

San Mateo County Harbor District Board of Harbor Commissioners Meeting Agenda

September 3, 2014
6:00 p.m.

Sea Crest School, **Think Tank, Room #19**
901 Arnold Way
Half Moon Bay, Ca. 94019

All Harbor District Commission meetings are recorded and televised on PCT and replayed the following Friday at 6:00 a.m. and the following Saturday at 7:00 a.m. Copies can also be purchased from PCT and mailed for \$18.

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

Roll Call

Commissioners

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

Staff

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

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.

Staff Recognition-

Consent Calendar

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

- 1 **TITLE:** **Minutes of Meeting August 20, 2014**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

New Business

- 2 **TITLE:** **Nomination for Certificate of Appreciation from California Association of Harbor Masters and Port Captains to San Mateo County Harbor District Harbor District Staff**

 REPORT: Parravano, Draft Letter
 PROPOSED ACTION: Approve letter for nomination of certificate of appreciation
- 3 **TITLE:** **Special Use Permit for City of South San Francisco Department of Parks and Recreation for Thanksgiving Fun Run Saturday November 15, 2014**

 REPORT: Harris, Memo, Application
 PROPOSED ACTION: (1) Approve a Special Use Permit for City of South San Francisco Department of Parks and Recreation for Thanksgiving Fun Run to be held on Saturday November 15, 2014
 (2) Fee waiver
- 4 **TITLE:** **Bills and Claims in the Amount of \$469,385.26**
 REPORT: Bills and Claims Detailed Summary
 PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$469,385.26 to cover payment of Bills and Claims

Reports for Possible Discussion/Action Administration and Finance

- 5 **General Manager - Grenell**
- 6 **Director of Finance - Galarza**
- 7 **Human Resources Manager - Harris**

Operations

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

Board of Harbor Commissioners

9 A. Committee Reports

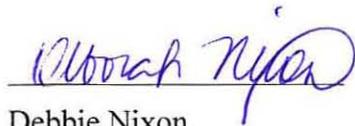
B. Commissioner Statements and Requests

1. The Board of Harbor Commissioners may make public statements limited to five (5) minutes.
2. Any Commission wishing to place an item on a future agenda may make a motion to place such an item on a future agenda.

Adjournment

The next scheduled meeting will be held on September 17, 2014 at the Municipal Services Building, 33 Arroyo Drive, South San Francisco at 6:00 p.m.

Agenda Posted As Required:
August 28th at 9:30 a.m.



Debbie Nixon
Deputy Secretary

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

**August 20, 2014
6:00 p.m.**

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

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Roll Call

Commissioners

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James Tucker, Vice President
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Secretary
Sabrina Brennan, Commissioner
Robert Bernardo, Commissioner

Staff

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

Public Comments/Questions — Ed Larenas, Mary Larenas, Keet Nerhan

Staff Recognition — None

Consent Calendar

This item was moved to New Business for discussion.

New Business

- 1 TITLE: **Minutes of Meeting August 6, 2014**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

Action: Motion by Tucker, second by Holsinger to approve the minutes of August 6, 2014. The motion passed.

Ayes: Bernardo, Holsinger, Parravano, Tucker
Nays: Brennan

- 2 TITLE: **Bills and Claims in the Amount of \$144,665.08**
 REPORT: Bills and Claims Detailed Summary
 PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$144,665.08 to cover payment of Bills and Claims

Public Comment – John Ullom

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

Ayes: Bernardo, Holsinger, Parravano, Tucker
Recusal: Brennan

Continued Business

- 3 TITLE: **Response to Civil Grand Jury Report on San Mateo County Harbor District**
 REPORT: Grenell, Draft Response
 PROPOSED ACTION: Discussion, consideration and possible approval of Draft Response for submittal to Civil Grand Jury

Parravano stated that each Commissioner and member of the public would be given 5 minutes to speak on the draft response to the Civil Grand Jury report.

Action: Motion by Tucker, second by Bernardo to allow Brennan five (5) additional minutes to speak regarding the draft introductory statement of proposed District response to civil grand jury report filed on July 9, 2014. The motion passed.

Public Comment – Leonard Woren, John Ullom, Nicole David, Bud Ratts

Action: Motion by Parravano, second by Tucker to approve the draft response including introduction and the auditor’s comments. The motion passed.

Ayes: Bernardo, ~~Brennan~~, Holsinger, Parravano, Tucker
Nays: Brennan

- 4 TITLE: **El Granada Post Office Lot: Research, Listing, and Property Disposition Services**
REPORT: Grenell, Memo
PROPOSED ACTION: (1) Determine that the best interest of the District would be served without the necessity of request for proposal;
(2) Pursuant to Section 2.7.2.2 of the District Ordinance Code, waive any provisions of Chapter 2.7 of the Ordinance Code which require request for proposals, and
(3) Approve hiring of Janet Hill Gray for research, listing and property disposition services with respect to the District’s Post Office Lot property in El Granada, APN 047-261-030, on a commission basis not to exceed 6% of ultimate property disposition amount

Public Comment – Leonard Woren, Fran Pollard, Dan Haggerty

Action: Motion by Tucker, second by Bernardo to determine that the best interest of the District would be served without the necessity of request for proposal and to forego the request for proposal process and approve the hiring of Janet Hill Gray for research, listing and property disposition services with respect to the Post Office Lot property in El Granada. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

- 5 TITLE: **Discuss and Direct General Manager to Broaden Scope of Outreach Regarding the Sale of the District’s Surplus Land**
REPORT: Brennan
PROPOSED ACTION: To be determined

Brennan stated that this item was not needed because it was taken care of during item 4.

Public Comment – Dan Haggerty, Fran Pollard, Leonard Woren

Board of Harbor Commissioners

6 A. Committee Reports

None.

Public Comment – John Ullom

Brennan asked staff to provide her with the date of the meeting where the report from the New Administration Office, Post Office Lot Committee took place.

B. Commissioner Statements and Requests

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

Brennan stated there was a Brown Act violation regarding the posting of the revised agenda for the meeting.

Brennan stated she was disappointed that an additional document for the grand jury report from the District's auditor was sent to the Commission at 2:30 p.m. the day of the meeting and stated it wasn't enough time to review the document.

Brennan stated that it is unacceptable that committees are meeting and the Commission is not being notified about this and hopes that it won't happen in the future.

Bernardo thanked Parravano and staff for keeping the Board on track and keeping the meeting in order regarding the Civil Grand Jury report. He stated it was very complex and challenging and thanked him for his leadership.

Tucker applauded Parravano for organizing the discussion regarding the response to the Civil Grand Jury report and thanked him for his efforts.

Holsinger gave thanks to Parravano for his efforts.

Parravano thanked his fellow Commissioners for their support and stated that this was a challenging and complicated process. He thanked

staff for their hard work and for a thorough draft response.

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.

Brennan asked for a list to be included in the Board packet that lists requested future agenda items to keep track of what has been approved by the Board. Grenell stated he will provide a list of outstanding items that have not been placed on an agenda. Brennan asked if she needed to make a motion to have this done. Grenell stated staff will provide the information and that he felt a motion wasn't needed.

Action: Motion by Brennan to agendize an item on a future agenda to discuss having an active Finance Committee. The motion failed due to lack of a second.

Action: Motion by Parravano, second by Tucker to send a nomination letter to the California Harbor Masters and Port Captains Association to nominate District staff for the Certificate of Appreciation Nomination Award. The motion passed.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

Action: Motion by Brennan to agendize an item on a future agenda for discussion about the District's membership status with the California Maritime Infrastructure Bank/Authority. The motion failed due to lack of a second.

Adjournment

Action: Motion by Tucker, second by Holsinger to adjourn the meeting. The motion passed at 9:04 p.m.

The next regular scheduled meeting will be held on September 3, 2014 at Sea Crest School, Think Tank, Room #19, 901 Arnold Way, Half Moon Bay at 6:00 p.m.

Debbie Nixon
Deputy Secretary

Pietro Parravano
President



San Mateo County Harbor District

ITEM 2

Board of Harbor
Commissioners

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

Peter Grenell, General Manager

TO FOLLOW

Memo

Date: August 27, 2014

To: Board of Harbor Commissioners

Thru: Peter Grenell
General Manager

From: Marietta Harris
Human Resources Manager

Re: Special Use Permit for City of South San Francisco
Department of Parks and Recreation for Thanksgiving Fun
Run Saturday November 15, 2014

RECOMMENDATION

- (1) Approve a Special Use Permit for City of South San Francisco Department of Parks and Recreation for Thanksgiving Fun Run to be held on Saturday November 15, 2014;
- (2) Fee waiver

BACKGROUND

City of South San Francisco (SSF) Department of Parks and Recreation have held a Thanksgiving fun run through the Oyster Point Marina for at least the last ten years. The Thanksgiving Fun Run has been held in the City of South San Francisco for approximately 25 years. In prior years they were not required to obtain a special event permit, as there was no Event Policy and impact to the Marina was minimal. In 2013, they requested a permit as required by the Event Policy.

SSF Department of Parks and Recreation will set up one card table for a water station that will only be up for one hour while runners are running

through the Marina. SSF Department of Parks and Recreation will dispose of their own garbage. No staff time is required.

SSF Department of Parks and Recreation have requested a waiver as they are a department within the City of South San Francisco.

Staff supports approval of an event permit and fee waiver.

FISCAL IMPACT

Application and Permit fee waiver in the amount of \$335.



San Mateo County Harbor District

2014-11-11 11:45 RCVD

400 Oyster Point Blvd., Suite 300,
 South San Francisco, CA 94080
 (650) 583-4400 T
 (650) 583-4611 F
 www.smharbor.com

Please supply the information requested below. Please remit this application at least 21 days prior to your event. Attach additional sheets if necessary, to provide required information. A non-refundable application fee of should accompany this application. You will be notified of the disposition of the application and the necessary steps to secure your final permit. A permit fee, signed permit agreeing to reimburse District for any costs incurred by damages and proof of liability insurance named the San Mateo County Harbor District as also insured will be required. See Event Policy, Permit Fee Schedule and Category Definitions.

APPLICATION FORM – Special Use Permit

Applicant Name:	Elaine Porter	
Organization Name:	South San Francisco Department of Parks and Recreation	
Address:	33 Arroyo Drive	
City, State, Zip Code	South San Francisco, CA 94080	
Telephone	Day 650 829-3827 Cell -	Fax 650 877-5378
Alternate Contact Person (s) and Phone Number	Bill Stridbeck – day phone: 650 829-4683	
San Mateo County Resident:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Non- Profit:	<input checked="" type="radio"/> Yes/Municipal Government	<input type="radio"/> No
Commercial:	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Type of Event:	Annual Thanksgiving Fun Run	
Description of Proposed Activity:	5K run/walk begins and ends at Genentech, 1 DNA Way, South San Francisco. Route goes along pedestrian path at Oyster Point Marina between approximately 9:00am – 9:30am.	
Event Date (s)	Saturday, November 15, 2014	
Number of Events per year:	one	
Event Hour:	Start 9:00am	End 10:00am
Set up Time:	8:45am – 9:00am	
Exit Time:	9:30am – 9:45am	
Number of Participants/Guests:	350 approximately	
Maximum number of vehicles/parking requirements for the event: (provide parking plan)	2-3 cars for event staff who will be stationed within the marina.	



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<p>Equipment to be used: (Chairs, tables, tents, microphones, speakers)</p>	<p>Water station for runners/walkers. We will have one card table to use for the water station. We will bring our own garbage cans/bags for empty cups. We will pick up all litter.</p>
<p>Individual in charge on event day (include name, address and contact number on the day of the event)</p>	<p>Elaine Porter Recreation and Community Services Supervisor 415 244-2231 cell – day of event only</p>

Information will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee based on the Permit Fee Schedule. The District may require additional information.

Request for fee waiver:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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Reason for request of fee waiver:
 We have sponsored this 5K Run for the South San Francisco community for over 15 years. The course has gone through the Oyster Point Marina in the past. Last year, was the first time we were asked to fill out a permit, and we received a fee waiver.

Are you familiar with/have you visited the requested area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Do you plan to advertise or issue a press release before the event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is there any reason to believe there will be attempts to disrupt, protect or prevent your event? (If yes, please	Yes	<input checked="" type="checkbox"/> No



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explain on a separate page.)		
Do you intent to solicit donations or offer items for sale?	Yes	No

Applicant is required to comply with all Federal, State, Local and District laws and ordinances, and represents as part of this permit application that he/she reviewed the Ordinance Code of the San Mateo County Harbor District and is fully familiar with the restrictions and laws stated therein.

Applicant is required to submit with this application any permit or license if required by the governing local jurisdiction (e.g. San Mateo County, City of South San Francisco, or City of Half Moon Bay wherein the event or activity will take place.) The Event Permit issued by the San Mateo County Harbor District will be null and void if applicant is required to have San Mateo County, City of South San Francisco, or City of Half Moon Bay permit or license and does not obtain said permits or license.

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 the 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 per occurrence and \$2,000,000 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.

Absence of insurance makes the Event Permit null and void.

In signing this application, and accepting the permit issued thereby, the undersigned certifies under penalty of perjury that any and all events or activities will be attended by the applicant personally or by individuals known to the applicant, the names of whom must be provided in advance to the District on this application, or on any future amendment to this application, to enable the District to monitor the use of their facilities.



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The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given.

Signature *Mike Futrell* *for* Date 7/22/14
Mike Futrell, City Manager

Approved as to Form:

Attest:

[Signature] *for*
City Attorney

Anna M. Brown
for City Clerk

Note: This is an application only, and does not serve as permit to conduct any use of the Harbor or Marina. If your request is approved, a permit containing applicable terms and conditions will be sent to the person designated on the application. The permit must be signed by the responsible person and return to the San Mateo County Harbor District prior to the event for final approval by the General Manager or his/her designee.

ABAG PLAN Corporation
CERTIFICATE OF COVERAGE

ISSUE DATE (MM/DD/YY)
 7/17/2014

BROKER: Alliant Insurance Service, Inc.
 100 Pine Street, 11th Floor
 San Francisco, CA 94111
 415/403-1400

PROVIDER: ABAG PLAN CORPORATION
 P. O. BOX 2050
 OAKLAND, CA 94604-2050
 510/464-7969

Covered Party: South San Francisco
 City of So. San Francisco, P.O. Box 711
 South San Francisco, CA 94080

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

- COMPANY
A ABAG PLAN Corporation
- COMPANY
B Ins. Co. Of The State of Pennsylvania
- COMPANY
C National Casualty Company (Civic Risk)
- COMPANY
D Lexington Insurance Company

THIS IS TO CERTIFY THAT COVERAGE AGREEMENTS LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH AGREEMENTS.

CO LTR	TYPE OF COVERAGE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIABILITY LIMIT		
						EACH OCCURRENCE	AGGREGATE
A	GENERAL LIABILITY	GAL 2014-15	7/01/2014	7/01/2015	Combined Single Limit (CSL)	\$5,000,000	
	<input checked="" type="checkbox"/> COMPREHENSIVE FORM						
	<input checked="" type="checkbox"/> PRODUCT/ COMPLETED OPERATIONS						
	<input checked="" type="checkbox"/> PREMISES / OPERATIONS						
	<input checked="" type="checkbox"/> UNDERGROUND EXPLOSION & COLLAPSE HAZARD						
	<input checked="" type="checkbox"/> CONTRACTUAL						
<input checked="" type="checkbox"/> BROAD FORM PROPERTY DAMAGE							
A	AUTOMOBILE LIABILITY	GAL 2014-15	7/01/2014	7/01/2015	Combined Single Limit (CSL)	\$5,000,000	
	<input checked="" type="checkbox"/> ANY AUTO						
	<input checked="" type="checkbox"/> ALL OWNED AUTO						
	<input checked="" type="checkbox"/> RENTAL / LEASE AUTO						
	<input checked="" type="checkbox"/> NON- OWNED AUTOS						
<input type="checkbox"/> GARAGE LIABILITY							
B	Excess General & Auto Liability	6907982	7/01/2014	7/01/2015	CSL	\$10,000,000	\$10,000,000
C	Public Official's E&O	XCO0000316	7/01/2014	7/01/2015	CSL	\$15,000,000	\$15,000,000
D	PROPERTY INSURANCE	017471589	7/01/2014	7/01/2015	CSL	\$ 25,000,000	
	<input checked="" type="checkbox"/> PROPERTY / SPECIAL FORM						
	<input checked="" type="checkbox"/> BOILER & MACHINERY						
					PROPERTY BOILER & MACH	(per schedule) \$25,000,000	

DESCRIPTION: General liability includes Personal Injury and Public Officials' Errors and Omissions Liability. This Certificate is issued as proof the above-named Covered Party is an active member and in good standing with coverage as indicated above.

CERTIFICATE HOLDER

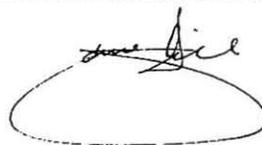
San Mateo County Harbor District

Attention:
 400 Oyster Point Blvd. #300

South San Francisco CA 94080

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED AGREEMENTS BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE PROVIDER/PROVIDEE WILL ENDEAVOR TO MAIL 30-DAY WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. HOWEVER, FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.



James Hill, PLAN Risk Manager
 ABAG PLAN Corporation

ASSOCIATION OF BAY AREA GOVERNMENTS

 **ABAG PLAN** Corporation
P.O. Box 2050
Oakland, California 94604-2050
(510) 464-7969

ADDITIONAL COVERED PARTY ENDORSEMENT

THIS ENDORSEMENT CHANGES THE CONTRACT
Please read it carefully!

Endorsement Effective: 07/01/2014 - 07/01/2015

Entity: South San Francisco

Additional Covered Party:
San Mateo County Harbor District

Description of Operations or Facilities:
Thanksgiving Fun Run - Saturday, November 15, 2014.

ASSOCIATION OF BAY AREA GOVERNMENTS

 **ABAG PLAN Corporation**
P.O. Box 2050
Oakland, California 94604-2050
(510) 464-7969

The definition of Covered Party is amended to include any person or organization the Entity is contractually obligated to include as an additional insured, and for which a Certificate of Coverage has been issued and is on file with ABAG PLAN Corp., with respect to **Bodily Injury, Personal Injury and Property Damage** arising out of the Entity's operations or premises owned by or rented to the Entity or Entity's use of automobiles owned or rented by Entity. The coverage provided to the additional Covered Party does not apply to any liability occurring after those operations or use of premises have ceased. Coverage applies only to the vicarious liability of the additional Covered Party for operations or services described in the contract with the Entity. No coverage applies to liability arising from the sole negligence of the additional Covered Party.

The inclusion of more than one Covered Party under this policy shall not operate to impair the rights of one Covered Party against another Covered Party and the coverages afforded by this policy shall apply as though separate policies had been issued to each Covered Party. The inclusion of more than one Covered Party shall not, however, operate to increase the limit of ABAG PLAN Corp.'s liability. A Certificate Holder shall not, by reason of their inclusion under this policy, incur liability for payment of premium for this policy.

If required by contract, any insurance carried by an additional Covered Party which may be applicable shall be deemed excess and the Entity's coverage primary notwithstanding any conflicting provisions in the Entity's policy to the contrary. The limit of coverage for the additional Covered Party is the minimum amount required by contract or \$5 million, whichever is less.

In the event of cancellation of the Entity's coverage, we agree to mail thirty (30) days (ten [10] days for non-payment of premium) advance notice of such cancellation to each Additional Covered Party per certificates on file with ABAG PLAN Corporation.

All other terms and conditions in the policy remain unchanged.



Authorized Signature: _____

Date: 7/17/2014

James Hill, PLAN Risk Manager
 **ABAG PLAN Corporation**

Memorandum

TO: Harbor Commissioners

FROM: *dg* Debra Galarza & *jk* Belen Cruz

RE: Bills & Claims for Period Ending 9/3/14

Total Disbursements being submitted for your review: \$ 469,385.26

These include:

Handchecks in the amount of: \$ 402,698.04

Payables in the amount of: \$ 66,687.22

<u>Dept. Code</u>	<u>Description</u>		<u>Page Reference</u>
101	Harbor Commission	\$ 7,342.51	2
103	Administration	\$ 181,010.05	2
201	Pillar Point Harbor	\$ 124,352.84	2
301	Oyster Point Marina	\$ 121,303.88	2
	Payroll Related	\$ 35,375.98	2
	Total for Review	\$ 469,385.26	2

Notes:

Handchecks Written for:

Payroll Related \$ 31,864.11

Insurance Premiums \$ 360,936.00

Invoices with Due Dates on or Before Board Meeting \$ 9,897.93

Total Handchecks Written: \$ 402,698.04

BILLS CLAIMS FOR 9/3/14 BOARD MEETING

VENDOR	DESCRIPTION	AMOUNT	PAYROLL RELATED	COMM 101	ADMIN 103	PILLAR POINT 201	OYSTER POINT 301
A-A LOCK & ALARM, INC.	CONTRACTUAL SERVICES	319.64			319.64		
ADP, INC.	PAYROLL PROCESSING	718.51		42.63	168.97	325.87	181.04
ARAMARK UNIFORM SERVICES	UNIFORM SERVICES	517.51					517.51
AT & T LONG DISTANCE	TELEPHONE/COMMUNICATIONS	126.67				93.74	32.93
AT&T	TELEPHONE/COMMUNICATIONS	12.02				12.02	
AT&T	TELEPHONE/COMMUNICATIONS	88.68					88.68
BLUE RIBBON SUPPLY	OPERATING EXPENSES	979.14				979.14	
CAL-STEAM	REPAIRS & MAINTENANCE	530.76					530.76
CLARK PEST CONTROL	CONTRACTUAL SERVICES	75.00					75.00
COMCAST	TELEPHONE/COMMUNICATIONS	397.50			397.50		
NICK DEVLIN	REFUND DEPOSIT	104.98					104.98
BENNIE DIMAS	REFUND DEPOSIT	18.00				18.00	
DOODYCALLS, LLC	OPERATING EXPENSES	349.18				349.18	
EMPLOYMENT DEVELOPMENT DEPARTMENT	UNEMPLOYMENT INSURANCE	5,849.97					5,849.97
FEDERAL EXPRESS CORP.	CONTRACTUAL SERVICES	131.57		131.57			
GHD	WEST TRAIL CULVERT REPAIR	4,689.16				4,689.16	
GRAINGER	OPERATING EXPENSES	49.01					49.01
HANSON BRIDGETT LLP	LEGAL SERVICES	9,373.50		2,898.00	4,205.00	759.00	1,511.50
HOLMAN PROFESSIONAL COUNSELING CENTERS	EAP SERVICES	289.00		45.16	54.18	103.86	85.80
HUE & CRY	CONTRACTUAL SERVICES	204.00					204.00
KASHIWA FUDOSAN AMERICA INC.	OFFICE RENT	7,350.00			7,350.00		
LIEBERT, CASSIDY & WHITMORE	LEGAL SERVICES	2,968.00		2,968.00			
LISA WISE CONSULTING, INC.	STRATEGIC PLAN	23,727.32			7,909.10	7,909.11	7,909.11
BRAND LITTLE	REFUND DEPOSIT	62.30				62.30	
MISSION UNIFORM SERVICE, INC.	UNIFORM SERVICES	177.10				177.10	
MRC	REPAIRS & MAINTENANCE - COPIER	453.82			453.82		
PACIFIC COLOR GRAPHICS	OFFICE SUPPLIES	121.03				121.03	
REIN PLAKK	REFUND DEPOSIT	170.45				170.45	
LLOYD PLAFKER	REFUND DEPOSIT	297.50				297.50	
STANDARD INSURANCE	LIFE & DISABILITY INSURANCE	3,511.87	3,511.87				
STAPLES ADVANTAGE	OFFICE SUPPLIES	135.98			135.98		
VERIZON WIRELESS	TELEPHONE/COMMUNICATIONS	517.50			74.77	294.15	148.58
WEB MARKET CONSULTING	CONTRACTUAL SERVICES - PROF	2,370.55		1,257.15	643.26	169.95	300.19
SUBTOTAL OF PAYMENTS TO BE PROCESSED 9/3/14		66,687.22	3,511.87	7,342.51	21,712.22	16,531.56	17,589.06
AC3	REPAIRS & MAINTENANCE	425.00				425.00	
ALX TECHNOLOGY	CONTRACTUAL SERVICES	1,224.94				1,224.94	
ARROWHEAD MOUNTAIN WATER	CONTRACTUAL SERVICES	56.54					56.54
CALPERS SUPPLEMENTAL INCOME	PAYROLL DED PAYABLE	4,143.00	4,143.00				
CALPERS	PAYROLL DED PAYABLE	23,570.11	23,570.11				
DEPARTMENT OF MOTOR VEHICLES	PERMITS/LICENSES FEES	19.00				19.00	
FIRSTCHOICE	CONTRACTUAL SERVICES	35.50			35.50		
MOFFATT& NICHOL ENGINEERS INC.	FACILITIES CONDITION	5,017.91				2,508.96	2,508.95
OPERATING ENGINEERS LOCAL NO.3	UNION DUES	1,062.00	1,062.00				
OPERATING ENGINEERS TRUST	HEALTH INSURANCE	595.00	595.00				
PREMIER TERMITE, INC.	CONTRACTUAL SERVICES	625.00			208.33	208.34	208.33
SUPERIOR EQUIPMENT COMPANY	REPAIRS & MAINTENANCE	1,198.13				1,198.13	
TEAMSTERS UNION LOCAL 856	UNION DUES	394.00	394.00				
TRAVELERS	INSURANCE PREMIUM	201,882.00				100,941.00	100,941.00
UNITED SITE SERVICES, INC.	CONTRACTUAL SERVICES	1,295.91				1,295.91	
VANTAGEPOINT TRANSFER AGENTS	PAYROLL DED PAYABLE	2,100.00	2,100.00				
ZURICH NORTH AMERICA	WORKERS COMP INSURANCE	159,054.00			159,054.00		
TOTAL HANDCHECKS		402,698.04	31,864.11	-	159,297.83	107,821.28	103,714.82
TOTAL BILLS & CLAIMS		469,385.26	35,375.98	7,342.51	181,010.05	124,352.84	121,303.88
			PAYROLL	COMM	ADMIN	PPH	OPM



San Mateo County Harbor District

Memo

DATE: August 27, 2014

TO: Board of Harbor Commissioners

FROM: Peter Grenell
General Manager

SUBJECT: General Manager's Report: Update on Priority Items for September 3, 2014

CC: Managers
District Counsel

REPAIR AND IMPROVEMENT PROJECT UPDATES

Pillar Point Harbor

Dock fingers replacement: Permit process underway.

West Trail (PPH marsh to Mavericks beach): Permit process almost completed for Phase I immediate repairs. Board action to authorize issuance of public construction bid notice for Phase I repairs anticipated for second September Harbor Commission meeting. A public project update meeting will be scheduled for later in September. Permit applications for Phase II full project including rest of trail alignment and provision of restroom and parking lot improvements will proceed concurrently with Phase I.

Concessionaires Building Sewer Repairs: Main sewer line completed. One lateral link remains to be repaired.

Romeo Pier Demolition: Investigation of removal methods and costs underway. Permit process underway.

Oyster Point Marina/Park

Additional Public Restroom for Ferry Riders and Trail Users: Staff met with interim assistant city manager following initial on site meeting with city staff to clarify project concept and approach. Preparation of MOU covering District role and cost recovery for provision and maintenance of facility will then be drafted for District and City review.



San Mateo County Harbor District

OTHER TOP PRIORITIES

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

SECOND LEVEL PRIORITIES

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

PROGRESS REPORTS ON ITEMS OF BOARD AND PUBLIC INTEREST

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

Strategic Business Plan: The District's consultant, LWC, will schedule a second public meeting in workshop format with adequate public notice for the Pillar Point plan component within the next few weeks. At the first Pillar Point meeting, public participants urged that the community engagement and outreach process should provide for more public workshop-type activity. The consultant took note of this concern in organizing the next public session.

An initial public meeting for the Oyster Point component will also be scheduled for a time within the next few weeks.

A draft update of the District's Boating and Waterways business plan for retiring the District's remaining development loan balance is nearing completion. It will be brought to the Harbor Commission for review and approval before forwarding to DBW for their review and approval.

The consultant has begun outreach to the Pillar Point fishing community as a first step toward eventual preparation of the sustainable fisheries plan for the Pillar Point Strategic Plan component.

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



San Mateo County Harbor District

Pursuant to recent Harbor Commission actions, Harbor District and RCD are executing a programmatic amendment to their Inter-Agency Agreement to establish the water quality work program for FY 2014-15.

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

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

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

The Strategic Business Plan process will include consideration of a possible multi-use replacement pier for the Romeo Pier as part of the Pillar Point Plan component.

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

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

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

Caltrans and San Mateo County Parks Department are collaborating on a project (a) to protect the Highway 1 embankment at Surfers Beach (Caltrans) and (b) to provide improved public access along the highway and down to the beach (County Parks). The Harbor District is not involved in this project.



San Mateo County Harbor District

County Plan Princeton Process: A combined consultant report on Existing Conditions has been issued by the County and is now available on the County's project website: www.PlanPrinceton.com.

San Mateo County Sea Level Rise Conference II: A second sea level rise conference was hosted by Congressional Representative Jackie Speier, Assemblyman Rich Gordon, and Supervisor Dave Pine on June 27 in Foster City. The County is seeking funding from the State to support activities such as public education and outreach, risk assessment, and adaptation planning for sea level rise impacts. The County is also forming three working groups as an outgrowth of the conference to investigate and formulate recommendations on:

- **Preparing a county-wide sea level rise vulnerability assessment**
- **Local financing options for addressing sea level rise**
- **Organizational structure for our on-going sea level rise planning efforts.**

District staff has indicated interest in participating in the next round of activity.

Coastal Commission (CCC) Draft Sea-Level Rise Policy Guidance: Nothing further to report at this time.

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

Free WiFi at District Harbors: The Wireless Hotspot at Pillar Point Harbor is in limited operation. It is a free open public network for Pillar Point known as "Harborfree" for all WiFi-enabled computers to gain access to the internet. The wireless service is unsecured and requires agreement to a disclaimer. Technical support to the general public is not available.

At this time service is limited to part of the Pillar Point Harbor area. Implementation of an already-executed agreement with Comcast will result in a larger service area. Similar WiFi service will be provided at Oyster Point Marina/Park as well.

Harbor Commission Facilitation Update: Commissioner interviews took place on June 9th and 10th pursuant to the consulting facilitator's program. Facilitator is proceeding with the second phase of his work program, which will include some follow-up interviews, eliciting responses from the general public (August 25 and 26), and organizing a public Harbor Commission workshop.

COMPLETED PROJECTS DURING 2013-2014

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



San Mateo County Harbor District

Pillar Point Harbor

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

Oyster Point Marina/Park

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



STAFF REPORT

TO: San Mateo County Harbor District Commissioners
FROM:  Debra Galarza, Director of Finance
DATE: September 3, 2014
SUBJECT: Finance Department Report to the Commission

Accounting and operations

- Prepare Fixed Asset journal entries and reconciliation in preparation of audit. The auditors are scheduled 10/13/14-10/16/14 to perform year-end audit procedures. The audit report is scheduled to be delivered December 1.
- Ongoing expense management through detailed review of invoices and review of bills and claims. Bi-weekly payroll processing and review.
- Discussed return on investment options with banking representatives. Several said that the .75% rate of return from the San Mateo County Investment Pool that we are currently receiving was very good. Their offer was to lock up \$5M for 18 months at an interest rate of .15%.
- Final submission of Division of Boating and Waterway partial grant reimbursement. We have a total of \$53K to claim and have submitted a claim for \$28,059.79 leaving \$24,940.21 available for future submissions. I worked with DBW staff and learned that lien fees are also reimbursable along with abatement costs.
- Worked with tenants on payment plans, liens, and collections. Since June our new collection agency (Rash & Curtis) has collected \$5,753 for past due accounts.
- Applied for the 2015 Intercept Program. This program allows Special Districts to report uncollectible funds to the State. If any State refund is due to someone owing an amount to the District, the amount due to the District will be withheld and the remainder will be due to the citizen. The State then takes a processing fee* and the remainder is sent to the District.

*The Interagency Intercept Collection Program (IICP) determines the service fee per successful offset. The State Controller's Office (SCO) charges this fee to reimburse the administrative cost of the program. They base the fee on actual costs incurred, which varies each year. The IICP will send a bulletin to advise the District for the cost for the year. The District can add this fee to the debtor's account balance.

Memo

TO: San Mateo County Harbor District Commissioners

FROM: Marietta L. Harris, Human Resource Manager

DATE: August 27, 2014

SUBJECT: Report to the Commission

Activities:

Human Resource Services:

- Working with employees with personnel and HR questions
- Working with management staff on personnel issues and HR concerns
- Working on request by Commissioner

Administrative Services:

- Public records requests
- Worked with Deputy Secretary on Board agenda items

Information Technology:

- Working with IT consultant on daily IT operations
- Working with staff on IT issues and problems

OPERATIONS

Memo

To: Board of Harbor Commissioners
 From: Scott Grindy, Harbor Master
 CC: Peter Grenell, General Manager
 Date: August 27, 2014
 Re: September 3, 2014 Meeting Report

Oyster Point Marina/Park

Construction Update & General Status Updates

- General exterior repair work ongoing to west restrooms-**COMPLETED**.

OPM Miscellaneous

- Ferry Terminal use on weekends by district has been tentatively approved, now in legal MOU efforts and activities.
- Continuing discussions with SSF Administration on various topics of the marina.
- FAA has approved a fireworks show at OPM for July 4, 2015.

Pillar Point Harbor

Construction Update & General Status Updates

- Finger replacement awaiting permit approvals.
- Work continues on electrical panels in fish buyer spaces, and removal of abandoned electrical wire and pipe under the fish buyer areas. (Delays with access during busy fish unloading period and supply back orders for stainless materials) Replacement electrical work to ABC main feeder panel on going, power outages will be very limited and noticed prior shutdowns.

PPH Miscellaneous

- Coastal Commission Response (attached) to the review request by Commissioner Brennan if a Coastal Development Permit is required for regulatory signs on pier weight limits.
- Working with the following agencies to obtain immediate grant funds for a new Bilge Water Collector system to replace the existing 1st generation system; Cal-Recycle, California Environmental Boating Program, Ca. State Parks Division of Boating and Waterways, in conjunction with the California Coastal Commission, and Save Our Shores. (Note: *This bilge pumpout is the only bilge pumpout system on the peninsula and probably in the Bay Area since San Francisco's Hyde Street Harbor has been having some issues maintaining its older style system.*)
- Also performing efforts to start a Pilot Program for automatic bilge water oil sensing alarm systems for boats at Pillar Point Harbor. Supporting agencies include the California Environmental Boating Program, Ca. State Parks Division of Boating and Waterways, in conjunction with the California Coastal Commission.

Occupancy Overview (*August Month of Occupancy 2014*)

PPH

Total occupancy (Inner Harbor) 88% (this includes slips, end ties and walk way).

Berth occupancy (Inner Harbor) 89% (329 slips out of 369 are occupied).

Moorings (Outer Harbor) 32% (12 out of 38 moorings occupied).

OPM

Total occupancy: 63% (269 slips/End Ties out of 428 are occupied).

Berth occupancy: 62% (258 slips only out of 414 are occupied).

Search and Rescue Activity Highlights & Urgent Need Activities

PPH: 1 land based activity of suicide prevention, 1 case of intoxicated male attempting to use a dinghy at night from G-dock, prevention activity.

OPM: Verbal Report Only

EMS-Clean Marina Activities-District Wide

- Working with RCD on submission of Clean Beaches Grant.
- Initial efforts and discussions with a Stanford University on a vessel water monitoring station and possible grant to support the effort.

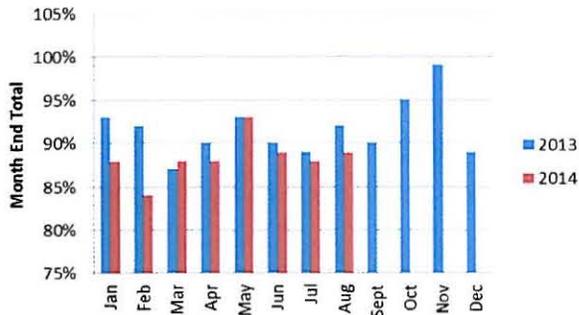
Calendar Reminder Items of Events and Activities

- Pillar Point Harbor: Tenant Appreciation Event September 26th at 5PM-7PM
- Pillar Point Harbor: Boat Lighting Event December 13th, evening.
- Oyster Point Marina: Tenant Appreciation Event October 9th 5PM-7PM
- Oyster Point Marina/Park: Kite Festival October 18th 10AM-1PM
- Oyster Point Marina: Boat Lighting Parade Event December 6th late afternoon/evening.

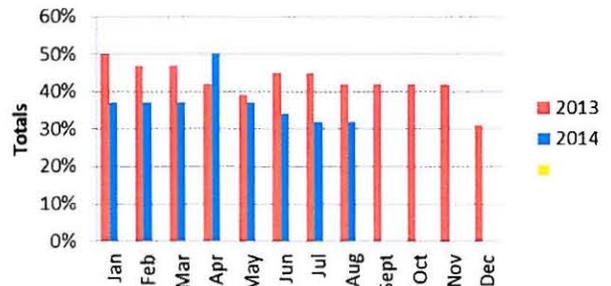
Pillar Point Harbor Dashboard

Monthly Marina Activity Report - August 2014

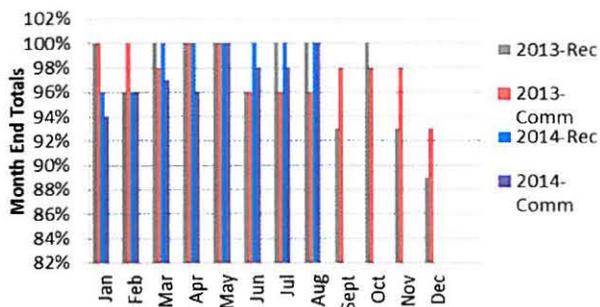
Overall Occupancy 369 slips available (Aug 14 - 89% occupied)



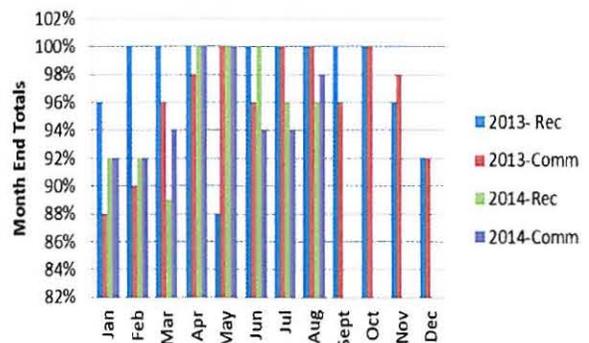
Mooring Occupancy 38 mooring available (Aug 14 - 32% occupied)



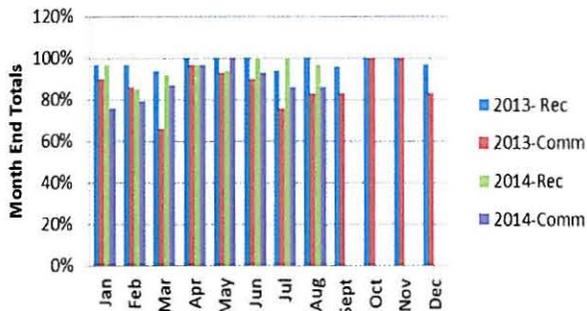
30 ft Slips (Total: 28 rec, 54 comm)



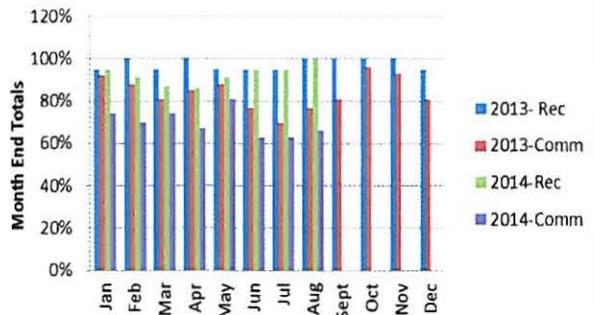
(35 ft slips (Total: 26 rec, 48 comm)



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

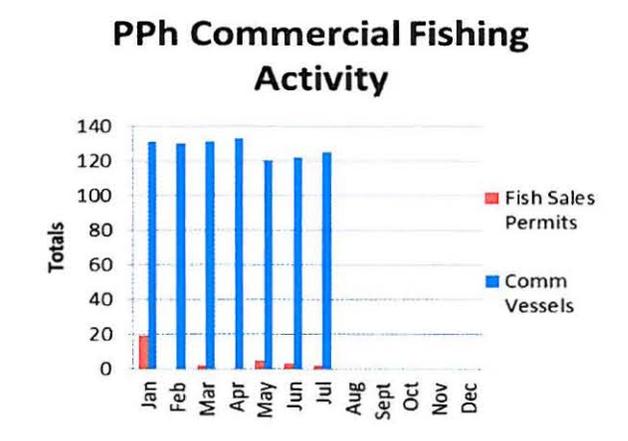
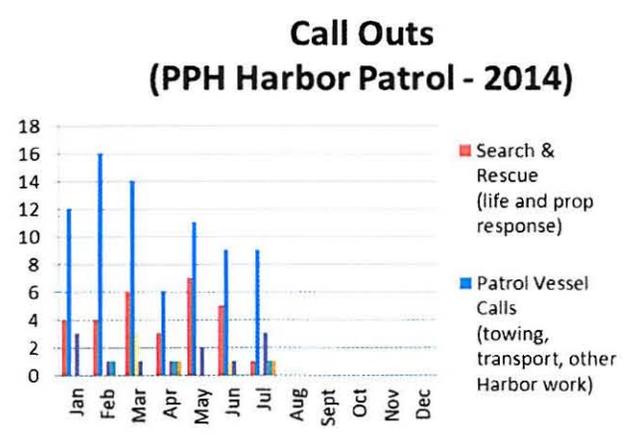
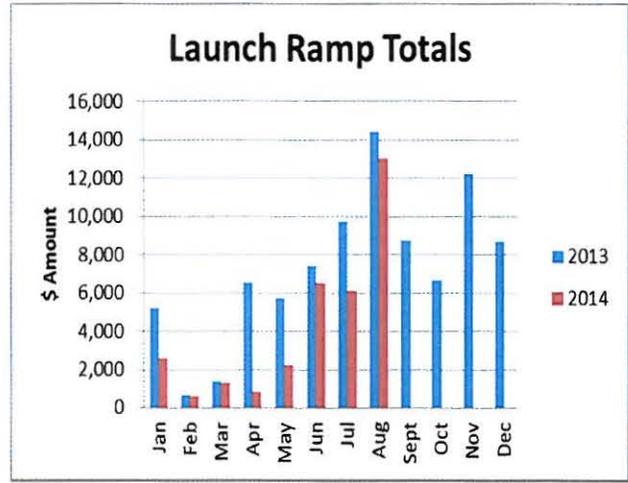
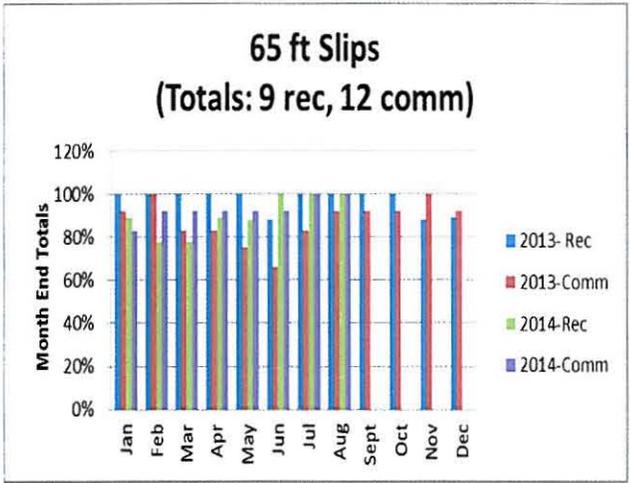
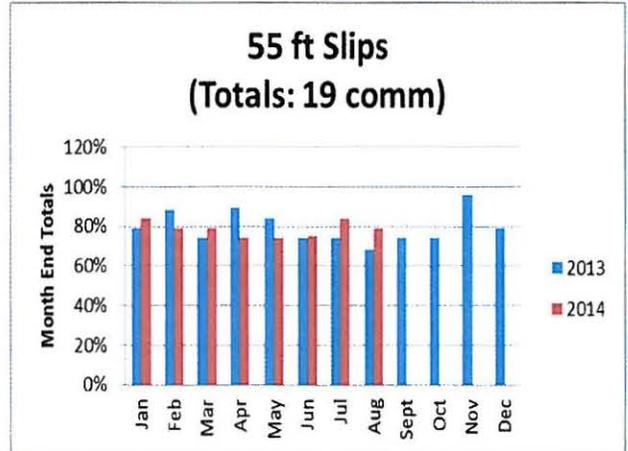
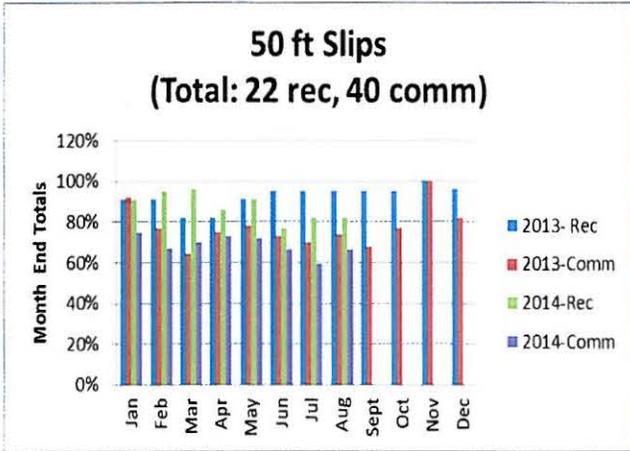


45 ft Slips (Total: 22 rec, 27 comm)



Pillar Point Harbor Dashboard

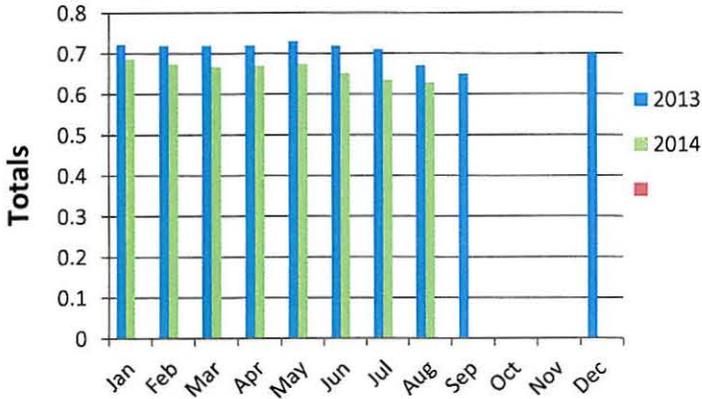
Monthly Marina Activity Report - August 2014



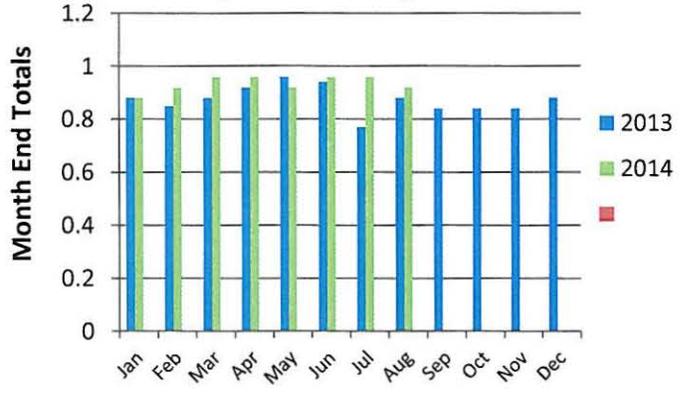
Oyster Point Marina

Monthly Marina Activity Report - August 2014

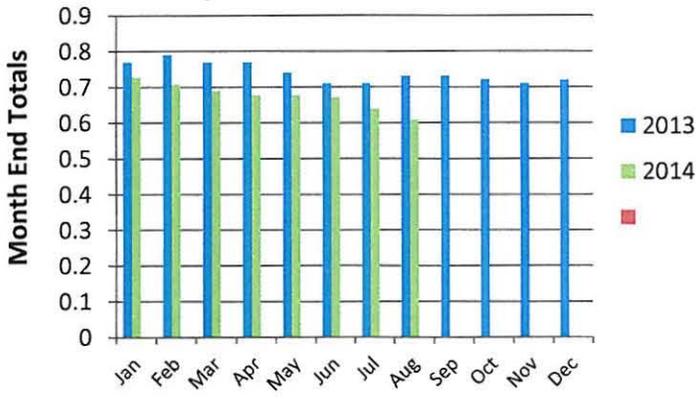
Overall Occupancy (428 Slips Available)



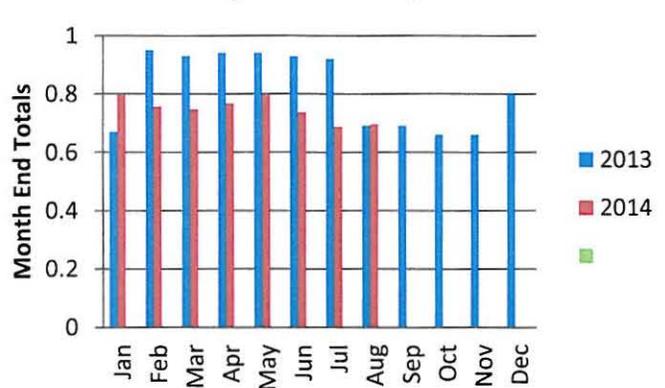
26 ft Slips (Total: 25)



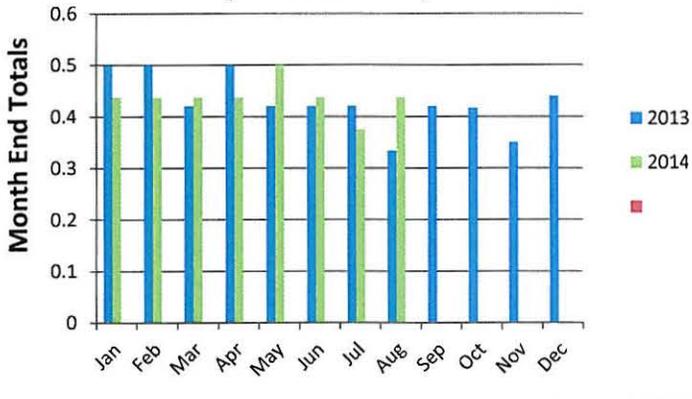
30 ft Slips (Total: 158)



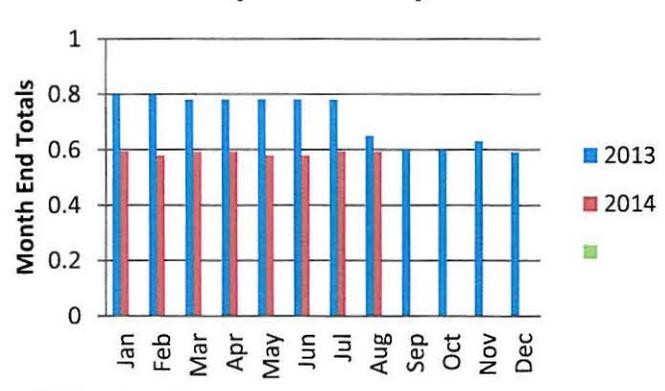
36 ft Slips (Total: 99)



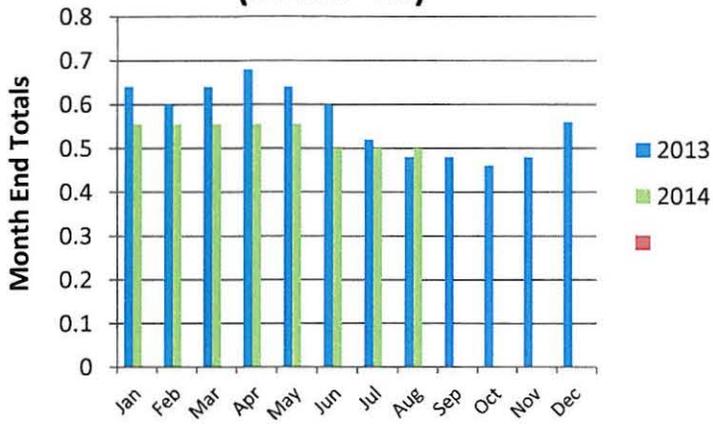
40 ft Slips (Total: 16)



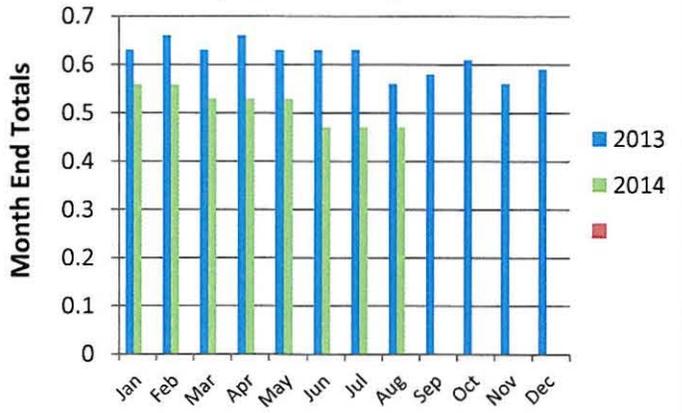
45 ft slips (Total: 64)



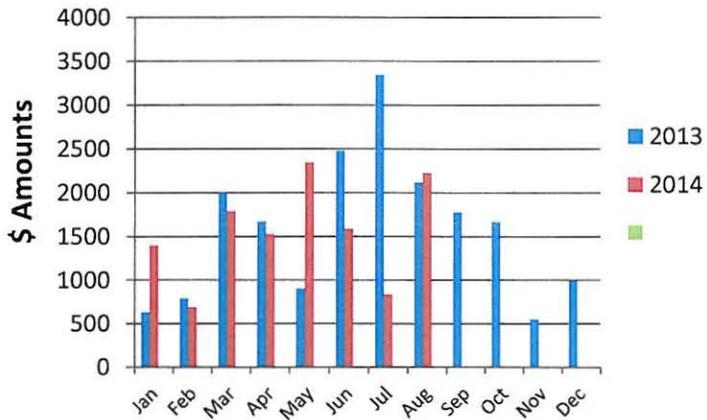
50 ft Slips (Total: 18)



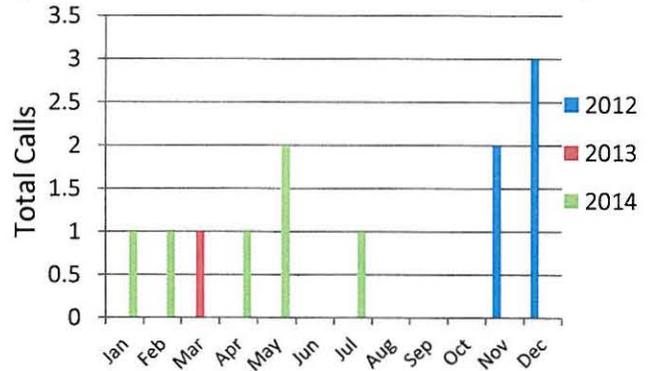
60 ft Slips (Total: 34)



Launch Ramp Totals



Call Outs (OPM Harbor Patrol - 2012-2014)



Debbie Nixon

From: Ananda, Renee@Coastal <Renee.Ananda@coastal.ca.gov>
Sent: Thursday, August 07, 2014 2:31 PM
To: Scott Grindy
Cc: Cave, Nancy@Coastal; Manna, Jeannine@Coastal
Subject: RE: regulatory sign question

Hello Mr. Grindy (Scott),

I will look into your inquiry about the signage and get back to you, as soon as I have an opportunity. Right now I have several projects assigned to me that have priority at this time. Thank you for your patience. RTA

From: Scott Grindy [<mailto:sgrindy@smharbor.com>]
Sent: Thursday, August 07, 2014 1:43 PM
To: Ananda, Renee@Coastal
Cc: sgrindy@smharbor.com; linda.smchd@gmail.com
Subject: regulatory sign question

Hi Renee,

About 2 weeks ago staff installed some weight limit signs after some weight limit concerns on and off of Johnson Pier at our Pillar Point Harbor had occurred.

Staff obtained the engineers specifications on weight limits per axle and installed signs of the weight limitations.

Last night at our board meeting, I was asked by a commissioner to confirm with you if a CDP or other permit was required for this regulatory type sign. (see attached photo)

If no permit is required, for new and or replacement of other regulatory signs, stop signs, no parking signs etc. is there any CCC permit needed for future reference, or other related actions of notice?

Thank you for the assistance.

Scott Grindy
Harbor Master
San Mateo County Harbor District
650 515 7792

STOP

**WEIGHT
LIMIT**



20T



28T

**LOADING
ONLY**





San Mateo County Harbor District

Board of Harbor Commissioners

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

Peter Grenell, General Manager

TO: Harbor Commissioners
General Manager

FROM: Scott Grindy, Harbor Master

DATE: August 19, 2014

SUBJECT: Letter of Appreciation
Attempted Suicide Prevention August 12, 2014

I am providing this letter with great appreciation for the work of specific staff of Pillar Point Harbor as noted in the action below:

The afternoon of August 12th at 13:15 hours Pillar Point Harbor staff assisted the Sheriff's office in a potential Devils Slide suicide jumper in the area of the north bunker. Staff responded both on water and on land with the Sheriff staff, after a 911 dispatch distress call. The Air Squadron was also contacted for assistance in the search.

The person was found by the team prior to any loss of life attempt at the Devils Slide area.

The responding Pillar Point Harbor Staff included: AHM John Draper, DHM Jerry Pemberton. With many thanks to the staff who were also on site to continue regular efforts during this activity.

Teamwork between the various agencies including our harbor staff again demonstrates the great training and responsiveness of the team.

CC: Employee Files/John Draper + Jerry Pemberton



San Mateo County Harbor District

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San Mateo County Harbor District

Board of Harbor Commissioners

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

Peter Grenell, General Manager

TO: Harbor Commissioners
General Manager

FROM: Scott Grindy, Harbor Master

DATE: August 24, 2014

SUBJECT: Letter of Appreciation
Prevention Activity Pillar Point Harbor

I am providing this letter with great appreciation for the work of specific staff of Pillar Point Harbor and the Captain and crew of the F/V Miss Lorene noted in the action below:

The evening of August 23rd, the evening Deputy Harbormaster Cary Smith observed and prevented an intoxicated male who had passed out and who was in the process of using a small dingy and rowing out to the outer harbor. With the assistance and support of the crew of the F/V Miss Lorene and Sheriff's deputies prevention occurred and no loss of life occurred this evening.

This prevention activity is a vital action of our harbor and marina staff, and also demonstrates accidents and incidents not just during the day but also at night. We greatly appreciate our harbor patrol staff whom work nights for their diligence and standards of efforts and actions.

CC: Employee Files/Cary Smith