it yet along with a satellite image of the property.

We are up against the clock. We have to vacate the Half Moon Bay Yacht Club by April 30th. The Harbor Commission is willing to consider our permit application at their next Board Meeting (April 15th) but that does mean I need to get this confirmation to Scott (cc'd here) today.

Thank you very much for your time and I apologize for the urgency of this matter.

Sincerely  
Sean

**Sean Morley**  
Program Director

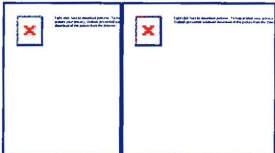
## **California Canoe & Kayak**

ACA L5 Advanced Open Water Instructor & L4 Open Water Instructor Trainer

[sean@calkayak.com](mailto:sean@calkayak.com)

[www.calkayak.com](http://www.calkayak.com)

cell: [415 816 8746](tel:4158168746)



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

**Date:** 4/9/2015

**To:** Board of Harbor Commissioners

**From:** John Draper  
Acting Harbormaster

**Re:** Expansion Proposal for Half Moon Bay Kayak

---

**RECOMMENDATION**

Approve the expansion proposal for Half Moon Bay Kayak, with the condition of obtaining all necessary permits prior to expansion.

**BACKGROUND**

The District has received a request from Half Moon Bay Kayak for an expansion proposal for their business in Pillar Point Harbor (see attached letter). Staff has reviewed Half Moon Bay Kayak letter. The area they would like to use is next to the area that they are already using. This would not impact the perched beach area used for dredging spoils.

During the eleven years Half Moon Bay Kayak has been operating out of Pillar Point the Pillar Point Harbor Patrol has never had a problem with this tenant or any users. They have brought thousands of people to the harbor to enjoy their sport; these people also spend time at the harbor enjoying everything the harbor has to offer.

We have received a few letters from community members and the Half Moon Bay Chamber of Commerce & Visitor's Bureau in support of Half Moon Bay Kayak proposal.

With the growing interest in water-related recreational activities and possible increase in revenue the Staff recommends approval of this expansion.

## Half Moon Bay Kayak Company Expansion Proposal

Half Moon Bay Kayak Company has been operating a paddle sports enterprise at Perch Beach now for more than 11 years. We have grown into a destination for locals and tourists alike, putting more than 15,000 people on the water in 2014 alone, for a safe and fun recreational experience. In 2014, we generated \$228,000 in revenue, in which the Harbor District shares 3 percent.

We have had strong and consistent growth since our opening due to innovative marketing, which brings us a steady flow of new customers. The majority of our customers are both new to paddle sports and the destination of Pillar Point Harbor. Our customers typically spend only 1-2 hours on the water for a paddling experience, while their travel time to Pillar Point may exceed this time. They therefore often spend the whole day in the area, spending money in harbor restaurants and shops as well as buying fish off the boats, from the local fishing fleet.

We have received the Green Business award from the Half Moon Bay Chamber of Commerce and have received accolades from the California State Legislature and the California Senate. We have also received exemptions for operations permits from the California Coastal Commission due to our sound ecological and environmental practices.

Doug Connor has been working full time within the paddle sports industry in the Bay Area for more than 28 years and has an excellent safety record. In 1990, he was on the United States Canoe and Kayak Team. He has also spent personal time testing local water for the Surfrider Foundation.

Chris Manchester is an instructor for the National Outdoor Leadership School and the Wilderness Medicine Institute. He is also a Leave No Trace Master Educator (among only a few on the coast of California) and is the founding chairman of the Coastside Ecotourism Committee, a collection of eco-conscious businesses in Half Moon Bay.

We have given more than 150 gift certificates over the years to local schools, organizations and harbor events. We also run kids' camps every year, training and educating many local youth about marine ecology and preservation.

We do extensive business with corporations such as Genentech, Google, Yahoo, Facebook and others, running team building and other corporate outings, and these large groups are then exposed to the other opportunities the Harbor has to offer. We have an excellent relationship with the coastside hotels, which helps bring more tourists in the Half Moon Bay area to the harbor.

We believe that our presence in Pillar Point Harbor has not only been a benefit to us, but to other harbor tenants as well. With a modest expansion, we can not only increase our revenues, but also bring even more clients to the harbor, making it a more vibrant and productive business environment for all stake holders at Pillar Point Harbor.

Half Moon Bay Kayak Company would like to be considered for the following expansion:

1. We would like to add more covered space. Our current covered footprint is 800 square feet, to which we would like to add another 400 square feet of covered tents, and a covered trailer of approximately 8' x 20'. The tents will allow us to add more dressing rooms and store more

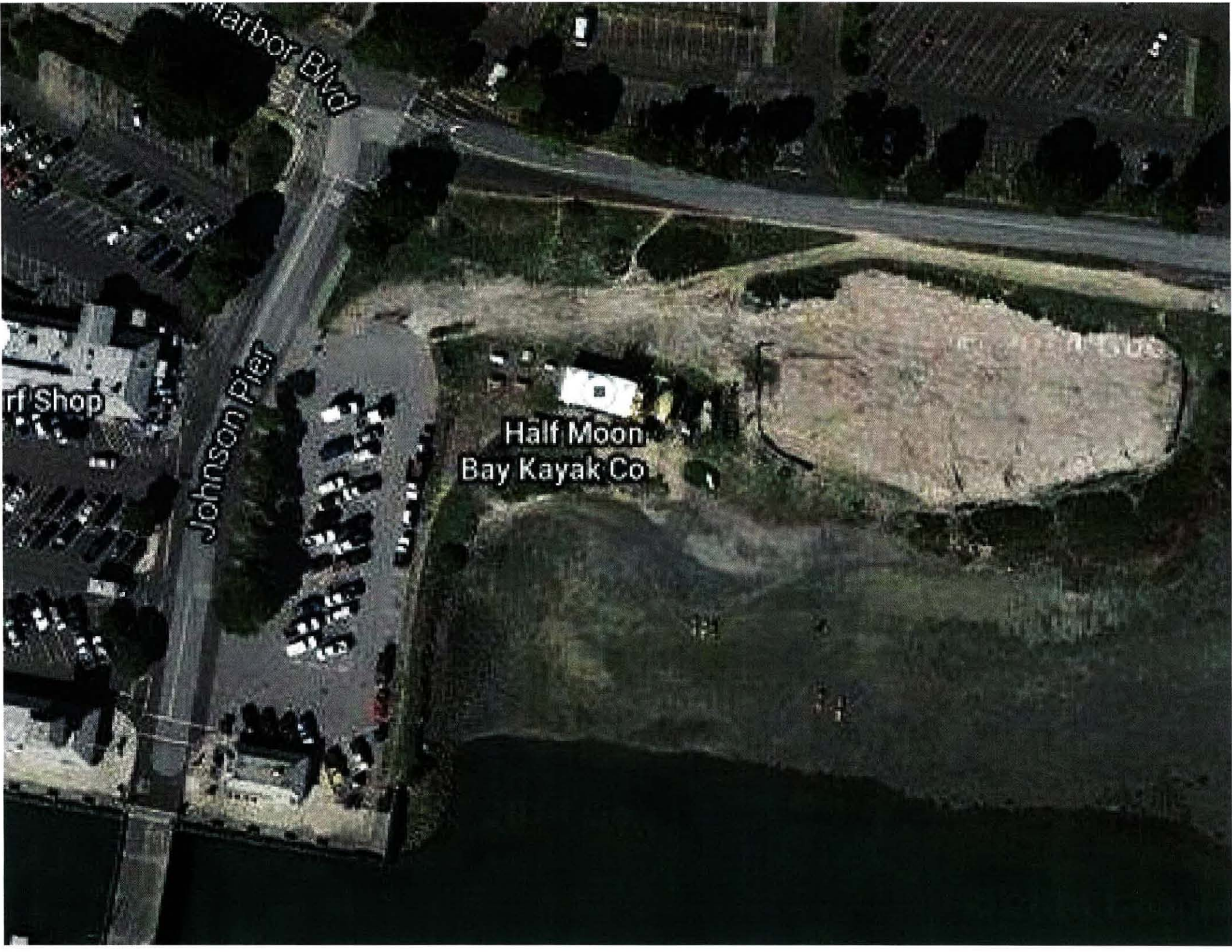
paddling equipment. The trailer will store bicycles, which need protection from the elements, as well as a small amount of new equipment for retail sale.

2. Expand our retail sales. Most of the stock will be warehoused offsite, but a small amount needs to be immediately available.
3. We would like to add bicycle rentals and low-tide Fat Tire bike tours to our operating permit (adding the covered bike trailer of approximately 8' x 20' mentioned in Point 1).
4. We would also like to solidify our presence in the harbor with a lease of 10 years. We have proven to be a reliable and beneficial tenant for the past 11 years, and we would like to be a more permanent member of the harbor community.

Our business has been growing consistently at more than 20 percent per year. We believe the with this expansion, we can increase that pace to more than 30 percent for the next 4 years, directly generating significantly more income for us and the Harbor District as well as indirect income for the other tenants in the harbor.

We look forward to a discussion about this request and thank you for your consideration.





Harbor Blvd

rf Shop

Johnson Pier

Half Moon  
Bay Kayak Co



Dear Commissioners,

Half Moon Bay Kayak Co. has been a member of the Chamber for ten years. This is a company that started out small and local. They have developed an awesome company, but are still small and local. They live locally and are raising their families on the Coast and have been very supportive of the community. They helped the Chamber found the first broad based Ecotourism Program in the State of California and have been instrumental in the development and marketing of that program. The Chamber supports HMB Kayak in their ideas of expansion and hopes the Harbor Commission will too. Bike rentals are extremely popular and the majority of the people want to ride the Coastal trail to the harbor, so it would make sense to have a bike rental at the harbor and this is a perfect fit!

*Charise*

Charise Hale McHugh, ACE  
President/CEO

Half Moon Bay Coastside Chamber of Commerce & Visitors'  
Bureau

235 Main Street

Half Moon Bay, CA 94019

[charise@hmbchamber.com](mailto:charise@hmbchamber.com)



## Debbie Nixon

---

**From:** Martha Callan <MCallan@WarnerPacific.com>  
**Sent:** Tuesday, March 31, 2015 7:51 AM  
**To:** Debbie Nixon; John Draper  
**Subject:** Support for HMB Kayak Company

Dear Harbor Commission,

Please support HMB Kayak Company's proposal to extend their lease and expand their services by renting bicycles for guided tours and casual recreation. In keeping with the theme of the company, these guests will learn about the coastal environment and the best methods to sustain our way of life here on the coast.

Chris Manchester is a Wilderness Medicine Institute Instructor as well as a kayak instructor for the prestigious National Outdoor Leadership School. He is also a "No Trace" Master Educator. Doug Connor is a highly recognized champion kayaker who dedicates countless hours to building the regional kayak and sup communities. They have won the Green Business Award for their sustainable business practices from the HMB Chamber and were also recognized by the State House and Senate. The company also has an impeccable safety record. They hold kid's summer camps each year where children learn the importance of sound ecological practices, conservation and the delicate balance of our coastal ecosystem. They have given thousands of dollars in gift certificates and donations to local organizations and charities. Locals and tourists alike come to "the shop" for recreation and fun. The shop attracts many visitors and corporations into town for teambuilding activities and they support local shops, hotels and restaurants. It is difficult to walk around Half Moon Bay these days without seeing a local wearing an HMB Kayak Co. shirt or hat.

Thank you for your consideration of their proposal to include bicycles rentals for our visitors.

Best regards,  
Martha Callan  
El Granada Resident  
650-726-7304

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## **Staff Report**

### **ADJUST THE WAGE AND SALARY SCHEDULE FOR THE GENERAL MANAGER FOR FISCAL YEAR 2014/15**

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#### **RECOMMENDATION**

Adopt Resolution 07-15 to adjust the Wage and Salary Schedule for the salary range top of General Manager for FY2014/15.

#### **BACKGROUND**

At its meeting on March 30, 2015, the Board determined to consider adjusting the salary range for the General Manager in order to facilitate the recommendation made by BHI Consulting regarding a search for a new General Manager and advertising for the open position. The attached Schedule shows the suggested change as requested by BHI, which raises the upper end of the range for General Manager Salary from \$121,294.49 to \$175,000.

# San Mateo County Harbor District

## Wage and Salary Schedule

Fiscal Year 2014-2015

Effective July 1, 2014- 2.50 % Wage Increase and 2.6 COLA

Effective on April 16, 2015

Title		Hourly Range Bottom	Annual	Hourly Range Top	Annual	Salary Range Bottom	Salary Range Top
<b>Management*</b>							
Executive	General Manager					\$ 121,294.49	\$ 175,000.00
Management	Director of Finance					\$ 91,874.37	\$ 134,174.02
	Harbor Master					\$ 91,874.37	\$ 140,552.89
	Human Resources Manager					\$ 91,874.37	\$ 128,285.86
<b>Administrative</b>							
Administrative Assistant 4	Accountant	33.509	69,698.72	44.905	93,402.40		
Administrative Assistant 3	Accounting Specialist	29.401	61,154.08	39.826	82,838.34		
	Administrative Asst./						
	Deputy Secretary						
Administrative Assistant 2	Accounting Technician/	25.730	53,518.40	34.484	71,726.72		
	Administrative Asst.						
Administrative Assistant 1	Administrative Assistant	21.331	44,368.91	28.593	59,472.48		
Office Assistant	Office Assistant	13.646	28,382.65	16.290	28,043.01		
Project Coordinator						\$72,389.296	\$97,009.528
<b>Operations</b>							
Assistant Harbormaster (AHM)	Assistant Harbormaster	40.429	84,092.32	46.795	97,334.16		
Deputy Harbormaster B (DHMB)	Deputy Harbormaster B	31.673	65,879.84	36.667	76,267.36		
Deputy Harbormaster A (DHMA)	Deputy Harbormaster A	27.359	56,907.19	30.133	62,676.64		
Harbor Worker C	Lead Maintenance Specialist	36.668	76,269.44	42.447	88,289.76		
Harbor Worker B (HWP)	Harbor Worker	15.219	31,656.46	22.948	47,732.45		
Harbor Worker A	Lifeguard			19.304			

\* COLA Only

F:\District Docs\District Docs\District Docs\BOARD\STAFFRPT\2015\2014-2015 UPDATED salary schedule cola and merit.xls

**Resolution 07-15**  
to  
**Adjust the Wage and Salary Schedule for Fiscal  
Year 2014-2015 for General Manager**  
for the  
**San Mateo County Harbor District**

**Whereas**, the General Manager is responsible for development and administration of the District's Classification and Pay Plan in accordance with Rule 4, Paragraph 4.01 of the Personnel Policies, Rules and Regulations as amended, and

**Whereas**, the General Manager has completed review of matters relating to job classifications, salaries and wages for Fiscal Year 2014-15; and

**Whereas**, the General Manager recommends that the Board adopt the attached Wage and Salary Schedule.

**Therefore, be it resolved**, by the Board of Harbor Commissioners of the San Mateo County Harbor District that the Wage and Salary Schedule for Fiscal Year 2014-15 for all employees is hereby approved.

Approved this 15th day of April 2015 at a regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

For:

Against:

Absent:

Abstaining:

**Attested**

**BOARD OF HARBOR COMMISSIONERS**

\_\_\_\_\_  
Debbie Nixon  
Deputy Secretary

\_\_\_\_\_  
Sabrina Brennan  
President

EXHIBIT "A" TO RESOLUTION NOS. 247-85 & RPD-7

ADOPTED November 27, 19 85.

SECOND AGREEMENT AMENDING JOINT POWERS AGREEMENT

THIS SECOND AGREEMENT amending the Joint Powers Agreement by and between the SAN MATEO COUNTY HARBOR DISTRICT (hereinafter referred to as "DISTRICT") and the CITY OF SOUTH SAN FRANCISCO, a municipal corporation (hereinafter referred to as "CITY") is made and entered into as of this 27th day of November, 19 85.

WITNESSETH:

WHEREAS, on October 24, 1977, the parties hereto entered into a Joint Powers Agreement (hereinafter "Agreement") for the purpose of repairing and/or replacing the existing Marina facilities at Oyster Point and expanding said facilities as described therein, and for the purpose of permitting the DISTRICT to rehabilitate, manage, maintain and operate said existing Marina and construct, manage, maintain and operate the future Marina Development at Oyster Point; and

WHEREAS, said Agreement was amended on October 11, 1979; and

WHEREAS, said Agreement and amendment thereto required the establishment of a POLICY BOARD consisting of five (5) members and charged said Board with the responsibility for making recommendations to the CITY and DISTRICT on all matters of policy relating to the construction, operation, management and maintenance of OYSTER POINT MARINA/PARK and required said Board to exercise certain other powers specifically delegated to it; and

WHEREAS, the parties hereto desire to again amend said Agreement to restructure the POLICY BOARD and exorcise its delegated powers;

NOW, THEREFORE, it is agreed:



1. Paragraph 4 amended.

Paragraph 4 of the Agreement is hereby amended to read as follows:

"4. LIAISON GROUP

To facilitate the accomplishment of the purposes of this Agreement, discussions shall be regularly held between the DISTRICT and the CITY by appointment by each body of representatives to a LIAISON GROUP, consisting of two (2) members who shall be Council Members from the City of South San Francisco, appointed by said Council and two (2) members who shall be HARBOR COMMISSIONERS, appointed by the BOARD OF HARBOR COMMISSIONERS, each to serve at the pleasure of his or her respective agency.

Each member of said LIAISON GROUP shall serve without compensation, but shall be reimbursed actual and necessary expenses from the revenues from said OYSTER POINT MARINA/PARK. Said GROUP shall have responsibility for reporting to the CITY COUNCIL and HARBOR COMMISSION on all matters of policy relating to the construction, operation, management, and maintenance of the OYSTER POINT MARINA/PARK, and such other powers, if any, as are specifically delegated to the GROUP by the DISTRICT and the CITY. The primary purpose of said GROUP is not to be an advisory body, nor is it to present recommendations to either party. It is constituted solely as a means for direct communications, exchange of ideas and reports of plans between the DISTRICT and the CITY. The chief administrative officer, the attorney and engineer of the DISTRICT shall serve as staff to the LIAISON GROUP on all matters involving the

DISTRICT'S responsibility and the chief administrative officer, the attorney and engineer of the CITY shall serve as staff to the GROUP on all matters involving the CITY'S responsibility. Compensation for each staff person shall be the responsibility of the primary employer of said person, but said salary shall be considered as part of the expenses of the OYSTER PARK MARINA/PARK incurred for the maintenance and operation to be reimbursed from operating revenues, pursuant to Paragraph 12 hereof."

2. Paragraph 5 amended.

The last sentence of Paragraph 5 of the Agreement is hereby amended to read as follows:

"However, pursuant to this Agreement, ultimate financial responsibility rests with the HARBOR DISTRICT and for this reason, if there is disagreement between the CITY and the DISTRICT as to the manner in which the project will be constructed, managed, maintained or operated, the final decision as to said matters shall be made by the BOARD OF HARBOR COMMISSIONERS of the SAN MATEO COUNTY HARBOR DISTRICT."

3. Paragraph 6 amended.

Paragraph 6 of the Agreement is hereby amended to read as follows:

"6. METHOD BY WHICH CONSTRUCTION PHASES OF THE PROJECT WILL BE ACCOMPLISHED

(a) Plans and Specifications: The project may be constructed in three initial phases as set forth in the Agreement between CITY and the former State of California Department of Navigation and Ocean Development ("DNOD") dated September 8, 1975, the proposed Master Plan (as amended), and the OYSTER POINT MARINA/PARK Specific Plan adopted by the CITY on September 21, 1983, and as said Specific Plan may be amended from time to time. The DISTRICT has already contracted with engineers



for the preparation of proposed project plans and specifications. Plans and specifications for the proposed project have been prepared under the supervision and direction of the DISTRICT and paid for by the DISTRICT from DISTRICT funds or loan funds received from DNOD'S successor, the State of California Department of Boating and Waterways ("CAL-BOATING"). Upon completion of said plans and specifications, and for any future plans and specifications, the same shall be reviewed and approved by the BOARD OF HARBOR COMMISSIONERS of the HARBOR DISTRICT and the CITY COUNCIL of the City of South San Francisco.

(b) Award of Contract: Upon review and approval of said plans and specifications by the DISTRICT and CITY staffs and the governing bodies of each of said agencies, subject to Paragraph 6 (a) above, the DISTRICT shall call for competitive bids. The contract shall be awarded by the DISTRICT to the lowest responsive and responsible bidder.

(c) Construction. Construction of said work of improvement shall be under the supervision and direction of the DISTRICT. The engineers of the DISTRICT shall consult with engineers for the CITY during the construction process. The engineers of the CITY shall have access to the construction site, the power to inspect the same during the course of construction, and upon request shall be furnished all plans and specifications prepared by the DISTRICT for their review and comment.

(d) Project Site: The said project shall be constructed partially on lands owned in fee by the CITY and partially on tidelands and submerged lands and nothing set forth herein shall be construed as vesting any ownership in any of said lands in the HARBOR DISTRICT."

4. Paragraph 7 (b) amended.

The last sentence of Paragraph 7 (b) of the Agreement is hereby amended to read as follows:

"In the event that said employees fail to perform their services and duties adequately and in accord with personnel requirements of the CITY, said employees may be discharged in accordance with the personnel rules and procedures of the CITY at the request of the DISTRICT."

5. Paragraph 9 amended.

Paragraph 9 of the Agreement is hereby amended to read as follows:

"9. LEASES

DISTRICT may lease all or any portion of the existing marina, the lands within the project site or the project as completed, to private developers and/or public agencies subject to the approval of CAL-BOATING and the CITY. The revenues from any such lease or leases shall be considered as operating revenues."

6. Paragraph 10 amended.

Paragraph 10 of the Agreement is hereby amended to read as follows:

"10. ACCOUNTING RECORDS

(a) DISTRICT shall maintain account books and financial records to show the revenues and expenses of the OYSTER POINT MARINA/PARK. Said records shall prorate expenses of the DISTRICT where said expenses are attributable in part to other DISTRICT functions. Said prorations shall be subject to review by the CITY.

(b) CITY shall maintain account books and records to show the expenses to the CITY for providing municipal services to said project. Said records shall prorate expenses where said expenses are attributable in part to other CITY functions. Said prorations shall be subject to review by the DISTRICT.

(c) DISTRICT shall render a semi-annual report concerning the financial affairs of the OYSTER POINT MARINA/PARK."

7. Paragraph 11 amended.

The first sentence of Paragraph 11 of said Agreement is hereby amended to read as follows:

"DISTRICT shall maintain minimum insurance required by CAL-BOATING in accord with the Agreement with said Agency and such other insurance and in such amount as may be considered necessary by the DISTRICT and the CITY."

8. Paragraph 12 amended.

Paragraph 12 of said Agreement is hereby amended to read as follows:

"12. DIVISION OF REVENUE

(a) Operating revenues received from the OYSTER POINT MARINA/PARK shall be used to repay loans from CAL-BOATING (formerly DNOD) including the existing loans, if any, to the CITY and the expenses and costs of management, operation and maintenance of the project.

(b) Operating revenues in excess of those required for debt service and operating costs and expenses as provided above shall be held in a reserve account subject to the terms and provisions of the loan agreement with CAL-BOATING. After satisfaction of the yearly requirements under the loan agreement with CAL-BOATING, and during the term of said agreement, with CAL-BOATING'S consent, said excess funds shall be held or disbursed as follows:

(1) The CITY and the DISTRICT shall establish a reasonable depreciation schedule for the various elements of the project and a portion of such excess funds shall be deposited in an account with a financial institution or invested in approved and authorized investments to be used as needed to meet the cost and replacement in accordance with the said depreciation schedule. Any income or profits from said fund or investments shall be added thereto. The maximum reserve to be so maintained shall be determined by the parties hereto.

(2) The CITY shall be paid the sum of TWO HUNDRED FIFTEEN THOUSAND DOLLARS (\$215,000.00) (the amount of the CITY'S investment in the existing MARINA from the CITY'S General Fund) less the amount to be paid CITY for personal property pursuant to to Paragraph 15. The DISTRICT shall be paid:

(i) The amount of the DISTRICT'S capital investment in the completed project,

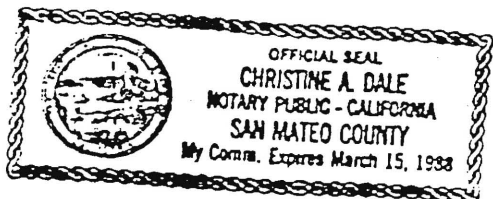
(ii) TWENTY FIVE THOUSAND DOLLARS (\$25,000.00) which was advanced to the CITY for planning purposes,

(iii) The amount paid to CITY for personal property pursuant to Paragraph 15, and

(iv) Sums advanced by the DISTRICT during the term of this agreement from its General Fund for loan service fees or maintenance and operation.

A schedule for repayment of said items shall be developed by the parties hereto subject to modification from time to time.

State of CALIFORNIA  
County of SAN MATEO } SS.



On this the 4th day of DECEMBER, 1985, before me,

CHRISTINE A. DALE

the undersigned Notary Public, personally appeared

JEAN J. FLOCKS

☒ personally known to me  
☐ proved to me on the basis of satisfactory evidence  
to be the person(s) who executed the within instrument as  
President or on behalf of the corporation therein  
named, and acknowledged to me that the corporation executed it.

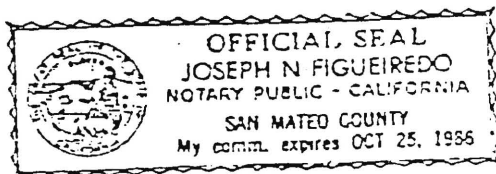
WITNESS my hand and official seal.

Christine A. Dale  
Notary's Signature

3 122

NATIONAL NOTARY ASSOCIATION • 23012 Ventura Blvd. • P.O. Box 4825 • Woodland Hills, CA 91364

State of CALIFORNIA  
County of SAN MATEO } SS.



On this the 12th day of DECEMBER, 1985, before me  
JOSEPH N. FIGUEIREDO NOTARY PUBLIC

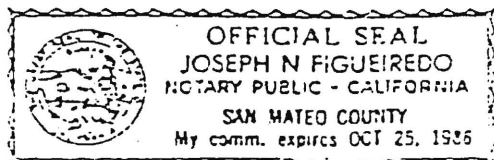
personally appeared ROBERTA CERRI TEGLIA  
personally known to me (or proved to me on the basis  
of satisfactory evidence) to be the person who executed  
this instrument as MAYOR  
of THE CITY OF SOUTH SAN FRANCISCO  
and acknowledged to me that  
THE CITY OF SOUTH SAN FRANCISCO executed it.

WITNESS my hand and official seal

Joseph N. Figueiredo  
Notary's Signature

CIVIL CODE SECTION 1191 - Public Corporation, Agency or Political Subdivision Acknowledgment

State of CALIFORNIA  
County of SAN MATEO } SS.



On this the 12th day of DECEMBER, 1985, before me  
JOSEPH N. FIGUEIREDO NOTARY PUBLIC

personally appeared ROBERTA CERRI TEGLIA  
personally known to me (or proved to me on the basis  
of satisfactory evidence) to be the person who executed  
this instrument as EX OFFICIO CHAIRMAN  
OF SOUTH SAN FRANCISCO PARK RECREATION AND PARKWAY DISTRICT  
and acknowledged to me that  
THE CITY OF SOUTH SAN FRANCISCO executed it.

WITNESS my hand and official seal

Joseph N. Figueiredo  
Notary's Signature

( Any excess funds remaining sh. be divided  
equally between the parties hereto.

9. Except as specifically provided for above, any reference in said Agreement or said Agreement amending the Joint Powers Agreement to POLICY BOARD or BOARD is hereby amended to read as follows:

"LIAISON GROUP"

10. Except as specifically provided for above, any reference in said Agreement or said Agreement amending Joint Powers Agreement to DNOD is hereby amended to read as follows:

"CAL-BOATING"

This change reflects the fact that the State of California Department of Navigation and Ocean Development has been replaced by the State of California Department of Boating and Waterways.

11. Except as specifically amended herein, the terms and conditions of the Agreement and the Agreement amending Joint Powers Agreement shall remain unchanged and are hereby ratified and reaffirmed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto, first being duly authorized, have executed this Second Agreement amending Joint Powers Agreement as of the date and year first above written.

SAN MATEO COUNTY HARBOR DISTRICT

By:



CITY OF SOUTH SAN FRANCISCO

ATTEST:

  
City Clerk

By:

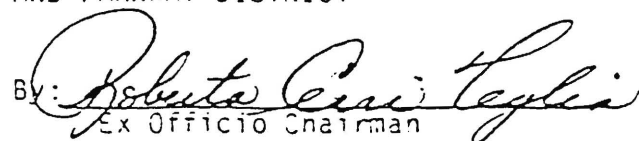
  
Mayor

SOUTH SAN FRANCISCO PARK RECREATION  
AND PARKWAY DISTRICT

ATTEST:

  
City Clerk

By:

  
Ex Officio Chairman

**Administration/Operations****Memo**

To: Board of Harbor Commissioners  
 From: Scott Grindy, Acting General Manager  
 Date: April, 2015  
 Re: April 15, 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.
- Discussions with OPM staff on coming operational priorities for site activities and improvements including some signage way finding needs.
- Abandoned Vessel actions in process.

**Pillar Point Harbor**

- Human Resources staffing related activities and discussions.

**Administration**

- IT related activities with replacement of IT provider for district, move related IT items, and other related IT matters which has become the highest priority since the April 1 meeting.
- Treasurer activities and actions
- Board related activities
- Board Meeting related activities
- Agenda updates and preparation for
- Human Resources actions
- Labor related actions and preparations for initial negotiation undertakings

**Miscellaneous Items**

- District Lease reviews and related activities
- Property related activities for potential purchase and or rental on the coast for the district.
- Commissioner calls, requests and responses

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

- Working with Acting Harbor Masters on future water restriction items, while working to preserve trees and plant life of both sites. This includes posting at gates and bulletin boards reminders for boaters of the shortage and the goals of 25% reductions of use.



## **GM Tracking of Priorities Report and Commissioner Time Use**

Period March 30 through April 8, 2015

### **Active Priorities**

- IT Vendor replacement activities, related PRA items
- IT Administration Move & quote items, related PRA items
- IT other related activities with departing vendor
- Board Meeting Agenda and Meeting Activities
- Misc. including meeting with staff, and other agencies etc.

### **Backlog Priorities**

#### **Administration**

- Responding to Commissioner Emails, Voicemails, and Calls
- LAFCo Activities, Responses & Preparation
- Move of Administration office Spring 2015
- RFP Bait Shop OPM
- Labor Negotiations Spring, 2 union contracts to renegotiate
- Restart of Strategic Plan activity
- Complete Community Sustainability Plan Spring
- BCDC activities in Live Aboard limits for OPM

#### **Capital Projects**

- West Trail Phase 1-Repairs
- West Trail Phase 2-Full Restoration
- West Trail Restroom Phase 3
- Design and permitting for a restroom at the parking lot of the trail 2015/16
- PPH Fingers-Replacement of 11
- PPH Sidewalk Project-expansion for increased retail revenue
- Electrical Pier Project PPH
- Maintenance Dredging planning for both harbor locations for a 2016/17 permit
- PPH Fishing Pier Rip Rap rebuilding
- Support to Surfers Beach with dredge materials from inside breakwater from maintenance dredging, and for materials the county may wish for the repair project of the beach bulkheads
- PPH Boat Ramp Restroom replacement for 2015/16
- Asphalt repairs and seal coating at both OPM and PPH 2015/16
- OPM Restroom via SSF Grant Funds, design with SSF and SMCHD in process
- Romeo Pier Demolition at PPH

#### **Operations**

- Rate Study for OPM (internal) possible rate reduction due to 2 neighboring marinas being less by 10-20%+ to be competitive we need to modify our OPM rates to stay in line with our two competitors who are both at 95% occupied compared to our 60% occupancy.
- Services at both marina's needs to improve for our liveaboard communities from having a laundry and exercise room at OPM like the neighboring marina's, and at PPH 24 hour vending or equal services for tenants, with a farmers market to help the fisherman sell more fish from the boats by having more foot traffic that is consistent, and more dedicated.

#### **Environmental**

Modifications to Ordinance Codes to improve environmental items

- To be more inclusive of all vessels at each harbor to meet inspection requirements
- Possible Gray Water containment grant for boats for 2015/16 or 2016/17
- Anchor Out Changes to charge minimal stay per night after 5 days, this will reduce the junk non-compliant boats out of our outer harbor (pollution)
- Fines for polluters and non-compliance in ordinance code changes

**Commissioner Time Log-GM & Staff**

Period March 30 through April 8, 2015

**Commissioner Bernardo**

Date	Item-topic	Phone/Email/Mtg	Time hrs/min
4/7/15	Checking on an agenda item	Email	.10
4/3/15	Checking on special meeting	Phone-VM	.10
<b>Totals</b>			<b>.20 min</b>

**Commissioner Brennan**

Date	Item-topic	Phone/Email/Mtg	Time hrs/min
4/8/15	Emails misc. and RFI's (4)	Email	1.20
4/7/15	Emails misc topics (3)	Email	.40
4/7/15	Email re Lease	Email	.10
4/7/15	VM 2x request draft agenda	VM	.10
4/7/15	Draft request of 4/15 agenda	Phone + Email	.10
4/7/15	Lots sale information request	Scan + Email	.30
4/7/15	Email to Finance	Email	.10
4/7/15	Call requesting draft agenda	Phone	.10
4/6/15	Email to GM re IT	Email	.20
4/6/15	Email re Lease	Email	.10
4/6/15	VM regarding IT vendor visiting office	VM Phone Mtg	1.00
4/6/15	IT site discussion regarding past IT vendor	Mtg	.20
4/6/15	Email to GM re Lot Sale	Email	.40
4/6/15	Email re IT items	Email	.10
4/5/15	Email re Grand Jury	Email	.10
4/5/15	Email confidential legal	Email	.10
4/3/15	Email re IT items	Email	.30
4/1/15	Email re IT agenda item	Emails (3)	.40
4/1/15	Email re Agenda item 6	Emails (2)	.20
3/31/15	Email re Agenda item 10	Email	.10
3/30/15	Email re Agenda item 5	Email	.30
3/30/15	Phone call numerous items agenda	Phone	1.10
3/30/15	Email (2) re Agenda item	Emails (2)	.20
<b>Totals</b>			<b>10.20</b>

**Commissioner David**

Date	Item-topic	Phone/Email/Mtg	Time hrs/min
4/8/15	Phone misc items of catch up	Phone	.10
4/6/15	Phone call discussion IT	Phone	.10
4/6/15	Email IT update/info	Email (2)	.10
4/4/15	Email confirmation of a future agenda item	Email	.10
4/3/15	Special Meeting discussion	Phone	.10
<b>Totals</b>			<b>.40 min</b>

**Commissioner Mattusch**

Date	Item-topic	Phone/Email/Mtg	Time hrs/min
4/6/15	Email item FYI only	Email	.10
<b>Totals</b>			<b>.10 min</b>

**Commissioner Parravano**

Date	Item-topic	Phone/Email/Mtg	Time hrs/min
4/6/15	Email IT update/info	Email	.10
4/6/15	Email meeting with College	Email	.10
4/4/15	Meeting-Comm. College	Mtg	.50
4/3/15	Special Meeting discussion	Phone	.10
<b>Totals</b>			<b>.40 min</b>

### *Staff Time Totals*

Period March 30 through April 8, 2015

#### **Commissioner Bernardo**

Date	Item-topic	Phone/Email/Mtg	Time hrs/min
Administration	Misc. Calls/Emails	Phone/Email	.30
Finance			.0
Operations OPM			.0
Operations PPH			.0
<b>Totals</b>			<b>.30 min</b>

#### **Commissioner Brennan**

Date	Item-topic	Phone/Email/Mtg	Time hrs/min
Administration	Misc Calls/Emails/Agendas	Phone/Email	2.30
Finance	Calls/Emails/Requested Tasks		1.20
Operations OPM	IT call	Call/Mtg	.20
Operations PPH	IT visits of equipment	Mtg /Call	.30
<b>Totals</b>			<b>4.40 min</b>

#### **Commissioner David**

Date	Item-topic	Phone/Email/Mtg	Time hrs/min
Administration	Misc Calls/Emails Special Mtg	Phone/Email	.30
Finance			.0
Operations OPM			.0
Operations PPH			.0
<b>Totals</b>			<b>.30 min</b>

#### **Commissioner Mattusch**

Date	Item-topic	Phone/Email/Mtg	Time hrs/min
Administration			.0
Finance			.0
Operations OPM			.0
Operations PPH			.0
<b>Totals</b>			<b>.0 min</b>

#### **Commissioner Parravano**

Date	Item-topic	Phone/Email/Mtg	Time hrs/min
Administration	Misc Calls/Emails-Special Mtg	Phone/Email	.10
Finance			.0
Operations OPM			.0
Operations PPH			.0
<b>Totals</b>			<b>.10 min</b>

# **Future Agenda Items – as of 4/10/15**

## **Commission Requested Items**

- Policy on Confidential Communications (from 12/3/14 meeting)
- Info Report: Romeo Pier ( David: 1/7/2015 meeting)
- Power Point Presentation: Facility Conditions Study OPM & PPH (from 1/7/15 meeting – SB) (this item will be on the April 15<sup>th</sup> 1:30 p.m. Special Meeting)
- RV Park
- Fish Buyer Fee Change
- Oyster Point Bait Shop Request for Proposal
- Pillar Point Seafood Power Item

## **Staff Requested Items**

- OPM Rate Reduction
- Environmental Fee at OPM & PPH (SG Item)
- Ordinance Code Updates
- MacCorkle Insurance Presentation
- Request for Proposal for Property Management Firm for District Leases
- Ketch Café Lease
- Ketch Joanne Restaurant and Harbor Bar Lease
- Lease Management Company for District Owned Properties
- LAFCo Response – Draft Report
- West Trail Repairs – Go to bid
- RFP for design/architect for PPH Boat Ramp



## San Mateo County Harbor District

### Board of Harbor Commissioners

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

Scott Grindy, Acting General Manager

April 2, 2015

Kristen Byler  
National Fish and Wildlife Foundation  
1133 Fifteenth St., N.W., Suite 1100  
Washington, D.C. 20005

RE: Letter of Support for Phondini Partners

Greetings,

The San Mateo County Harbor District is appreciative and supportive of the Phondini Partners efforts and related activities in their grant request efforts.

The CEO & Founder of Phondini Partners LLC, Joe Falcone has already demonstrated many items to both assist the Harbor District and the fisherman in selling their product at the Pillar Point Harbor location.

It is our hope to continue our cooperation in the efforts they are targeting when project funding is obtained.

Feel free to contact me with any questions,

Sincerely,

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  
San Mateo County Harbor District  
650 515 7792 cell

CC: Phondini Partners LLC

# BayGreen Monthly Report: SMCHD

## Summary Services

### Pillar Point Marina:

- 16 LAB berther free services
  - Please see 4/1/15 email *BayGreen Monthly Report: Pillar Point Marina (LAB Free)* for full list and amounts.
- 27 overall services
  - Please see 4/1/15 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).
  - KOREYS INHERITANCE, C-020 had a leaking vent on 3/24 service. Client has been notified via email.

### Oyster Point Marina:

- 10 LAB berther free services
  - Please see 4/1/15 email *BayGreen Monthly Report: Oyster Point Marina (LAB Free)* for full list and amounts.
- 16 overall services
  - Please see 4/1/15 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





# Save Water

For the first time in state history, the Governor has directed the State Water Resources Control Board to implement mandatory water reductions in cities and towns across California to reduce water usage by 25 percent. This savings amounts to approximately 1.5 million acre-feet of water over the next nine months, or nearly as much as is currently in Lake Oroville.

## **Ways to Save:**

- Wash cars/boats with a bucket, sponge, and hose with self-closing nozzle. Save: 8-18 gallons/minute.
- Invest in a water broom which attaches to your hose but uses a combination of air and water pressure to aid cleaning. Water brooms can use as little as 2.8 gallons per minute to remove dirt, food spills, leaves, and litter from concrete and asphalt while a standard hose typically uses 5-20 gpm.
- Replace hose washers at first sign of leaking.
- Always turn hose off when leaving boat, even if you have a self-closing nozzle.

## **Indoor Water-Saving Tips:**

- Turn off the faucet when you are brushing your teeth or doing dishes – saves 2 gallons per minute.
- Take shorter showers with high-efficiency showerheads. Each minute you cut saves 2.5 gallons.
- Operate your clothes and dishwashers with full loads only.
- Install aerators on bathroom/kitchen sinks to reduce water use by 4%.
- Replace your old toilet, the largest water user inside your home. New high-efficiency toilet models flush at 1.3 gallons or less compared to older models, which use up to 7 gallons per flush.
- Replace your clothes washer, the second largest water user in your home. High efficiency clothes washers can reduce water and energy use by 40%.



## STAFF REPORT

A handwritten signature in black ink, appearing to be "D. Galarza", written over a horizontal line.

FROM: Debra Galarza, Director of Finance

DATE: April 15, 2015

SUBJECT: Finance Department Report to the Commission

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### **Accounting and operations**

- Ongoing expense management through detailed review of invoices and review of bills and claims. Bi-weekly payroll processing and review.
- LAFCO Municipal Review: Respond to additional requested information.
- Budget Workshop Preparation.
- Vacation April 2-7<sup>th</sup>.

### **Human Resources**

- Work with Staff on payroll and benefit questions and concerns.
- CalCard administration.

## OPERATIONS

### Memo

To: Board of Harbor Commissioners  
 From: Jim Merlo, Acting Harbor Master  
 CC: Scott Grindy, Acting G.M.  
 Date: April 8th, 2015  
 Re: April 15th, 2015 Meeting Report

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### Oyster Point Marina/Park

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

- Misc. Maintenance Work in Progress throughout the Marina

#### *OPM Miscellaneous*

- Working with the 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
- Abandoned vessel removal underway
- Cigarette program with San Mateo County

### Occupancy Overview (March/April, month of occupancy 2015)

#### **OPM**

- Total occupancy: 61% (261 slips/End Ties out of 428 are occupied).

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

**OPM:** Two vessel assistance towing events

### EMS-Clean Marina Activities-District Wide

- Vessel inspections are ongoing

### Calendar Reminder Items of Events and Activity

Easter Event huge success / Nothing scheduled for rest of April

## OPERATIONS

### Memo

To: Board of Harbor Commissioners  
 From: John Draper, Acting Harbor Master  
 CC: Scott Grindy, Acting General Manger  
 Date: April 3, 2015  
 Re: April 15, 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 on going, power outages will be very limited and noticed prior shutdowns.
- S/V Kandu and S/V Brut have been raised and disposed of.
- U.S. Mooring System will begin maintenance and installation of District moorings.

#### *PPH Miscellaneous*

- None at this time.

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

##### **PPH**

Total occupancy (inner harbor) – 94% (this includes slips, end ties and walk way)

Berth occupancy (inner Harbor) - 94% (347 slips out of 369 are occupied)

Moorings (Outer Harbor) – 57% (13 out of 23 moorings occupied)

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

**PPH:** 5 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**

- Sport Salmon season starts April 4, 2015
- Rock Cod season starts April 15, 2015
- Earth Day April 18, 2015
- Silver Dragon 9 April 23, 2015
- Lien Sale May 6, 2015