

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

**March 5, 2014
6:00 P.M.**

**Sea Crest School
Multi-Purpose Room
901 Arnold Way
Half Moon Bay, Ca. 94019**

Roll Call

Commissioners

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

Staff

Peter Grenell, General Manager
x Debra Galarza, Director of Finance
Marietta Harris, Human Resource Manager
Scott A. Grindy, Harbor Master
Jean Savaree, District Counsel

x-absent
Brennan arrived at 6:04 pm.

Public Comments/Questions -

Leonard Worren

Staff Recognition — Harris stated Mickelson gave birth to her baby girl.

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 February 19, 2014**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

- 2 **TITLE:** **Minutes of Meeting January 15, 2014**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

- 3 **TITLE:** **Claim for Damages of Joseph Sylvester**
 REPORT: Grenell, Claim Form
 PROPOSED ACTION: Deny Claim of Joseph Sylvester

Grenell made a point of order and requested postponing action on item 1 for editing.

Action: Motion by Tucker, second by Parravano to approve items 2 and 3 on the consent calendar. The motion passed.

Ayes: 4
 Nays: 1 (Brennan)

Brennan asked for an explanation on how claims submitted to the District work. Harris explained the process. Grenell made a point of information stating he received advice from counsel and the process is how the Board has always handled claims.

Agenda Setting

Harbor Commissioners may suggest future agenda items.

Tucker stated several months ago the Commission decided to stop video recording the Board meetings. He felt it was time to reinstate the video recording.

Brennan wanted to know why Tucker changed his mind about video recording the meetings since he was the one who spearheaded ending them. Holsinger made a point of order stating Brennan was making a comment not asking a question. Brennan asked Tucker to give details about why he changed his mind. Tucker stated that he will give a full report when the item has been added to an agenda.

Holsinger made a point of order stating that the item involved finances.

Action: Motion by Tucker, second by Brennan to agendaize an item to reinstate video recording with Pacifica Community Television at Harbor District Board meetings. The motion passed unanimously.

Ayes: 5

Nays: 0

Brennan stated she would like an item agendaized regarding expanding the sidewalk in front of the concessionaires building at Pillar Point Harbor.

Action: Motion by Brennan, second by Tucker to agendaize an item to discuss expanding the sidewalk at Pillar Point Harbor. The motion passed unanimously.

Ayes: 5

Nays: 0

Brennan spoke regarding the hoist at the fish buyers building that fell into the water and wanted to know what the status was. Tucker made a point of order and said that this item is to request items to be added to an agenda and this comment should be reserved for Commissioner Statements and Comments.

Action: Motion by Brennan, second by Bernardo to add an item to the agenda for a report regarding the hoist at the fish buyers building at Pillar Point Harbor. The motion failed.

Ayes: 2

Nays: 2 (Holsinger, Tucker)

Abstention: 1 (Parravano)

Brennan asked that all Commissioners be provided with a binder of the District's current policies and all Board resolutions to date.

Grenell made a point of information that Commissioners have been informed that several policies will be updated and new ones will be added. Brennan stated she would like a copy of all policies now and then an updated one once the update is done.

Staff Reports: a) Administration and Finance

7 General Manager – Grenell

Grenell spoke on his report.

Brennan asked for an update regarding the hoist at the fish buyers building that fell into the water.

Action: Motion by Tucker, second by Holsinger to add an urgency item to the agenda regarding the hoist that fell into the water at the fish buyers building at Pillar Point Harbor. The motion passed.

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

Action: Motion by Tucker, second by Holsinger requesting that Grenell send all lease holders at the fish buyers building a letter advising them that the District is aware of the hoist incident and that they must comply with an inspection of the hoist or purchase three new hoists at their expense and the District would work with them regarding the inspection and certification.

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

The Commission took a five minute break.

8 Director of Finance – Galarza

Public Comment

-John Ullom

Grenell spoke on behalf of Galarza on her report.

Bernardo asked for an information report on “Accounts Receivable 101.”

9 Human Resources Manager – Harris

Harris spoke on her report.

b) Operations

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

Grindy spoke on his report.

Board of Harbor Commissioners

11 A. Committee Reports

None.

B. Commission Statements

Harbor Commissioners may make public statements limited to 5 minutes.

Brennan stated that at the last meeting she asked why the Board hadn't been provided with the information that was submitted to the California Coastal Commission related to the Pillar Point Harbor West Shoreline Access Trail. She stated that she has since received the information and requested that it be put on the District website and that she receive it by email.

Brennan stated that she received a copy of the Strategic Business Plan proposal in the mail and requested that the proposal be emailed to her.

Parravano stated that the process for determining the salmon season for 2014 has begun. He stated a final decision to determine the window of the season will be made by at the beginning of April. He stated that last season was a very good season and fisheries managers projected approximately 800,000 fish and are forecasting 200,000 less salmon for the 2014 season. He stated that the drought will have a tremendous effect on the coastal communities in California in about 2-3 years. He stated that this discussion should be part of the Strategic Business Plan on March 19th.

Tucker asked Grenell to prepare a report regarding how much it would cost monthly if the Board were to resume video recording of the Commission meetings with Pacifica Community Television and also to report on when they would be able to start.

Holsinger spoke regarding the hoist issue in Pillar Point Harbor. He thanked Brennan for the questions she asked earlier at the meeting which clarified that this is an urgent matter and one of public safety and needs to be addressed right away. He stated that the action taken tonight to have the General Manager contact the tenants

was prudent. Holsinger stated that earlier in the meeting he apologized to Brennan if his item on obtaining an Attorney General's opinion seemed like an attack on her, but was concerned with her vote not to take the action regarding the hoist due to the potential threat to public safety of inaction.

Brennan made a point of order and stated that she was being attacked and asked Bernardo to not allow these attacks to happen.

Bernardo stated that last night he attended the San Mateo County Local Agency Formation Commission (LAFCo) Independent Special District Selection Committee. He stated that one of their members had to step down and therefore left an opening. He stated that people who could vote for a new member were Presidents of Special Districts. He stated at the last meeting this Commission voted to support two candidates, Joshua Cosgrove and Rick Lohman. Bernardo gave an overview of what LAFCo's purpose is. He stated that both Joshua Cosgrove and Rick Lohman won.

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

Bernardo designated Grenell as the Real Property Negotiator.

Action: Motion by Tucker, second by Holsinger to adjourn to closed session. The motion passed unanimously at 8:37 p.m.

Closed Session

- 14 TITLE: **Conference with Legal Counsel-Anticipated litigation.
One Case. California Government Code Section
54956.9(d)(2)**

13 TITLE: **Conference with Real Property Negotiator Peter Grenell:
Pursuant to Government Code Section 54956.8**

PROPERTY: 504 Alhambra Road, El Granada, APN # 047-204-120

NEGOTIATING PARTIES: San Mateo County Harbor District, Marlborough Group LLC

UNDER NEGOTIATION: Price, Terms and Conditions for Lease or Purchase of
Property

There was no reportable action from closed session.

Adjournment

Action: Motion by Tucker, second by Holsinger to adjourn the meeting. The motion passed unanimously at 9:56 p.m.

The next scheduled meeting will be held on March 19, 2014 at the Municipal Services Building, 333 Arroyo Drive, South San Francisco at 6:00 p.m.

Peter Grenell
Acting Deputy Secretary

Robert Bernardo
President

**San Mateo County Harbor District
Board of Harbor Commissioners
Meeting Minutes****March 19, 2014****6:00 p.m.****Municipal Services Building
33 Arroyo Drive
South San Francisco, Ca. 94080****Roll Call****Commissioners**Robert Bernardo, President
Pietro Parravano, Vice President
James Tucker, Treasurer & Secretary
Sabrina Brennan, Commissioner
William Holsinger, Commissioner**Staff**Peter Grenell, General Manager
x Debra Galarza, Director of Finance
Marietta Harris, Human Resource Manager
Scott A. Grindy, Harbor Master
Jean Savaree, District Counsel

x-absent

Open Session

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

Bernardo designated Grenell as the real property negotiator.

Action: Motion by Tucker, second by Holsinger to adjourn to closed session. The motion passed unanimously at 6:02 p.m.Ayes: 5
Nays: 0

Closed Session

- 3 TITLE: **Conference with Real Property Negotiator Peter Grenell: Pursuant to Government Code Section 54956.8**
PROPERTY: **Post Office Lot, Avenue Portola, Obispo Road, Coronado Street, El Granada, APN: 047-261-030**
REPORT:
NEGOTIATING PARTIES: San Mateo County Harbor District, Possible Buyers
UNDER
NEGOTIATION: Sale Price, Terms and Conditions for Sale of Property
- 2 TITLE: **Conference with Real Property Negotiator Peter Grenell: Pursuant to Government Code Section 54956.8**
PROPERTY: **504 Alhambra Road, El Granada, APN # 047-204-120**
REPORT:
NEGOTIATING PARTIES: San Mateo County Harbor District, Marlborough Group LLC
UNDER
NEGOTIATION: Price, Terms and Conditions for Purchase of Property

Action: Motion by Tucker, second by Holsinger to adjourn to open session. The motion passed at 6:45 p.m.

Open Session, Continued

Action: Motion by Tucker, second by Holsinger to add an urgency item to the agenda for 504 Alhambra Road, El Granada, APN #047-204-120. The motion passed.

Ayes: 5
Nays: 0

Urgency Item

- 11 TITLE: **Exclusive Right for David Worden to represent San Mateo County Harbor District (Buyer) for Purchase of Real Property: 504 Alhambra Road, El Granada, APN #047-204-120**
REPORT: Tucker
PROPOSED ACTION: Authorize General Manager to execute the agreement for David Worden to represent San Mateo County Harbor District (Buyer) for the purchase of real property: 504 Alhambra Road, El Granada, APN #047-204-120

Action: Motion by Tucker, second by Holsinger to authorize the General Manager to execute the agreement. The motion passed unanimously.

Ayes: 5
Nays: 0

Action: Motion by Tucker, second by Holsinger to adjourn to closed session. The motion passed at 6:02 p.m.

Ayes: 4
Nays: 1 (Brennan)

Closed Session, Continued

- 4 TITLE: **Conference with Legal Counsel-Anticipated Litigation. Three Cases. California Government Code Section 54956.9(d)(2)**

Action: Adjourn to open session at 8:05 p.m.

Open Session, Continued

There was no reportable action from closed session.

Public Comments/Questions –

Leonard Woren
Shaunn Cartwright

Staff Recognition- Grindy recognized Arington, Bankord and Smith from Pillar Point Harbor for saving a boat from sinking on March 15, 2014.

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.

- 5 TITLE: **Minutes of Meeting March 5, 2014**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

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

Ayes: 4
Nays: 1 (Brennan)

Action: Motion by Brennan, second by Tucker to amend the minutes to reverse items 13 and 14. The motion passed.

Ayes: 5
Nays: 0

The Board decided to move items 8, 9 and 12 to this part of the agenda.

Agenda Setting

Harbor Commissioners may suggest future agenda items.

The Board did not take up this item.

Public Hearing

- 6 TITLE: **Public Hearing: Draft Preliminary Operating and Capital Budget for Fiscal Year 2014/15**
- A. Declare Hearing Open: President Bernardo
B. Report of Notice Given: Grenell
C. Staff Report and Recommendation: Draft Budget FY 2014/15
D. Public Testimony:
E. Harbor Commission Questions:
F. Close Public Testimony: President Bernardo
G. Commission Deliberation:
H. Recommended Commission Action: To Be Determined

The Board did not take up this item.

Continued Business

- 7 TITLE: **Minutes of Meeting February 19, 2014**
REPORT: Draft minutes
PROPOSED ACTION: Approval

The Board did not take up this item.

- 8 TITLE: **Consideration and Possible Action On Strategic Business Plan Preparation Proposal**
REPORT: Grenell, Memo, Proposal from Lisa Wise Consulting Inc.
PROPOSED ACTION: Approve proposal from Lisa Wise Consulting Inc. and direct General Manager to execute a contract with Lisa Wise Consulting Inc. in an amount not to exceed \$274,515.00

Henry Pontarelli with Lisa Wise Consulting presented his proposal on the Strategic Business Plan.

Public Comment - Shaunn Cartwright

Action: Motion by Tucker, second by Brennan to authorize the General Manager to execute a contract with Lisa Wise Consulting Inc. in an amount not to exceed \$274,515.00. The motion passed unanimously.

Ayes: 5
Nays: 0

- 9 TITLE: **Reconsideration of Discontinuation of Harbor Commission Meeting Video Recording and Resumption of Meeting Video Recording**
- REPORT: Grenell, Memo
- PROPOSED ACTION: Reconsider discontinuation of Harbor Commission meeting video recording and have Pacifica Community Television (PCTV) resume video recording of Harbor Commission meetings

Public Comment – John Ullom, Nicole David, Leonard Woren, Shaunn Cartwright

Action: Motion by Tucker, second by Holsinger to resume video recording with Pacifica Community Television (PCTV). The motion passed unanimously.

Ayes: 5
Nays: 0

Action: Motion by Brennan, second by Bernardo to extend the meeting past the 10:00 pm hard stop time. The motion failed.

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

New Business

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

The Board did not take up this item.

- 11 TITLE: **Auction Item for Sustainable San Mateo County Awards Ceremony**
REPORT: Grenell, Memo
PROPOSED ACTION: Approve an auction item in an amount not to exceed \$200.00 or an in-kind contribution

The Board did not take up this item.

- 12 TITLE: **Bills and Claims in the Amount of \$201,277.03**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$201,277.03 to cover payment of Bills and Claims

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

Ayes: 4
Nays: 1 (Brennan)

Action: Motion by Tucker, second by Parravano to adjourn the meeting. The motion passed at 9:59 pm.

Staff Reports: a) Administration and Finance

13 General Manager - Grenell

The Board did not take up this item.

14 Director of Finance – Galarza

The Board did not take up this item.

15 Human Resources Manager – Harris

The Board did not take up this item.

b) Operations

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

The Board did not take up this item.

Continued Business, Continued

16a	TITLE:	Interview Possible Facilitator Candidate and Consideration and Possible Action to Select a Facilitator for Harbor Commission Communication
	REPORT:	Grenell, Attachment
	PROPOSED ACTION:	To be determined

The Board did not take up this item.

Board of Harbor Commissioners

17 A. Committee Reports

B. Commission Statements and Requests

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

The Board did not take up this item.

Adjournment

Action: Motion by Tucker, second by Parravano to adjourn the meeting. The motion passed at 9:59 p.m.

The next scheduled meeting will be held on April 2, 2014 at Sea Crest School, Multi-Purpose Room, 901 Arnold Way, Half Moon Bay at 6:00 p.m.

Peter Grenell
Acting Deputy Secretary

Robert Bernardo
President

Memo

Date: 3/12/2014

To: Board of Harbor Commissioners

From: Peter Grenell 
General Manager

Re: Retention of Maritime Legal Services: Cox Wootton Lerner

RECOMMENDATION

Determine pursuant to District Ordinance Code Section 2.7.2.2 that the best interest of the District would be served by waiving the need for the Request for Proposals process, and direct staff to retain the firm of Cox Wootton Lerner to provide maritime legal services to the District.

BACKGROUND

On November 6, 2013, the Board of Harbor Commissioners approved a Commercial Activity Permit (CAP) for Morgan Marine Group LLC to operate the federally documented vessel *Spirit of Sacramento* from Oyster Point Marina/Park to conduct vessel charters and cruises. The request was presented to the District by John Stahl, representing Morgan Marine Group.

Since that time, Mr. Stahl has neglected to pay required fees and charges and on several occasions attempted to pay with checks that were not valid because of insufficient funds. Operation of the vessel also resulted in conflicts with other marina tenants, including the Oyster Point Yacht Club.

The District informed Mr. Stahl of the problems, but these have not been resolved. Because of technical concerns related to the vessel's federal

documentation, staff has concluded that specialist maritime legal services are required to enable staff to take necessary action to obtain delinquent funds due, have the vessel removed from the marina, and take any other action that may be needed to achieve these results.

Staff considers it necessary that the Harbor Commission waive the need to seek proposals for legal services pursuant to Ordinance Code Section 2.7.2.2 as it is in the District's best interest to resolve this issue as quickly as possible. The firm is Cox Wootton Lerner (CWL) is recommended to provide maritime legal services to the District.

CWL provides or has provided these services to the Port of Richmond, Port of San Francisco, Port of Redwood City, Waldo Point Harbor in Sausalito, San Diego Yacht Club, Westrec Marinas, Aramark marinas, Benecia Marina Corp., Spindrift Marina, St. Francis Yacht Club, and is on the Port of Oakland's approved law firm list to do maritime work (see attachment for firm information).

2.7.2.1 Before the District enters into independent contracts for engineering services, architectural services, management consultants or similar one-time professional assistance to accomplish specified projects, requests for proposals shall be obtained if the expense of the contract is estimated to exceed five thousand dollars (\$5,000.00). The request for proposal shall be in accordance with administrative procedures promulgated by the General Manager.

2.7.2.2 The Board of Harbor Commissioners may waive any of the provisions of this chapter which require request for proposals in any situation where the Board of Harbor Commissioners determines that the best interest of the District would be served without the necessity of request for proposals. (Prior code § 4.102) (Amended through codification process of 1995, Ordinance 74-96)



2.7.3 Purchases For District.

It shall be the duty of the General Manager to acquire by purchase, lease, lease-purchase, or other suitable method all personal property including, but not limited to, all stationery, clothing, first aid supplies, equipment, machinery, motor vehicles, materials and supplies required by any manager, when such manager shall make requisition upon him a requisition form prepared and furnished by the General Manager, subject to such approval process as may be required by the purchasing policy of the District. (Prior code § 4.103) (Amended through codification process of 1995, Ordinance 74-96)

2.7.4 Purchase Procedure.

2.7.4.1 The General Manager shall, upon receipt of a requisition properly drawn, signed and approved, determine the manner of acquisition, i.e., purchase, lease purchase, or other; the cost and the supplier of the requested item or items pursuant to the following provisions:

2.7.4.1.1 The purchase requisition, together with the copies thereof, shall be transmitted to the District's financial officer or his or her designate, for proper budget checking and for the certification that sufficient funds are available to meet the cost of the articles proposed to be acquired.

2.7.4.1.2 Upon receiving the purchase requisition from the financial officer or his or her designate, the General Manager shall sign and issue to the supplier a purchase order directing the delivery of the articles specified therein at the price named therein to the facility requisitioning same. Each purchase order except an open purchase order written against an existing contract or agreement shall be signed by the General Manager or his or her designate.

2.7.4.1.3 If the estimated cost of the acquisition does not exceed the sum of the five thousand dollars (\$5,000), the General Manager may acquire the property requisitioned in the manner he or she deems most suitable, however, shall always seek and solicit competitive pricing. For purposes of this section, a lease or lease purchase shall be deemed not to exceed five thousand dollars (\$5,000.00) if the



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The Best Admiralty Lawyers in the Business

Each of the founding partners of CWL has been practicing maritime law for more than 30 years. Our firm is known by clients and attorneys alike as one of the preeminent maritime law firms in the country, which may be why even the largest international law firms turn to us for assistance with their maritime law matters. We are well versed in the nuanced U.S. admiralty laws as well as those applicable abroad. Our transactional practice includes representing clients with regard to vessel financing transactions, lawful avoidance of California use tax, bareboat and standard time charters, crew employment contracts, Coast Guard safety regulation compliance, Coastwise compliance, environmental compliance, marine construction joint ventures, and many other topics. You can read about our maritime litigation practice by clicking on our Civil Litigation tab.

Aviation Transactions

Over the years we've handled a wide variety of aircraft transactions and litigation. From helicopters to airplanes, we regularly assist private clients and small companies with the purchases and sales of private aircraft both in bulk and on an individual basis. With any breach of an aviation asset purchase agreement, we're prepared to litigate our clients' contractual rights.

Trucking and Automobiles

Our extensive marine cargo practice extends into the realm of common carrier trucking. We have represented trucking companies in litigation over Carmack Amendment limitation of liability and bill of lading issues. We have also represented cargo owners and their insurance carriers with respect to liability over cargo loss. Additionally, we have substantial experience litigating driver negligence claims, whether it pertains to truck drivers or private automobiles.

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Experienced Litigators

Our lawyers are at home in the courtroom. We represent multi-national corporations, small and large businesses, insurance companies, public entities, and individuals in all manners of civil and commercial litigation in both state and federal courts. Our attorneys provide seasoned trial counsel, focused on our clients' need for result-orientated, efficient, and cost-effective outcomes. We handle the defense and prosecution of disputes related to all of our primary practice areas. Scroll down to view a summary of our litigation practice.

Maritime and Transportation

CWL is a powerhouse in the field of transportation litigation. Many of our attorneys have more than 30 years of experience defending and prosecuting maritime and transportation cases. We regularly handle personal injury defense cases (including Jones Act, Longshore Act, travel-related and recreational injury claims), COGSA and cargo damage claims (by sea, air, or land), charter party disputes, insurance coverage disputes, vessel arrests, maritime lien and ship mortgage litigation, salvage claims, vessel collision and allision claims, marine construction defects, pollution and toxic tort claims, waterfront property disputes, marina liability disputes, Limitation of Liability Act claims, vessel and aircraft purchase agreement disputes, and enforcement of creditor's rights in bankruptcies involving transportation-related assets.

Banking & Finance

CWL is a full service financial sector law firm. We represent a multitude of banks, lenders, and creditors in litigation arising from various aspects of their business. We provide defense of Fair Debt Collection Practices Act claims, Truth in Lending Act claims, California Business and Professions Code violations, and other statutory and common law claims related to personal and business financing. We also assist banks and creditors in recovering loan collateral through litigation and pre-litigation procedures.

Real Estate

We provide our clients with a full range of real estate litigation and arbitration services. We've successfully litigated disputes arising from commercial and residential property acquisitions, construction and design defects, commercial and residential leases (unlawful detainers and constructive eviction), easements, "takings" and eminent domain, environmental contamination of ground soil, and outdoor advertising.

Environmental

CWL is on the cutting edge of environmental litigation. Not only are we on call 24/7 for our clients that deal in petroleum products, but we are consistently up to date on the regulations applicable to marine, waterfront, and real property pollution. We have perfected creative methods of generating financing for our clients who face often expensive environmental cleanup obligations, such as "insurance archaeology." Our environmental litigation cases have involved oil spills, groundwater contamination, solid waste pollution, construction-related contamination, toxic torts and environmental regulatory claims, and environmental-related contractual and indemnity disputes.

Corporate Litigation

Unlike most corporate law firms that focus solely on the transactional aspects of their clients' businesses, we're able to back up client transactions in court. We've successfully represented clients in a range of sophisticated corporate litigation matters, such as restricting sales of corporations, resolving shareholder rights with respect to ownership of a major league baseball team, recovering assets of a corporation that were included in a corporate acquisition but not sufficiently transferred, preventing a hostile buyout of a minority shareholder in a successful startup, and piercing the corporate veil against negligent and grossly negligent directors and officers.

Unique Cases

The high volume of litigation and arbitration matters we handle at CWL has given us experience with cases involving unique causes of action and procedures. For example, we have represented secured creditors in bankruptcy proceedings (having successfully lifted stay after the longest trial in the Northern District of California Bankruptcy Court's history), we have defended and prosecuted Civil RICO claims brought against individuals and corporations for serial breaches of contract and other patterns of disruptive business activities, and we have successfully defended clients in Asia and the UK in international arbitrations involving conflicts of law issues. If you are faced with an international (or domestic) arbitration or a Civil RICO allegation, our attorneys can assist you in evaluating and resolving your case in the most efficient and effective manner.

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Value

We are experienced in handling a wide variety of cases, including complex, high-exposure, document-intensive litigation and transactions. It is in just such high-exposure, complex cases that we often are able to deliver legal expense savings to clients, since we have "big-firm" experience without the "big-firm" hourly rates and overhead. In these sensitive economic times, it is prudent to consider what our team can do to advance your legal interests while striving to reduce your overall legal expenditures

History

Our firm was formed in 1997 as Cox, Wootton, Griffin & Hansen, LLP. The professional relationship between those initial founding partners, however, had its roots in the early 1980s when they practiced law together at the San Francisco maritime and insurance law firm of Derby, Cook, Quinby & Tweedt. In 1987, Rupert Hansen moved to the international law firm of Graham & James, LLP where his practice expanded into the areas of environmental law, real estate, ship finance, aviation, banking, construction, commercial law and creditors' rights. In 1989, Terrence Cox, Richard Wootton & Mitch Griffin formed their own firm, concentrating their practice in maritime, commercial, construction, real estate, insurance and employment law and litigation.

In 1997, Mr. Hansen rejoined Terrence Cox, Richard Wootton & Mitch Griffin and together they formed the firm. In 2001, Gregory Poulos joined the firm as a name partner after practicing as a partner with Lillick & Charles LLP. In 2002, the firm moved into its present unique ground-floor offices on the water's edge of the San Francisco Financial District.

In January 2014, Sands Lerner, P.C., a boutique law firm based in Los Angeles, joined forces with Cox Wootton to become Cox, Wootton, Lerner, Griffin, Hansen & Poulos, LLP. With the addition of partner Neil Lerner, Of Counsel Don Sands, and other talented associates and staff, Cox Wootton Lerner is better positioned to serve our collective clients' litigation, transactional, and casualty response needs throughout the Western United States, Hawaii and the Pacific Rim. Our firm's growth is client-driven to respond to robust demand within our Maritime, Transportation, Trucking, Business Litigation, Banking, Marine Finance, Inland Marine, Environmental, Employment and Real Estate Law practice areas.

Tools of Innovation

Cox, Wootton, Griffin, Hansen & Poulos, LLP utilizes litigation software capable of handling millions of pages of case documents in a groupware format. We have substantial experience with advanced trial presentation technology, and we would be pleased to provide you with a demonstration. We are also able to provide litigation support remotely and to quickly utilize our attorneys' prior relevant work product in order to effect savings both in time and client expense.

Dedication

We are dedicated to working pro-actively with all of our clients to provide the best possible cost-effective service. We promptly provide budgets of anticipated legal fees and costs and we are willing to discuss non-hourly fee arrangements. At each significant stage we explain case options with the goal of listening to our clients' desires and seeking to achieve them as expeditiously and economically as possible. We recognize that we must earn our clients' trust every day by placing their interests and needs first. We offer round-the-clock availability for legal emergencies and casualties for our transportation, maritime and insurance clients.

Community

We have consistently dedicated and donated time and industry to give back to the community. This has included serving as pro bono lawyers for Shakespearean theater, autism-related

interests, historic and Veterans organizations, and other worthwhile concerns. Our lawyers have also been active in working to improve the overall quality of the law profession within the fields in which we specialize. This has included membership and holding leadership positions in the International Bar Association, the American Bar Association, the Maritime Law Association of the United States, and the San Francisco Bar Association's Pacific Admiralty Seminar. Our lawyers have also dedicated substantial time serving as adjunct faculty or law lecturers at the University of San Francisco School of Law and Hastings College of the Law.

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Memo

Date: 3/27/2014

To: Board of Harbor Commissioners

From: Peter Grenell
General Manager

Re: Request for Proposals: District Counsel Legal Services

RECOMMENDATION

Direct the General Manager to issue a Request for Proposals (RFP) for District Counsel Legal Services.

BACKGROUND

On March 12, 2014, District Counsel Jean B. Savaree of the firm Aaronson, Dickerson, Cohn & Lanzone (ADC&L) informed the Board of Harbor Commissioners that ADC&L will not be requesting that the Harbor District renew its contract and recommended that the District circulate an RFP for legal services. The firm has provided legal services to the District for 25 years.

Given these circumstances and in the interest of maintaining continuity of legal representation, staff recommends that the District issue an RFP (see attachment) and retain new legal services as soon as possible.

SAN MATEO COUNTY HARBOR DISTRICT

REQUEST FOR PROPOSALS (RFP)

Summary

- The San Mateo County Harbor District invites proposals from qualified firms to provide services as District Counsel in the specialties of municipal law, real estate law, government law, general law, maritime law, personnel and labor law and public sector employment for the San Mateo County Harbor District.
- The San Mateo County Harbor District is an independent special district. It was created by the San Mateo County Board of Supervisors in 1933 to build and operate harbors and marinas. The District has countywide operational jurisdiction, and became permanently active from 1948 following the end of the Depression and World War II. It presently operates Pillar Point Harbor on Half Moon Bay and Oyster Point Marina/Park in South San Francisco. The District operates Oyster Point for the City under a joint powers agreement, and operates Pillar Point pursuant to a State tidelands grant.

Contact for Information

Peter Grenell
General Manager
San Mateo County Harbor District
400 Oyster Point Boulevard, Suite 300
South San Francisco, CA 94080
Tel: (650) 583-4400
Fax: (650) 583-4411
Email:harbordistrict@smharbor.com

Duties of District Legal Counsel

1. Administrative Duties
 - a) Attend all regular meetings, and special meetings as needed, of the District Board of Harbor Commissioners, and render advice and opinions with respect to all legal matters which may arise during such meetings except for legal matters pertaining to special assessment or other proceedings for which legal services will be provided by special counsel;
 - b) Attend meetings of other committees or bodies, and of staff, of the District, when requested to do so by the District's General Manager with the Board President's prior consent, for the purpose of rendering legal advice and opinions;

- c) Prepare resolutions, notices, contracts, ordinances, and other legal documents necessary for the conduct of the District's business, when requested to do so by the District; and examine all documents submitted to Counsel by the District for legal sufficiency;
- d) Provide necessary legal services for acquisition of lands or easements, which services are to be considered administrative until Counsel is directed to commence eminent domain proceedings, unless the Board hires outside counsel as may be needed. Administrative duties shall not include direct negotiations with land owners;
- e) Assist and cooperate with the District, its officers, agents and employees on all general legal matters pertaining to the District including enforcement of State and local laws and codes;
- f) Perform other related legal services as may be requested by the Board; and
- g) Make written or oral reports to the Board as necessary regarding status of any legal actions in which the District may be involved.

2. Litigation Duties

- a) Render legal services required in connection with conduct of litigation to which the District may be a party.
- b) Represent the District in all legal proceedings required in the enforcement of District ordinances.

Instructions for Proposal Submittal

1. Please review this RFP carefully. Note the closing date for submitting your proposal.
2. Submit all information as required by this RFP.
3. Respondents may submit proposals for all or some of the specialties identified above.
4. **Submittal Deadline:** Six (6) copies of the proposal may be mailed to the San Mateo County Harbor District, 400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080, or hand delivered to the District Administrative Office at the above address. **Proposals must be received no later than 4:00 PM, April 24, 2014.**
5. Each proposal shall give the full business address of the respondent and shall be signed by an authorized official of the respondent firm. The name of each person signing the proposal shall be typed or printed below the signature. When requested by the District, satisfactory evidence of the authority of the person signing in behalf of the respondent shall be furnished.

6. All responses must be addressed to the attention of Peter Grenell and clearly marked "Response to Request for Proposals: Legal Services". The envelopes shall also show the respondent's name and address.

Information for Cost Proposals

Provide a detailed cost estimate for the proposed service.

Experience of Respondent

- Identify the ability of all persons and firms who will play a significant role in meeting the legal counsel needs of the San Mateo County Harbor District.
- Describe your experience in providing specialized legal services for harbor districts and/or marinas, either within or outside of California
- Knowledge of California special districts.

Waiver

The respondent, by submitting a proposal in response to this RFP, waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of this RFP, the District's selection of any other respondent, the District's rejection of any or all responses to this RFP, and any subsequent agreement entered into by the District as a result of this RFP.

Proposal Evaluation

- Proposals submitted by the deadline will be reviewed by the District for completeness, understanding of and responsiveness to the intent of this RFP, demonstration of respondent's capability and experience to meet the needs of the Harbor District.
- The District may request additional information from any or all respondents after the initial evaluation of the proposals as may be deemed necessary or desirable.
- A short-listed group of respondents may be selected based on the District's review of proposals received. Short-listed firms may be required to interview and make verbal presentations of their proposals and qualifications to the District.
- The District will provide written notification of selection or non-selection of proposals to each respondent.

Other Terms and Conditions

- Issuance of this RFP does not constitute an agreement by the District that any contract will actually be entered into by the District. The District expressly reserves the right at any time to:
 - (a) Waive any defect or informality in any response, proposal, or proposal procedure;
 - (b) Reject any or all proposals;
 - (c) Suspend any and all aspects of the process indicated in this RFP at any time;
 - (d) Reissue a Request for Proposals;
 - (e) Select a contractor by any other means;
 - (f) Extend deadlines for accepting proposals, or accept amendments to proposals after expiration of deadlines; or
 - (g) Determine that no legal services will be pursued.
- The District reserves the right to reject any or all proposals submitted if deemed necessary in the best interest of the District and the public, and to waive any technical defect in a submittal, which does not affect or alter the substantive provisions thereof. Failure by the District to object to an error, omission, or deviation in any proposal will in no way modify this RFP or excuse respondent from full compliance with the requirements of this RFP or any agreement resulting from this RFP.
- The District may modify, clarify, and change this RFP by issuing one or more written addenda. Such addenda may be sent by regular first-class United States mail to the last known business address of each potential respondent receiving a copy of this RFP. The District will make reasonable efforts to notify respondents in a timely manner of modifications of this RFP. Notwithstanding this provision, each respondent assumes the risk of submitting its proposal(s) on time.
- All proposals submitted shall become the property of the District. Proposals and related materials submitted by Respondents will not be returned.
- The District accepts no financial responsibility for any costs incurred by a respondent in responding to this RFP, and will make no reimbursement for any costs incurred by respondents for preparation of a response to this RFP.

- Contractor(s) employed under any Agreement(s) executed by the District pursuant to this RFP will act as independent parties, not as agents or employees of the Harbor District.
- All documents generated during the conduct of services under any Agreement(s) executed by the District pursuant to this RFP will be the property of the District. Originals of all such documents shall be submitted to the District prior to final payment. Contractor(s) shall agree to meet Harbor District standards for drawing and drafting.
- Copyright privileges for materials developed to satisfy Agreement(s) pursuant to this RFP will remain the property of the District.

Memo

Date: 3/25/2014

To: Board of Harbor Commissioners

From: Peter Grenell 
General Manager

Re: Additional Task for GHD, Inc.: Pillar Point Harbor West
(Mavericks) Trail Phase I Repairs

RECOMMENDATION

Authorize the General Manager to direct GHD, Inc. to carry out an additional task under Paragraph C.4 of the District's contract with GHD, Inc. to provide permit assistance, plans, specifications, construction bid documents, and bidding and construction support services for Phase I repairs of the Pillar Point Harbor West (Mavericks) Trail in an amount not to exceed \$77,090.00.

BACKGROUND AND PROJECT NECESSITY

In June 2012, GHD, Inc. produced a Condition Survey of the West (Mavericks) Trail. The survey identified needs for repairs and improvements along the entire trail alignment from the marsh parking lot out to the beach known locally as Mavericks beach.

Since the release of that report, the District has approached the Coastal Commission with a request for rapid approval of a coastal permit to enable quick repairs to an approximately 300 ft.-long trail segment that is most seriously eroded. This first phase of work would be followed by complete upgrade and improvement of the entire trail, including unpaved but ADA-compliant trail surfacing, installation of a new restroom to replace the existing portable toilets, and improvements to the vehicle

parking lot. Following a site inspection, Coastal Commission staff suggested that the District submit a permit application for the Phase I repairs.

GHD, Inc.'s contract with the District enables the District to approve additional tasks by amending the contract scope of work (paragraph C.4). Adding a task to provide permit assistance, plans, specifications, construction bid documents, and bidding and construction support would address the urgency of responding to this urgent repair need.

Upon approval by the Harbor Commission, staff's next step will be to submit a Phase I permit application to the Coastal Commission. Other concerned regulatory agencies to be contacted for approval include the Army Corps of Engineers regulatory branch, the Regional Water Quality Control Board, and the State Lands Commission (SLC). With the passage of Assembly Bill 727 (Stone) during the previous legislative session, the Harbor District is not likely to need to obtain (and pay for) an SLC lease for the West Trail project. It will, however, need to submit required project information to enable the SLC to make the desired determination of exemption.

FISCAL IMPACT

The entire project is included in this year's budget at \$364,750. Unspent funds will be carried over in the FY 2014-15 budget now being prepared. The Phase I work proposed above for GHD's amended scope of work is estimated at \$77,090, or 21% of the project total.

CONCLUSION

Staff recommends amending the scope of work of GHD, Inc.'s contract to add the Phase I west (Mavericks) trail repair task as provided for under contract Paragraph C.4 in an amount not to exceed \$77,090.00.

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

**February 19, 2014
6:00 p.m.**

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

Roll Call

Commissioners

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

Staff

- Peter Grenell, General Manager
- x Debra Galarza, Director of Finance
- Marietta Harris, Human Resource Manager
- x Scott A. Grindy, Harbor Master
- Jean Savaree, District Counsel

X=absent

Public Comments/Questions — Brian Rogers, John Ullom

Staff Recognition- Harris introduced the Harbor District’s two new employees, David Doyle (Accountant) and Abigail Dometita (Accounting Technician/Administrative Assistant).

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.

A motion was made my by Tucker, second by Parravano to approve the Consent Calendar.

Brennan asked to remove Items 1 and 2 from the Consent Calendar.

- 1 TITLE: **Minutes of Meeting February 5, 2014**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

Action: Motion by Tucker, second by Parravano to approve the minutes of meeting February 5, 2014 with corrections. The motion passed unanimously.

Ayes: 4
Nays: 0

- 2 TITLE: **Minutes of Meeting January 15, 2014**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

Action: Motion by Brennan, second by Tucker to approve the minutes of meeting January 15, 2014 with corrections. The motion passed unanimously.

Ayes: 4
Nays: 0

Agenda Setting

Harbor Commissioners may suggest future agenda items.

Brennan stated she wanted to discuss Accounts Receivable reports and that Bernardo made a motion to put Accounts Receivable reports on a future agenda. She stated she voted in support of putting the Accounts Receivable on a future agenda, and also stated that Bernardo was in favor of it as well; however, there were three votes against the Accounts Receivable item. Brennan stated she was confused why there was an Accounts Receivable report on this agenda.

Grenell made a point of order that this was Agenda Setting and if Brennan wanted to discuss it, then she could at another time during the meeting. Brennan stated this was an agenda item that tried to get onto the agenda but failed.

Action: Motion by Tucker, second by Brennan to approve the Mid-Year Budget Review for period ending December 31, 2013. The motion passed unanimously.

Ayes: 4

Nays: 0

- 4 TITLE: **Mid-Year Budget Amendments**
 REPORT: Grenell, Memo, Resolution 05-14
 PROPOSED ACTION: Adopt Resolution 05-14 and approve budget amendments

Action: Motion by Tucker, second by Brennan to adopt Resolution 05-14 and approve budget amendments. The motion passed unanimously.

Ayes: 4

Nays: 0

- 5 TITLE: **Marine Science Institute: Earth Day On The Bay Sponsorship**
 REPORT: Grenell, Attachment
 PROPOSED ACTION: Approve sponsorship of Earth Day On The Bay at the bay advocate level (\$500)

Grenell spoke on the item.

Action: Motion by Parravano, second by Brennan to approve sponsorship of Earth Day On The Bay at the Bay Advocate Level (\$500). The motion passed unanimously.

Ayes: 4

Nays: 0

- 8 TITLE: **Bills and Claims in the Amount of \$159,199.17**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in
the amount of \$159,199.17 to cover payment of Bills and
Claims

Action: Motion by Tucker, second by Parravano to approve Bills and Claims for payment and a transfer in the amount of \$159,199.17 to cover payment of Bills and Claims. The motion passed.

Ayes: 3
Nays: 1 (Brennan)

Continued Business

- 9 TITLE: **Information And Possible Action On Accounts Receivable
Records Report**
REPORT: Grenell, Memo
PROPOSED ACTION: To be determined

Grenell spoke on the item.

Public Comment on Item 9: John Ullom

Action: Motion by Brennan, second by Bernardo to approve option two on the list of alternative courses of action: to provide Accounts Receivable reports that redact only tenant names and berth numbers; i.e., provide tenant account numbers. The motion failed.

Ayes: 2
Nays: 2 (Parravano, Tucker)

Tucker made a motion to approve option one on the list of alternative courses of action.

Action: Motion by Tucker, second by Parravano to approve option one on the list of alternative courses of action: to continue to provide redacted AR reports as previously. The motion ~~passed~~ failed.

Ayes: 2
Nays: 1 (Bernardo)
Abstain: 1 (Brennan)

- 10 TITLE: **Informational Report: Providing Free Wireless Communications To The District Harbor And Marina Facilities**
REPORT: Harris, Memo

Harris spoke on the report.

Action: Motion by Parravano, second by Brennan to approve option three on the list of recommendations: each location will need to include purchasing an additional Business Class account for each location of \$397.00 per location for a total of \$794.00 per month, plus \$200.00 installation of Comcast for each location. The motion passed.

Ayes: 4
Nays: 0

- 11 TITLE: **Informational Report: Health Benefits**
REPORT: Harris, Memo

Harris stated the report was not available due to the extended waiting time for additional information.

- 12 TITLE: **Informational Report: Public Records Act Information Requests**
REPORT: Grenell, Harris, Memo

Grenell spoke on the report.

Public Comment on Item 12: John Ullom

- 13 TITLE: **Informational Report: Obtaining An Attorney General's Opinion**
REPORT: Grenell, Harris, Memo

Grenell stated the report will be postponed until the next meeting when Holsinger is present.

- 14 TITLE: **Informational Report: Conflict Of Interest**
REPORT: Grenell, Harris, Memo

Grenell spoke on the report.

Staff Reports: a) Administration and Finance

15 **General Manager – Grenell**

Grenell spoke on his report.

16 **Director of Finance – Galarza**

Grenell spoke on behalf of Galarza.

17 **Human Resources Manager – Harris**

Harris spoke on her report.

b) Operations

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

Grenell spoke on behalf of Grindy

Board of Harbor Commissioners

19 A. Committee Reports

B. Commission Statements

Harbor Commissioners may make public statements limited to 5 minutes.

Brennan thanked Harris for putting together the recommendation on Wifi. She stated she was excited that it was approved.

Tucker stated that at the last meeting, he made two motions: one was to ask for and receive an update on the pending complaints, and the second motion was pertaining to the Avenue Alhambra property. He stated both motions passed; however, Tucker was informed by the General Manager that the item pertaining to the complaints that are pending would not be on the agenda because Liebert and Cassidy didn't have information to report and both Liebert Cassidy and District Counsel would not be at the meeting. Therefore, the item would not be placed on the agenda to avoid a possible Brown Act violation. Tucker stated he was disappointed to hear this, especially since the District has the responsibility to make sure that any alleged harassment complaint is being followed. Tucker stated the five Commissioners have a responsibility to take action.

Tucker stated the District misappropriated \$30,000 the night of the meeting to legal fees. He stated the District is digging a hole, and more legal fees will add up to \$60,000 to \$70,000. Tucker stated the District needs to be more aware of what is going on and the responsibilities that everyone has.

Parravano stated at the last meeting at the Comfort Inn in Half Moon Bay, the seating arrangements for the Commissioners were not arranged correctly. He stated upon entering the room, he realized his seat was switched with Brennan. Parravano stated it happened with an intention and asked people that were involved with setting up the chairs and was told the seating arrangement was set

up as it always is arranged. Parravano asked Brennan why she changed his seat. Brennan responded by stating that it was not a time for discussion and they could talk at another time. Parravano stated he did not appreciate the abuse, the way his seat was handled and exchanged, and it showed behavior that is unbecoming of a public official. He stated he never has seen or heard this happen and congratulated Brennan for being the first.

Parravano stated he wanted to make sure there was notification to the public for the new meeting location in Half Moon Bay. Grenell stated he didn't want to create any confusion, so he waited until this meeting, and would be putting out notification through a variety of mechanisms after this meeting.

Bernardo stated the informational reports are increasing and thanked staff. He stated he knows it takes a lot of time, energy and research to put the reports together. Bernardo stated he looked forward to the Health Benefits report and that it will be a complex report.

Bernardo stated there were anti-harassment trainings and he took classes for his day job, and that it was important for the public to know that these classes are available for public officials.

Bernardo thanked staff for continued hard work, and also thanked Grindy and Galarza who were not at the meeting.

20	TITLE:	Identification of District Real Property Negotiator
	REPORT:	Bernardo
	PROPOSED ACTION:	Designate District Real Property Negotiator Peter Grenell

Action: Motion by Bernardo, second by Parravano to designate District Real Property Negotiator Peter Grenell and to go into Closed Session. The motion passed.

Ayes: 4

Nays: 0

The meeting adjourned to Closed Session at 8:15 p.m.

Closed Session

21 TITLE: **Conference with Real Property Negotiator Peter Grenell:
Pursuant to Government Code Section 54956.8**

PROPERTY: 504 Alhambra Road, El Granada, APN # 047-204-120

NEGOTIATING PARTIES: San Mateo County Harbor District, Marlborough Group LLC

UNDER NEGOTIATION: Price, Terms and Conditions for Lease or Purchase of
Property

Open Session, cont'd.

There was no reportable action from Closed Session.

Action: Motion by Tucker, second by Parravano to adjourn the meeting. The motion passed unanimously.

Ayes: 4

Nays: 0

The meeting adjourned at 8:59 p.m.

Adjournment

The next scheduled meeting will be held on March 5, 2014 at Sea Crest School, 901 Arnold Way, Half Moon Bay at 6:00 p.m.

Agenda Posted As Required:
February 13th at 3:30 p.m.

Peter Grenell
Acting Deputy Secretary

Robert Bernardo
President

SAN MATEO COUNTY HARBOR DISTRICT

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



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

April 2, 2014

Board of Harbor Commissioners

**Peter Grenell
General Manager**

**Debra Galarza
Director of Finance**

**Scott Grindy
Harbor Master**

**Marietta Harris
Human Resource Manager**

San Mateo County Harbor District
Board of Harbor Commissioners

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

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

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SAN MATEO COUNTY HARBOR DISTRICT

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



BUDGET SUMMARY

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

BUDGET SUMMARY

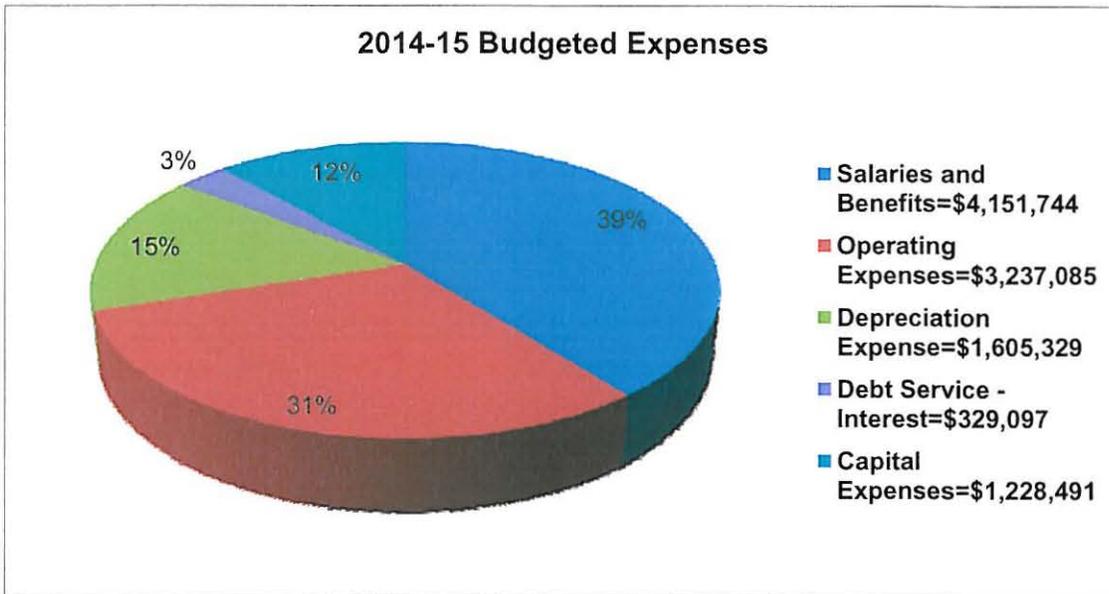
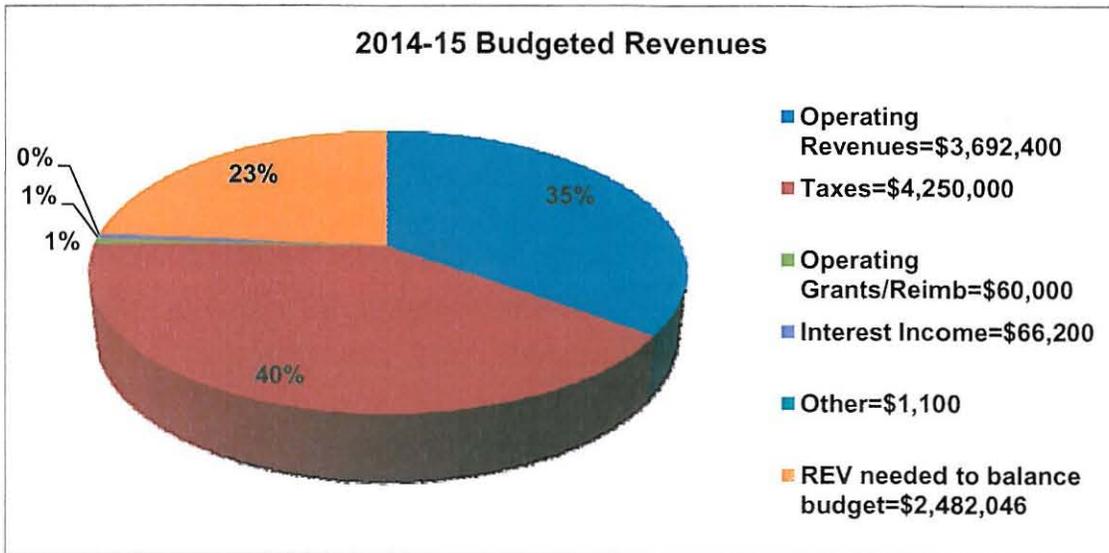
DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
Operating Revenues	4,078,967	3,624,249	2,613,286	3,710,156	3,752,400
Non-Operating Revenues	5,236,528	3,907,983	3,777,778	4,502,017	4,317,300
TOTAL REVENUES	9,315,496	7,532,232	6,391,064	8,212,173	8,069,700
Operating Expenses	5,204,451	7,092,526	4,092,542	6,877,822	7,388,829
Non-Operating Expense	1,855,135	2,012,820	375,830	1,846,305	1,934,426
TOTAL OPERATING & NON OPERATING EXPENSES	7,059,587	9,105,346	4,468,373	8,724,127	9,323,255
NET INCREASE(DECREASE)	2,255,909	(1,573,114)	1,922,691	(511,954)	(1,253,555)
Total Capital Projects Expense (including carryovers)	5,870,924	3,436,753	1,126,185	1,892,291	1,228,491
TOTAL EXPENSES WITH CAPITAL	12,930,511	12,542,099	5,594,557	10,616,418	10,551,746
TOTAL INCREASE(DECREASE) INCLUDING CAPITAL	(3,615,015)	(5,009,867)	796,506	(2,404,245)	(2,482,046)

Budget Summary

Fiscal Year Ending June 30, 2015

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

Total Revenues & Expenses



TOTAL SOURCES: \$10.6 MILLION = TOTAL USES: 10.6 MILLION

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

BUDGET SUMMARY

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
OPERATING REVENUE:					
Berth Fees	1,667,000	1,098,800	0	0	2,765,800
Mooring Fees	41,000	0	0	0	41,000
Launch Ramp Fees	81,500	15,500	0	0	97,000
Dock Boxes	0	5,600	0	0	5,600
Misc. Fees	46,800	17,700	0	0	64,500
Rents & Concessions	415,000	226,000	0	0	641,000
Parking	35,000	0	0	0	35,000
Event Fees	22,100	500	0	0	22,600
Commercial Activity Permits	9,000	2,500	0	0	11,500
Sales	6,500	1,900	0	0	8,400
Operational Grants					
State- DBAW - Abandoned Vessel	30,000	30,000	0	0	60,000
Total Operating Revenues	2,353,900	1,398,500	0	0	3,752,400
NON-OPERATING REVENUE:					
Taxes	0	0	4,250,000	0	4,250,000
Interest Income	0	0	66,200	0	66,200
Miscellaneous Revenues	0	0	1,100	0	1,100
Total Non-Operating Revenues	0	0	4,317,300	0	4,317,300
TOTAL REVENUES	2,353,900	1,398,500	4,317,300	0	8,069,700

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

BUDGET SUMMARY

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
SALARIES AND BENEFITS:					
Salaries and Wages Expense:					
Base Salary and Wages	1,000,850	691,300	656,200	36,000	2,384,350
Overtime	16,500	7,000	5,500	0	29,000
Other Pay	15,000	20,000	0	0	35,000
Total Salaries and Wages	1,032,350	718,300	661,700	36,000	2,448,350
Benefits Expense:					
Pension Contributions	252,100	165,000	154,200	0	571,300
Health Insurance Costs - Current Employees	211,500	157,900	94,000	48,100	511,500
Worker's Compensation Insurance	79,300	55,000	4,800	400	139,500
Other Insurance - Current Employees	16,025	11,400	10,100	320	37,845
Insurance Costs - Retirees	24,150	29,200	0	20,300	73,650
Social Security and Taxes	14,969	10,200	9,595	3,122	37,886
Auto Allowance	4,200	4,200	8,400	0	16,800
Employment Assistance Program	1,300	1,100	670	550	3,620
Liability for Termination Benefit	185,125	136,168	10,300	-20,300	311,293
Total Benefits	788,669	570,168	292,064	52,492	1,703,394
TOTAL SALARY AND PAYROLL BURDEN	1,821,019	1,288,468	953,764	88,492	4,151,744

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

BUDGET SUMMARY

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
OPERATING EXPENSES:					
Advertising	9,000	8,000	2,500	7,500	27,000
Bad Debt Expense	65,000	65,000	0	0	130,000
Communications	22,600	12,800	12,500	0	47,900
Election Costs	0	0	0	650,000	650,000
WiFi Services	9,600	8,000	0	0	17,600
Computer - Hardware and software	11,750	5,000	9,000	0	25,750
Postage	8,100	2,800	6,500	250	17,650
Meetings/Travel/ Training	6,300	6,300	6,500	3,500	22,600
Auto Mileage Reimbursement	500	400	1,500	200	2,600
Memberships/ Exams/ Subscriptions	200	200	15,000	0	15,400
Personnel Tests	2,000	1,100	2,500	0	5,600
Property & Casualty Insurance	135,000	134,970	0	17,545	287,515
Fuel	12,500	7,500	0	0	20,000
Operating Supplies	84,600	31,500	0	0	116,100
Office Supplies	12,000	7,000	13,100	1,700	33,800
Office Equipment	22,000	0	15,000	0	37,000
Uniform Expenses	12,500	8,000	0	0	20,500
Legal Services	20,000	10,000	50,000	60,000	140,000
Professional Services	18,500	19,800	17,300	4,000	59,600
Outside Contractual Services	67,300	97,200	33,150	5,300	202,950
Special Events Expense	6,500	6,500	0	0	13,000
Bank & Credit Card Fees	16,400	19,250	1,000	0	36,650
Office Space and Equipment Rentals	0	4,500	101,970	0	106,470
Repair and Maintenance	326,000	131,500	0	0	457,500
Garbage Collections	154,300	26,500	0	0	180,800
Harbor/ Marina Public Access	40,000	20,000	0	0	60,000
Harbor/ Marina Equipment	65,300	0	0	0	65,300
Vessel Destruction	50,000	50,000	0	0	100,000
Water and Electrical Utility Expenses	168,200	128,300	0	0	296,500
LAFCO Fees	0	0	7,500	0	7,500
Property Tax Admin. Fee	0	0	29,000	0	29,000
Employee Appreciation Dinner	0	0	0	4,800	4,800
Total Operating Expenses	1,346,150	812,120	324,020	754,795	3,237,085
Total All Operating, Salary and Benefit Expenses	3,167,169	2,100,588	1,277,784	843,287	7,388,829
NON-OPERATING EXPENSES:					
Depreciation Expense	603,178	988,195	13,956	0	1,605,329
Interest Expense - DBAW Loan	168,627	160,470	0	0	329,097
Total Non-Operating Expenses	771,805	1,148,665	13,956	0	1,934,426
TOTAL OE&E EXPENSE	3,938,974	3,249,253	1,291,740	843,287	9,323,255

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

BUDGET SUMMARY

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
CAPITAL PROJECTS (2014-2015 BUDGET APPROPRIATION ONLY):					
Oyster Point Marina:					
Correct Flooding Issues	0	25,000	0	0	25,000
Pillar Point Harbor:					
Mooring Replacements	20,000	0	0	0	20,000
Paid Parking	50,000	0	0	0	50,000
Launch Ramp Restroom Design	25,000	0	0	0	25,000
Leasee Sidewalk	200,000	0	0	0	200,000
Sinkhole Repair	25,000	0	0	0	25,000
Inner Harbor Dredging	70,000	0	0	0	70,000
Total Capital Projects (2014-2015 Appropriations)	390,000	25,000	0	0	415,000
CAPITAL PROJECTS (CARRYOVER):					
Pillar Point Harbor:					
Rip Rap Repair - Fishing Pier	157,558	0	0	0	157,558
West Trail - Fix Erosion	355,933	0	0	0	355,933
Dock Fingers	300,000	0	0	0	300,000
Total Capital Projects (Carryover Appropriations)	813,491	0	0	0	813,491
Total All Capital Projects	1,203,491	25,000	0	0	1,228,491
TOTAL ALL COSTS	5,142,465	3,274,253	1,291,740	843,287	10,551,746

SAN MATEO COUNTY HARBOR DISTRICT

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



REVENUES

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

DESCRIPTION	COMBINED REVENUES				
	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
Operating Revenues	4,078,967	3,624,249	2,613,286	3,710,156	3,752,400
Non-Operating Revenues	5,236,528	3,907,983	3,777,778	4,502,017	4,317,300
TOTAL REVENUES	9,315,496	7,532,232	6,391,064	8,212,173	8,069,700

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

PILLAR POINT HARBOR REVENUES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
OPERATING REVENUE:					
Berth Fees	1,464,466	1,514,796	1,100,187	1,609,088	1,667,000
Mooring Fees	45,983	47,337	28,608	40,608	41,000
Launch Ramp Fees	70,561	81,306	74,946	81,306	81,500
Misc. Fees	49,861	33,601	56,419	54,659	41,000
Crab Pot Storage Fee	550	0	5,050	5,750	5,800
Rents & Concessions	353,560	370,696	325,035	413,035	415,000
Parking	42,600	54,896	29,166	33,000	35,000
Event Fees	0	0	0	0	22,100
Commercial Activity Permits	10,065	9,000	7,750	9,000	9,000
Sales	6,469	4,472	11,283	11,400	6,500
Operational Grants					
Pump Out Station Grant	23,043	0	0	0	0
State- DBAW - Abandoned Vessel	10,600	26,500	0	26,500	30,000
Total Operating Revenues	2,077,758	2,142,604	1,638,444	2,284,346	2,353,900

Pillar Point Harbor

Fiscal Year Ending June 30, 2015

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

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

OYSTER POINT MARINA PARK REVENUES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
OPERATING REVENUE:					
Berth Fees	1,093,000	1,186,135	792,239	1,097,659	1,098,800
Dock Boxes	7,124	7,288	4,115	5,555	5,600
Launch Ramp Fees	16,994	15,151	12,357	15,157	15,500
Misc. Fees	17,488	19,453	10,411	18,082	17,700
Rents & Concessions	224,714	224,714	150,953	225,953	226,000
Event Fees	0	0	0	0	500
Commercial Activity Permits	1,889	500	3,317	35,000	2,500
Sales	0	1,904	1,450	1,904	1,900
Operational Grants					
State- DBAW - Abandoned Vessel	40,000	26,500	0	26,500	30,000
Reimbursements on Projects(Dock 11)	0	0	0	0	0
Federal - DBAW - Guest Dock	600,000	0	250,000	250,000	0
Total Operating Revenues	2,001,210	1,481,645	1,224,842	1,675,810	1,398,500
NON-OPERATING REVENUE:					
Reimbursements on Projects	0	0	0	0	0
Total Non-Operating Revenues	0	0	0	0	0

Oyster Point Marina/Park

Fiscal Year Ending June 30, 2015

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

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

ADMINISTRATION REVENUES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
NON-OPERATING REVENUE:					
Taxes	5,109,749	3,805,783	3,395,369	4,083,417	4,250,000
Interest Income	96,248	101,200	36,229	71,500	66,200
Miscellaneous Revenues	30,531	1,000	96,180	97,100	1,100
Total Non-Operating Revenues	5,236,528	3,907,983	3,527,778	4,252,017	4,317,300

Administration

Fiscal Year Ending June 30, 2015

1. For FY2014-15, interest income is projected to be \$65 thousand. Interest income is expected to decrease based on estimated decline in cash reserves and continued low interest rates. Currently the interest rate is below 1.0%.
2. Property tax revenues are projected to be \$4.2 million. The FY2014-2015 property tax revenue estimate is an increase from current year projections. This estimate is based upon current trends in property values plus information received from the San Mateo County Assessor's Office.

SAN MATEO COUNTY HARBOR DISTRICT

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



EXPENSES

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

COMBINED EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 FINAL BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
SALARIES AND BENEFITS:					
Salaries and Wages Expense	2,175,750	2,293,520	1,490,836	2,334,284	2,448,350
Benefits Expense	839,164	1,463,099	986,534	1,499,185	1,703,394
Total Salary and Payroll Burden	3,014,914	3,756,619	2,477,370	3,833,469	4,151,744
OPERATING EXPENSES	2,189,537	3,335,908	1,615,173	3,044,353	3,237,085
NON-OPERATING EXPENSES	1,855,135	2,012,820	375,830	1,846,305	1,934,426
Total Expenses without Capital Outlay	7,059,587	9,105,346	4,468,373	8,724,127	9,323,255
CAPITAL PROJECTS	5,870,924	3,436,753	1,126,185	1,892,291	1,228,491
TOTAL EXPENSES	12,930,511	12,542,099	5,594,557	10,616,418	10,551,746

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
SALARIES AND BENEFITS:					
Salaries and Wages Expense:					
Base Salary and Wages	876,427	921,967	584,172	952,400	1,000,850
Overtime	12,664	11,000	9,692	13,000	16,500
Other Pay	0	10,000	13,850	0	15,000
Total Salaries and Wages	889,091	942,967	607,714	965,400	1,032,350
Benefits Expense:					
Pension Contributions	215,748	241,800	146,533	211,500	252,100
Health Insurance Costs - Current Employees	203,791	227,708	132,371	205,317	211,500
Worker's Compensation Insurance	73,900	83,924	34,950	76,995	79,300
Other Insurance - Current Employees	15,434	15,566	10,382	15,562	16,025
Insurance Costs - Retirees	26,999	27,100	24,401	23,401	24,150
Social Security and Taxes	11,465	13,673	9,444	13,998	14,969
Auto Allowance	2,875	3,000	3,000	3,000	4,200
Employment Assistance Program	1,246	1,300	831	1,300	1,300
Liability for Termination Benefit	-216,664	30,485	155,291	169,550	185,125
Total Benefits	334,794	644,556	517,203	720,623	788,669

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
OPERATING EXPENSES:					
Advertising	18,290	10,000	5,385	9,000	9,000
Bad Debt Expense	54,643	35,500	0	65,000	65,000
Communications	23,143	22,600	15,939	22,600	22,600
Wifi Services	0	0	0	0	9,600
Computer Hardware and Software	5,525	11,750	2,133	11,750	11,750
Postage	6,339	9,550	4,280	7,800	8,100
Meetings/Travel/ Training	6,125	6,500	1,140	3,800	6,300
Auto Mileage Reimbursement	418	1,122	143	500	500
Memberships/ Exams/ Subscriptions	60	200	138	200	200
Recruitment and Personnel Tests	15	2,000	47	1,085	2,000
Property & Casualty Insurance	122,627	134,890	111,749	134,890	135,000
Fuel	13,041	15,432	7,571	11,500	12,500
Operating Supplies	78,752	79,077	42,388	71,112	84,600
Office Supplies	9,585	12,024	6,793	12,024	12,000
Office Equipment	0	0	0	0	22,000
Uniform Expenses	10,528	13,286	6,608	10,000	12,500
Special Events Expense	3,885	3,600	4,682	6,500	6,500
Legal Services	42,192	50,000	7,247	18,000	20,000
Professional Services	16,867	17,300	9,071	17,300	18,500
Outside Contractual Services	37,828	113,972	39,598	90,500	67,300
Bank & Credit Card Fees	14,320	20,782	10,662	16,225	16,400
Repair and Maintenance	139,298	687,044	210,697	554,000	326,000
Garbage Collections	70,349	153,750	98,793	153,750	154,300
Trash Compactor	0	56,062	54,678	54,678	0
Harbor/ Marina Public Access	0	35,000	0	35,000	40,000
Harbor/ Marina Equipment	9,800	147,800	0	100,000	65,300
Vessel Destruction	10,600	40,000	3,900	40,000	50,000
Water and Electrical Utility Expenses	156,573	164,003	122,865	163,361	168,200
Total Operating Expenses	850,803	1,843,244	766,506	1,610,575	1,346,150
NON-OPERATING EXPENSES:					
Depreciation Expense	552,723	818,000	0	644,161	603,178
Interest Expense - DBAW Loan	203,946	192,570	183,257	183,257	168,627
Total Non-Operating Expenses	756,669	1,010,570	183,257	827,418	771,805

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
CAPITAL PROJECTS:					
Rip Rap Repair - Fishing Pier					
Carry Over Money	8,921	157,558	0	0	157,558
2014-15 Budget Appropriation	0	0	0	0	0
Pump Out Station					
Carry Over Money	23,043	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	0
Johnson Pier Utilities, Deck					
Carry Over Money	45,928	0	0	0	0
2014-15 Budget Appropriation	1,086,393	93,188	92,044	92,044	0
West Trail - Fix Erosion					
Carry Over Money	0	0	0	0	355,933
2014-15 Budget Appropriation	8,817	355,933	0	355,933	0
Multi-Purpose Building					
Carry Over Money	0	279,000	7,600	7,600	0
2014-15 Budget Appropriation	0	0	0	0	0
Restrooms - West Basin					
Carry Over Money	13,552	123,485	116,240	116,240	0
2014-15 Budget Appropriation	0	0	0	0	0
Add'l 71 Berths, Bulkhead					
Carry Over Money	46,837	144,353	15,994	15,994	0
2014-15 Budget Appropriation	0	0	0	0	0
North HMB Shoreline (Surfers Beach)					
Carry Over Money	63,371	100,126	1,159	1,159	0
2014-15 Budget Appropriation	0	0	0	0	0
Pay Station Parking PPH					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	50,000
Dredge Launch Ramp					
Carry Over Money	41,612	312,317	322,917	322,917	0
2014-15 Budget Appropriation	0	0	0	0	0
Launch Ramp Slurry Seal					
Carry Over Money	38,123	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	0

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
CAPITAL PROJECTS:					
Harbor Office Remodel					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	150,000	0	0	0
Recreational Docks Repairs					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	11,037	161,560	16,373	161,560	0
Tenant Sewer Project					
Carry Over Money	24,510	209,333	56,180	209,333	0
2014-15 Budget Appropriation	0	0	0	0	0
Mooring Replacements					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	20,000	6,500	0	20,000
Restrooms - Launch Ramp (Design)					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	25,000
Fisherman Gear Storage					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	0	0	7,600	0
Leasee Sidewalk					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	200,000
ADA Curb Cuts					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	8,500	7,600	0	0
Sinkhole Repair					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	25,000

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
CAPITAL PROJECTS:					
Dock Fingers					
Carry Over Money	0	580,536	9,670	6,048	300,000
2014-15 Budget Appropriation	0	0	0	0	0
Inner Harbor Dredging					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	70,000
Total Capital Projects	1,412,145	2,695,891	652,277	1,296,429	1,203,491
TOTAL EXPENSES	4,243,502	7,137,228	2,726,959	5,420,445	5,142,465

Pillar Point Harbor

Fiscal Year Ending June 30, 2015

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

OYSTER POINT MARINA PARK EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
SALARIES AND BENEFITS:					
Salaries and Wages Expense:					
Base Salary and Wages	629,249	647,401	422,806	647,801	691,300
Overtime	6,401	7,000	5,683	6,583	7,000
Other Pay	0	25,000	29,177	25,000	20,000
Total Salaries and Wages	635,651	679,401	457,666	679,384	718,300
Benefits Expense:					
Pension Contributions	180,617	174,979	103,478	160,728	165,000
Health Insurance Costs - Current Employees	153,214	154,620	92,823	153,214	157,900
Worker's Compensation Insurance	53,094	58,174	27,618	53,082	55,000
Other Insurance - Current Employees	11,063	11,062	7,760	11,062	11,400
Insurance Costs - Retirees	24,429	20,111	19,110	28,394	29,200
Social Security and Taxes	9,450	9,478	6,885	9,334	10,200
Auto Allowance	2,875	6,150	3,000	6,150	4,200
Employment Assistance Program	1,030	1,100	686	1,030	1,100
Liability for Termination Benefit	-253,170	25,891	15,260	7,143	136,168
Total Benefits	182,600	461,565	276,621	430,137	570,168

OYSTER POINT MARINA PARK EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
OPERATING EXPENSES:					
Advertising	12,178	10,000	4,536	8,000	8,000
Bad Debt Expense	51,122	38,500	0	65,000	65,000
Communications	13,551	14,000	9,272	12,800	12,800
Wifi Expense	0	0	0	0	8,000
Computer Hardware and Software	1,937	4,750	3,295	4,750	5,000
Postage	2,207	3,220	1,218	2,800	2,800
Meetings/Travel/ Training	6,154	6,000	663	2,650	6,300
Auto Mileage Reimbursement	224	204	49	250	400
Memberships/ Dues/ Subscriptions	0	200	138	200	200
Personnel Tests	15	1,100	190	1,100	1,100
Property & Casualty Insurance	122,627	134,970	111,749	122,700	134,970
Fuel	6,043	7,154	3,567	6,622	7,500
Operating Supplies & Equipment Purchases	14,954	56,356	32,843	42,200	31,500
Office Supplies	6,146	4,241	3,721	6,000	7,000
Uniform Expenses	7,049	8,240	5,083	8,000	8,000
Legal Services	11,760	18,000	2,181	5,000	10,000
Special Events Expense	1,363	4,000	1,583	6,500	6,500
Claims Settlements	2,675	0	0	0	0
Professional Services	11,642	15,306	12,688	19,400	19,800
Outside Contractual Services	89,961	138,915	69,368	123,700	97,200
Bank & Credit Card Fees	14,687	27,750	9,490	15,500	19,250
Office Space and Equipment Rentals	3,057	3,800	2,675	3,800	4,500
Repair and Maintenance	62,311	141,294	17,556	151,500	131,500
Garbage Collections	20,995	26,775	13,136	25,500	26,500
Harbor/ Marina Public Access	0	20,000	0	30,000	20,000
Harbor/ Marina Equipment	1,838	56,000	1,900	51,000	0
Vessel Destruction	60,330	40,000	320	26,500	50,000
Water and Electrical Utility Expenses	93,065	117,551	57,425	117,551	128,300
Total Operating Expenses	617,891	898,326	364,646	859,023	812,120
NON-OPERATING EXPENSES:					
Depreciation Expense	895,928	818,000	0	818,000	988,195
Interest Expense - DBAW Loan	194,225	183,250	192,573	192,573	160,470
Total Non-Operating Expenses	1,090,153	1,001,250	192,573	1,010,573	1,148,665

OYSTER POINT MARINA PARK EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
CAPITAL PROJECTS:					
Electrical Pedestals					
Carry Over Money	39,534	0	0	0	0
2013-14 Budget Appropriation	0	0	0	0	0
Launch Ramp Slurry Seal					
Carry Over Money	35,184	0	0	0	0
2013-14 Budget Appropriation	0	0	0	0	0
Replacement of Dock 11					
Carry Over Money	3,154,231	217,319	170,966	217,319	0
2013-14 Budget Appropriation	0	0	0	0	0
Replacement of Guest Dock					
Carry Over Money	1,021,850	58,216	48,424	58,216	0
2013-14 Budget Appropriation	0	0	0	0	0
East Basin Restroom Renovation					
Carry Over Money	207,982	305,327	251,294	305,327	0
2013-14 Budget Appropriation	0	0	0	0	0
West Restroom Renovation					
Carry Over Money	0	0	0	0	0
2013-14 Budget Appropriation	0	110,000	3,224	0	0
Correct Flooding Issues					
Carry Over Money	0	0	0	0	0
2013-14 Budget Appropriation	0	25,000	0	0	25,000
Laundry Remodel (Drakes)					
Carry Over Money	0	0	0	0	0
2013-14 Budget Appropriation	0	10,000	0	0	0
Electrical Pad for Kayak					
Carry Over Money	0	0	0	0	0
2013-14 Budget Appropriation	0	15,000	0	15,000	0
Total Capital Projects	4,458,780	740,862	473,907	595,862	25,000
TOTAL EXPENSES	6,985,075	3,781,404	1,765,412	3,574,979	3,274,253

Oyster Point Marina/Park

Fiscal Year Ending June 30, 2015

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

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

ADMINISTRATION EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
SALARIES AND BENEFITS:					
Salaries and Wages Expense:					
Base Salary and Wages	612,531	631,152	397,846	650,000	656,200
Overtime	3,077	4,000	3,610	3,500	5,500
Total Salaries and Wages	615,609	635,152	401,456	653,500	661,700
Benefits Expense:					
Pension Contributions	161,111	163,177	84,298	142,000	154,200
Health Insurance Costs - Current Employees	98,713	100,164	60,534	94,856	94,000
Worker's Compensation Insurance	5,918	4,637	1,985	4,650	4,800
Other Insurance - Current Employees	9,731	9,781	5,668	9,781	10,100
Social Security and Taxes	9,011	9,210	8,551	9,476	9,595
Auto Allowance	8,050	8,400	5,600	8,400	8,400
Employment Assistance Program	650	650	433	650	670
Liability for Termination Benefit	6,872	10,267	-4,044	9,149	10,300
Total Benefits	300,056	306,285	163,024	278,962	292,064

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

ADMINISTRATION EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
OPERATING EXPENSES:					
Advertising	2,651	2,500	1,695	2,500	2,500
Communications	9,911	12,500	7,213	10,800	12,500
Computer Hardware and Software	12,980	10,500	1,668	10,500	9,000
Postage	6,319	6,500	3,475	6,500	6,500
Meetings/Travel/ Training	6,344	8,500	1,467	3,500	6,500
Auto Mileage Reimbursement	952	2,000	650	1,500	1,500
Memberships/ Exams/ Subscriptions	14,834	15,000	12,586	15,000	15,000
Recruitment and Personnel Tests	0	2,500	1,121	2,500	2,500
Office Supplies	13,307	12,100	11,066	12,100	13,100
Office Equipment	0	0	0	0	15,000
Legal Services	43,771	50,000	34,499	50,000	50,000
Professional Services	15,026	15,400	20,901	15,400	17,300
Outside Contractual Services	34,296	28,150	32,586	28,150	33,150
Bank & Credit Card Fees	634	4,000	329	1,000	1,000
Office Space and Equipment Rentals	90,812	99,000	64,023	99,000	101,970
LAFCO Fees	6,755	8,700	5,516	5,516	7,500
Property Tax Admin. Fee	30,504	29,000	22,572	28,322	29,000
Total Operating Expenses	289,096	306,350	221,367	292,288	324,020
NON-OPERATING EXPENSES:					
Depreciation Expense	8,314	1,000	0	8,314	13,956
Total Non-Operating Expenses	8,314	1,000	0	8,314	13,956
TOTAL EXPENSES	1,213,074	1,248,787	785,847	1,233,064	1,291,740

Administration

Fiscal Year Ending June 30, 2015

1. For FY2014-15, the Administration budget for salaries and payroll burden is \$17 thousand higher than FY2013-14 projections. This is due to a 2.5% merit increase for represented employees along with a cost of living adjustment. Management does not receive the 2.5% merit increase but does receive the cost of living adjustment. The cost of living adjustment, based on the December 31, 2013 Labor CPI for San Francisco-Oakland-San Jose, is 2.6%.
2. The budget includes annual Termination Benefit expense of \$10,300 based on the estimated accrued liability for employees who have worked 12 years or more for the District and have been hired prior to July 1, 2009. This benefit expires as follows (example: Employee works 15 years and leaves District. The employee is entitled to 7.5 years of health benefits only.)
3. Other operating expenses are budgeted to increase \$29 thousand over the FY2013-14 projections. The budget for FY2014-15 is consistent with prior year actuals and include funds for new office equipment. Office rent is projected to increase by 3%.

HARBOR COMMISSION EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
SALARIES AND BENEFITS:					
Salaries and Wages Expense:					
Base Salary and Wages	35,400	36,000	24,000	36,000	36,000
Total Salaries and Wages	35,400	36,000	24,000	36,000	36,000
Benefits Expense:					
Pension Contributions	0	0	0	0	0
Health Insurance Costs - Current Employees	37,158	46,365	29,408	65,145	48,100
Worker's Compensation Insurance	1,813	248	119	350	400
Other Insurance - Current Employees	196	408	108	304	320
Insurance Costs - Retirees	19,656	19,656	13,104	19,656	20,300
Social Security and Taxes	3,075	3,122	2,080	3,122	3,122
Employment Assistance Program	542	550	361	542	550
Liability for Termination Benefit	-40,727	-19,656	-15,495	-19,656	-20,300
Total Benefits	21,713	50,693	29,685	69,463	52,492
OPERATING EXPENSES:					
Advertising	7,935	17,000	12,827	17,000	7,500
Election Liability	376,975	188,487	188,487	188,487	650,000
Postage	132	250	12	250	250
Meetings/Travel/ Training	7,010	10,600	3,071	3,100	3,500
Auto Mileage Reimbursement	114	400	0	200	200
Memberships/ Exams/ Subscriptions	0	0	0	0	0
Property & Casualty Insurance	14,456	15,950	14,456	15,950	17,545
Office Supplies	999	1,500	841	1,500	1,700
Legal Services	16,487	40,000	34,914	40,000	60,000
Professional Services	3,188	4,000	6,180	6,180	4,000
Outside Contractual Services	1,196	5,300	1,360	5,300	5,300
Employee Appreciation Dinner	3,257	4,500	507	4,500	4,800
Total Operating Expenses	431,748	287,987	262,654	282,467	754,795
TOTAL EXPENSES	488,860	374,680	316,339	387,930	843,287
	12,930,511	12,542,099	5,594,557	10,616,418	10,551,746

Harbor Commission

Fiscal Year Ending June 30, 2015

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

SAN MATEO COUNTY HARBOR DISTRICT

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



CAPITAL IMPROVEMENT PROJECTS

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

	<u>Budgeted Projects</u>	<u>Estimated Carryover</u>	<u>Combined Projects</u>
Oyster Point Marina:			
Correct Flooding Issues	25,000	-	25,000
Total Oyster Point Marina	25,000	-	25,000
Pillar Point Harbor:			
Mooring Replacements	20,000	-	20,000
Paid Parking	50,000	-	50,000
Launch Ramp Restroom Design	25,000	-	25,000
Leasee Sidewalk	200,000	-	200,000
Sinkhole Repair	25,000	-	25,000
Inner Harbor Dredging	70,000	-	70,000
Dock Fingers		300,000	300,000
Rip Rap Repair - Fishing Pier	-	157,558	157,558
West Trail - Fix Erosion	-	355,933	355,933
Total Pillar Point Harbor	390,000	813,491	1,203,491
TOTAL DISTRICT	415,000	813,491	1,228,491

SAN MATEO COUNTY HARBOR DISTRICT

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



FINANCIAL SUMMARIES

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

Revenues, Expenses and Changes in Net Assets

REVENUES:	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
Operating Revenues	2,353,900	1,398,500	0	0	3,752,400
Non-Operating Revenues	0	0	4,317,300	0	4,317,300
Total Revenues	2,353,900	1,398,500	4,317,300	0	8,069,700
EXPENSES:					
Salaries and Payroll Burden	1,821,019	1,288,468	953,764	88,492	4,151,744
Operating Expenses	1,346,150	812,120	324,020	754,795	3,237,085
Total Expenses before Interest, Depreciation and Capital Expenditures	3,167,169	2,100,588	1,277,784	843,287	7,388,829
Projected Increase/ (Decrease) in Net Assets from Operations (Rev-Exp)	-813,269	-702,088	3,039,516	-843,287	680,871
Depreciation	603,178	988,195	13,956	0	1,605,329
Interest Expense	168,627	160,470	0	0	329,097
Total Interest and Depreciation	771,805	1,148,665	13,956	0	1,934,426
Projected Increase/ (Decrease) in Net Assets (Assets - Liabilities)	(1,585,074)	(1,850,753)	3,025,560	(843,287)	(1,253,555)

*This section provides an estimate of the fiscal impacts that the 2014-15 First Draft Preliminary Budget will have on the financial information for fiscal year 2014-15.

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

Sources and Uses of Funds

Sources of Funds

Operating Revenue	3,752,400
Non Operating Revenue	4,317,300
New Debt	-
	<hr/>
Total Sources of Funds	8,069,700

Uses of Funds

Salaries and Payroll Burden less Unfunded Liability	3,840,451
Operating Expenses	3,237,085
Interest Expense	329,097
Capital Outlay	1,228,491
	<hr/>
Total Use of Funds	8,635,124

Projected Net Change in Cash Balance for FYE 15 (565,424)

*This section provides an estimate of the fiscal impacts that the 2014-15 First Draft Preliminary Budget will have on the financial information for fiscal year 2014-15.

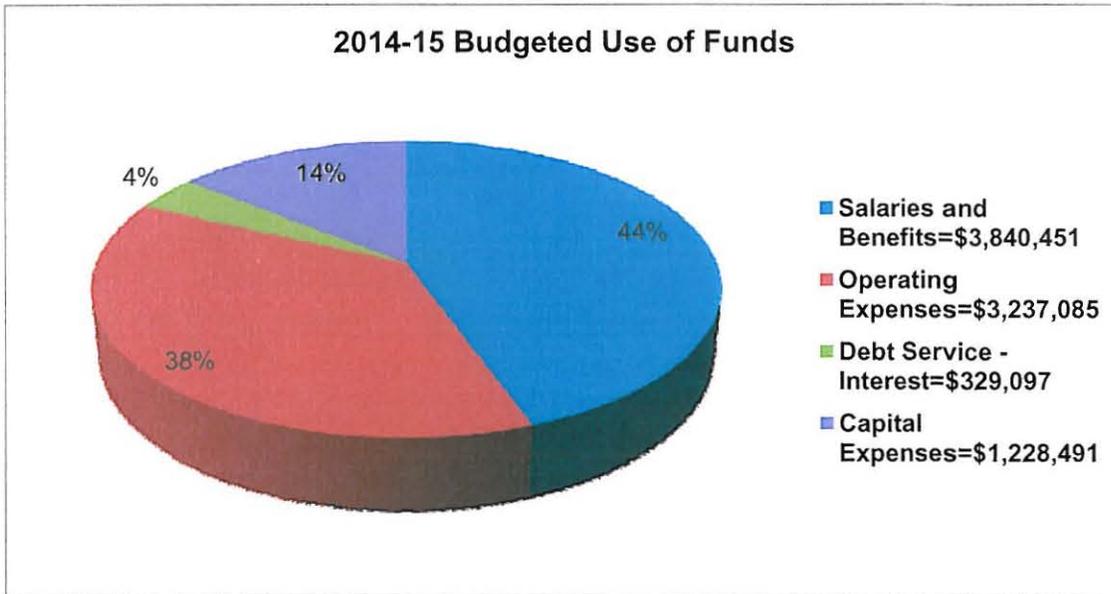
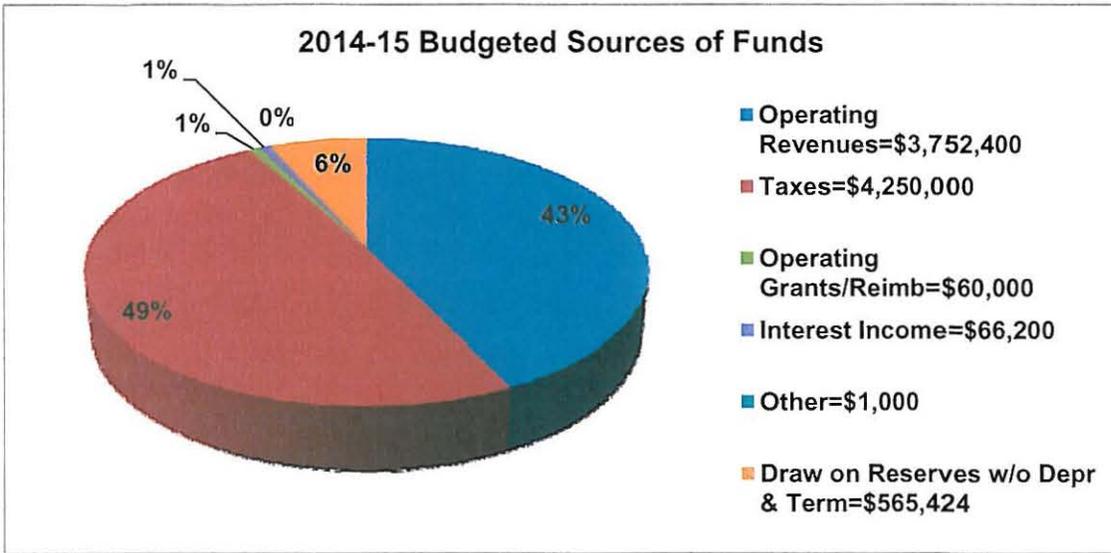
DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

Net Assets Categorized

	Projected Balance at June 30, 2014	Increase (Decrease)	Projected Balance At June 30, 2015
General Fund:			
Reserve for Collateral on DBAW Loans	1,701,349		1,701,349
Reserved for Emergency	1,619,464		1,619,464
Reserved for Liability for Termination Benefits	2,963,958	311,904	3,275,862
Reserved for Future Capital Improvements	586,500		586,500
Reserved for District Office Construction	1,526,218		1,526,218
Reserved for Short Term Operating Costs	3,237,085		3,237,085
Invested in Capital Assets net of Related Debt	18,304,086	1,228,491	19,532,577
Undesignated Fund Balance/ Net Asset	(11,905,689)	(2,793,950)	(14,699,639)
General Fund Total Net Assets	18,032,971	(1,253,555)	16,779,416

*This section provides an estimate of the fiscal impacts that the 2014-15 First Draft Preliminary Budget will have on the financial information for fiscal year 2014-15.

Where the District Gets its Money and Where the Money is Spent



TOTAL SOURCES: \$8.6 MILLION = TOTAL USES: 8.6 MILLION

SAN MATEO COUNTY HARBOR DISTRICT

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



GLOSSARY

Accrued Liabilities – Unpaid liabilities

Administrative Budget Adjustment –

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

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

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

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

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

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

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

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

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

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

Capital Improvement Projects – Listing of intended capitalized expenditures.

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

DBAW – California Department Boating and Waterways.

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

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

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

Encumbrances – Commitments for unperformed contracts for goods and services.

EMS – Environmental Management Systems

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

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

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

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

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

GAAP – Generally Accepted Accounting Principles.

GASB – Governmental Accounting Standards Board

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

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

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

HMB – Half Moon Bay

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

JPA – Joint Powers Agreement.

LAFCO – Local Agency Formation Commission

LED – Light- Emitting Diode

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

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

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

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

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

PTO – Paid Time Off.

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

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

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

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

RDA – Redevelopment Agencies

SSF – South San Francisco

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

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

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

Memorandum

TO: Harbor Commissioners

FROM: Debra Galarza & Belen Cruz

RE: Bills & Claims for Period Ending 4/2/14

Total Disbursements being submitted for your review: \$ 71,372.72

These include:

Handchecks in the amount of: \$ 44,937.83

Payables in the amount of: \$ 26,434.89

<u>Dept. Code</u>	<u>Description</u>		<u>Page Reference</u>
101	Harbor Commission	\$ 3,279.88	2
103	Administration	\$ 5,553.53	2
201	Pillar Point Harbor	\$ 19,777.70	2
301	Oyster Point Marina	\$ 7,586.67	2
	Payroll Related	\$ 35,174.94	2
	Total for Review	\$ 71,372.72	2

Notes:

Handchecks Written for:

Payroll \$ 31,679.38

Invoices with Due Dates on or Before Board Meeting \$ 13,258.45

Total Handchecks Written: \$ 44,937.83

BILLS CLAIMS FOR 4/2/14 BOARD MEETING

VENDOR	DESCRIPTION	AMOUNT	PAYROLL RELATED	COMM 101	ADMIN 103	PILLAR POINT 201	OYSTER POINT 301
ADP, INC.	PAYROLL PROCESSING	437.67		66.31	92.84	179.05	99.47
ALX TECHNOLOGY	REPAIRS & MAINTENANCE	559.72				559.72	
AT&T	TELEPHONE/COMMUNICATIONS	187.99				161.04	26.95
AT&T LONG DISTANCE	TELEPHONE/COMMUNICATIONS	11.36				11.36	
ARAMARK UNIFORM SERVICES	UNIFORM SERVICES	223.11					223.11
KENNETH AYER	REFUND DEPOSIT	158.88				158.88	
COMCAST	TELEPHONE/COMMUNICATIONS	397.50			397.50		
FASTENAL COMPANY	OPERATING SUPPLIES	255.02				255.02	
JOSHUA GIFT	REFUND DEPOSIT	47.68				47.68	
GHD	CAPITAL PROJECT	7,634.50				7,634.50	
GRAINGER	POWER COUPLERS FOR DOCK 12	195.56					195.56
STEVEN HOFFMAN	REFUND DEPOSIT	99.78				99.78	
HOLMAN PROF COUNSELLING CENTERS	EAP SERVICES	289.00		45.16	54.18	103.86	85.80
JAMES HUSTED	REFUND DEPOSIT	84.34				84.34	
BRADFORD JONES	REFUND DEPOSIT	435.10					435.10
BARRY LEVIN	REFUND DEPOSIT	136.85					136.85
KEN LUNDIE	REFUND DEPOSIT	86.05				86.05	
REZA MALEK	REFUND DEPOSIT	915.54				915.54	
JAMES MERLO	REIMBURSE UNIFORM EXP	185.29					185.29
JAMES MIDDLETON & ASSOCIATES	REPAIRS & MAINTENANCE	72.56					72.56
MISSION UNIFORM SERVICE, INC.	UNIFORM SERVICES	367.16				367.16	
OFFICE DEPOT, INC.	OFFICE SUPPLIES	670.87					58.64
PG&E	UTILITIES	1,943.60			612.23	1,943.60	
PITNEY BOWES GLOBAL FIN SERVICES	EQUIPMENT RENT	392.40				196.20	196.20
MICHAEL STARR	REFUND DEPOSIT	273.47				273.47	
STANDARD INSURANCE	LIFE & DISABILITY INSURANCE	3,495.56	3,495.56				
THE WELL CONNECTED OFFICE	CONTRACTUAL SVCS-PROFESSIONAL	3,134.70			3,134.70		
U.S. MOORING SYSTEMS, INC.	REPAIRS & MAINTENANCE	3,450.00				3,450.00	
VERIZON WIRELESS	TELEPHONE/COMMUNICATIONS	293.63			74.78	186.46	32.39
SUBTOTAL OF PAYMENTS TO BE PROCESSED 4/2/14		26,434.89	3,495.56	111.47	4,366.23	16,713.71	1,747.92
AIRGAS, NCN	REPAIRS & MAINTENANCE	94.47				94.47	
ARROWHEAD MOUNTAIN WATER	WATER SERVICES	56.50					56.50
AT&T	TELEPHONE/COMMUNICATIONS	1,482.96			116.26	1,089.06	277.64
CALIFORNIA WATER SERVICE	UTILITIES	1,538.72					1,538.72
CALPERS	PAYROLL DED PAYABLE	20,933.38	20,933.38				
CALPERS SUPPLEMENTAL INCOME	PAYROLL DED PAYABLE	4,268.00	4,268.00				
COASTSIDE.NET	TELEPHONE/COMMUNICATIONS	399.00				399.00	
FIRST CHOICE	WATER SERVICES	46.35			46.35		
HALF MOON BAY REVIEW	ADVERTISING EXPENSE	299.00		99.66		99.67	99.67
LIEBERT, CASSIDY & WHITMORE	LEGAL SERVICES	3,068.75		3,068.75			
MARINE LIEN SALES SERVICE	LIEN SALES	480.00				160.00	320.00
MRC	REPAIRS & MAINTENANCE	942.29			942.29		
NEXTEL COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	144.64					144.64
OPERATING ENGINEERS LOCAL NO.3	UNION DUES	1,062.00	1,062.00				
OPERATING ENGINEERS TRUST	HEALTH INSURANCE	3,133.00	3,133.00				
PETTY CASH - ADMIN	REPLENISH PETTY CASH	82.40			82.40		
PG&E	UTILITIES	138.39					138.39
SOUTH SAN FRANCISCO SCAVENGER	GARBAGE COLLECTION	2,116.40					2,116.40
TEAMSTERS UNION LOCAL 856	UNION DUES	333.00	333.00				
THE MERCURY NEWS	ADVERTISING EXPENSE	75.00				75.00	
VANTAGEPOINT TRANSFER AGENTS	PAYROLL DED PAYABLE	1,950.00	1,950.00				
YE ZOU	PROJECT MANAGER	2,293.58				1,146.79	1,146.79
TOTAL HANDCHECKS		44,937.83	31,679.38	3,168.41	1,187.30	3,063.99	5,838.75
TOTAL BILLS & CLAIMS		71,372.72	35,174.94	3,279.88	5,553.53	19,777.70	7,586.67
			PAYROLL	COMM	ADMIN	PPH	OPM

Memo

DATE: March 24, 2014

TO: Board of Harbor Commissioners

THRU: Peter Grenell
General Manager

FROM: Marietta Harris
Human Resources Manager

RE: Changes to Harbor Commissioners Benefits

RECOMMENDATION

To be determined

BACKGROUND

Currently, the San Mateo County Harbor District Commissioners are eligible for benefits as outlined in the January 27, 2014 memo to the Board. Staff was requested to bring recommendations regarding changes to the eligibility of benefits for Harbor District Commissioners.

Before presenting the Board of Harbor District Commissioners options of ceasing to offer health care benefits, the implications of the Patient Protection and Affordable Care Act (ACA) had to be reviewed. After review with the assistance of Liebert Cassidy and Whitmore, a determination has been made that under the current guidelines the District does not qualify as an "Applicable Large Employer", under the ACA. If the Harbor District qualified as an applicable large employer we may have been required to provide health insurance to the Commissioners. Additional determinations would have been made on whether Harbor Commissioners are employees, either full-time or part-time.

The Board of Harbor District Commissioners has the following options in making changes to Commissioner healthcare benefits:

Benefits stay the same for current/incumbent Commissioners, but newly elected or appointed Commissioners would not receive health care benefits.

Option #1: A.) Commissioners holding office as of April 2, 2014 (incumbents) are eligible to receive health care benefits established pursuant to District Policy 6.4.1 ("Group Health and Medical Insurance"), District Policy 6.4.2 ("Group Dental Plan"), 6.4.3 ("Employee Optical Benefit Program"). The District will provide health care benefits for these incumbent Commissioners during such time as they continue to hold District office, as long as there is no break-in-service. The amount of such coverage may vary from time-to-time and such benefits will be provided in accordance with provisions of the District's insurance policies and plans.

B.) Non-incumbent Commissioners elected or appointed to Office after April 2, 2014: Unless otherwise approved by the Board of Harbor Commissioners, and other than the incumbents identified above in Section A, no future Commissioner whether elected or appointed to office after April 2, 2014, will be eligible to receive District-paid health care benefits. A Commissioner may participate in the District's health benefits programs noted herein on a voluntary self-pay basis. During the voluntary participation period, the Commissioner shall be solely responsible for payment of all premiums for the coverage selected.

Current/Incumbents and newly elected or appointed Harbor District Commissioners would no longer receive health care benefits.

Option #2: A.) Effective at a specific time (June 30, 2014 or December 31, 2014), Commissioners holding office will not be eligible to receive District-paid health benefits and life insurance program. A Commissioner may participate in the District's health benefits and life insurance programs noted herein on a voluntary self-pay basis. During the voluntary participation period, the Commissioner shall be solely responsible for payments of all premiums for the coverage's selected.

B.) Non-incumbent Commissioners elected or appointed to Office after April 2, 2014: Unless otherwise approved by the Board of Harbor Commissioners, and other than the incumbents identified above in Section A, no future Commissioner whether elected or appointed to office after April 2, 2014, will be eligible to receive District-paid life insurance. A Commissioner may participate in the District's life insurance programs noted herein on a voluntary self-pay basis. During the voluntary participation period, the Commissioner shall be solely responsible for payment of all premiums for the coverage selected.

Upon the Board of Harbor Commissioners selection of one of the options for changes to health care benefits listed above, staff will bring Resolutions and the following amended policies to the Board with the changes based on the newly determined policies.

District Policy 6.4.1 – Group Health and Medical Insurance
District Policy 6.4.2 – Group Dental Plan
District Policy 6.4.3 – Employee Optical Benefit Program

Other Commissioner Benefits

Changes can also be made to:

District Policy 6.4.4 – Life Insurance

Option #1: A.) Commissioners holding offices as of April 2, 2014 (incumbents) are eligible to receive health care benefits established pursuant to District Policy 6.4.4 – Life Insurance. The District will provide life insurance for these incumbent Commissioners during such time as they continue to hold District office, as long as there is no break-in-service. The amount of such coverage may vary from time-to-time and such benefits will be provided in accordance with provisions of the District's insurance policies and plans.

B.) Non-incumbent Commissioners elected or appointed to Office after April 2, 2014: Unless otherwise approved by the Board of Harbor Commissioners, and other than the incumbents identified above in Section A, no future Commissioner whether elected or appointed to office after April 2, 2014, will be eligible to receive District-paid life insurance benefits. A Commissioner may participate in the District's life insurance benefits programs noted herein on a voluntary self-pay basis. During the voluntary participation period, the Commissioner shall be solely responsible for payment of all premiums for the coverage selected.

Option #2: A.) Effective at a specific time (June 30, 2014 or December 31, 2014), Commissioners holding office will not be eligible to receive District-paid life insurance program. A Commissioner may participate in the District's life insurance programs noted herein on a voluntary self-pay basis. During the voluntary participation period, the Commissioner shall be solely responsible for payments of all premiums for the coverage's selected.

B.) Non-incumbent Commissioners elected or appointed to Office after April 2, 2014: Unless otherwise approved by the Board of Harbor Commissioners, and other than the incumbents identified above in Section A, no future Commissioner whether elected or appointed to office after April 2, 2014, will be eligible to receive District-paid life insurance. A Commissioner may participate in the District's life insurance programs noted herein on a voluntary self-pay basis. During the voluntary participation period, the Commissioner shall be solely responsible for payment of all premiums for the coverage selected.

District Policy 6.4.5- Group Health and Medical Insurance Pay Out Program:

Option #1: A.) Commissioners holding offices as of April 2, 2014 (incumbents) are eligible to receive benefits in the Pay Out Program pursuant to District Policy 6.4.5 – Life Insurance. The District will provide a Pay Out Program for these incumbent Commissioners during such time as they continue to hold District office, as long as there is no break-in-service. The amount of such coverage may vary from time-to-time and such benefits will be provided in accordance with provisions of the District's insurance policies and plans.

B.) Non-incumbent Commissioners elected or appointed to Office after April 2, 2014: Unless otherwise approved by the Board of Harbor Commissioners, and other than the incumbents identified above in Section A, no future Commissioner whether elected or appointed to office after April 2, 2014, will be eligible to receive benefits in the Pay Out Program.

Option #2: A.) Effective at a specific time (June 30, 2014 or December 31, 2014), Commissioners holding office will not be eligible to receive benefits in the Pay Out Program.

B.) Non-incumbent Commissioners elected or appointed to Office after April 2, 2014: Unless otherwise approved by the Board of Harbor Commissioners, and other than the incumbents identified above in Section A, no future Commissioner whether elected or appointed to office after April 2, 2014, will be eligible to receive benefits in the Pay Out Program.

Memo

Date: 3/25/2014

To: Board of Harbor Commissioners

From: Peter Grenell 
General Manager

Re: Auction Item for Sustainable San Mateo County Awards
Ceremony on April 3, 2014

RECOMMENDATION

Approve providing an auction item consisting of \$200.00 or comparable in-kind contribution to the Sustainable San Mateo County Awards Ceremony auction.

BACKGROUND

On March 5, 2014, the Commission acted to place an item on the March 19 meeting agenda that was moved by Commissioner Parravano. The item is for the Harbor District to add an item to the annual Sustainable San Mateo County Awards Ceremony auction. The item is the sum of \$200 or comparable in-kind contribution.

Attached is some background information on Sustainable San Mateo County and the auction.



**Sustainable
San Mateo County**
Economy. Equity. Environment.

Awards

2014 Sustainability Awards Going Places Together



Thursday April 3, 2014

College of San Mateo Bayview Dining Room

5:30-6:30 Wine and Beer Reception, Exhibits and Silent Auction

6:30 Dinner, Live Auction, Raffle and Presentation of Awards

Keynote presentation: **Dr. Gro Harlem Brundtland**, international leader in sustainable development, Deputy Chair of the Elders, and Former Prime Minister of Norway ([bio on wikipedia](#))

Mimi and Peter E. Haas Distinguished Visitor, Haas Center for Public Service, Stanford University

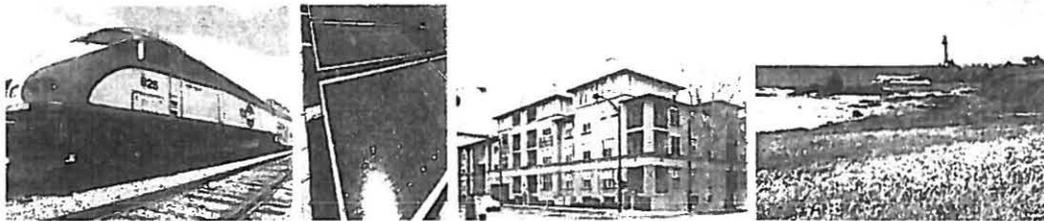
Featured Auctioneer: **State Senator Jerry Hill**

Guest Emcee: **State Assemblyman Kevin Mullin**



**Sustainable
San Mateo County**
Economy. Equity. Environment.

Sustainability Resources



Sustainability is a short-hand term for viewing the relationship between our actions today and their effect on the future. Living sustainably means that we meet today’s needs without compromising the ability of future generations to meet their needs. Sustainable planning recognizes the interconnections between the environment, economy, and society. A disruption in any one area affects the health of the other two. Discussions of sustainability often cite the three Es: Environment, Economy, and social Equity. At Sustainable San Mateo County, we focus on how all these areas affect the health of our region.

Environment

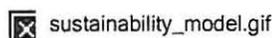
Vital communities have clean air, water, and are free from pollution. A healthy environment is one where resources are replaced, not depleted. Healthy environments include natural spaces where non-humans can thrive.

Economy

Vital communities have strong economies. They foster sound businesses, government, and non-profit entities. They provide jobs, meet basic community needs, and offer a ground for innovation. A strong economy creates a solid foundation for society.

Social Equity

Vital communities meet the needs of all their citizens. They provide good schools, affordable housing, and the basic services that enable even the least affluent to live comfortably. A healthy society fosters a wide sense of individual responsibility for the community.





2014 Awards Winners

Ruth Peterson Award – SSMC’s highest honor, awarded at the discretion of the Board of Directors to an individual who has contributed significantly to our mission.

Ricki McGlashan - As a founding Sustainable San Mateo County member and close friend of the late Ruth Peterson, Ricki McGlashan’s contributions to the organization and local sustainability are immeasurable. Her past service as board member, and currently as an advisory board member, only scratch the surface of her 21+ years of commitment to our mission. In addition to significant financial support, she has been an active participant in several program committees and provides graphic design services pro bono for nearly all SSMC materials, including all 16 years of the Indicators Report. An avid cyclist, Ricki has served on the board of the Western Wheelers bicycle club and has also spent decades volunteering for Beyond War and the Foundation for a Global Community. Her passion and upbeat demeanor are infectious, and she spends much of her remaining free time staying active with her grandchildren. A San Mateo County resident for 60 years, Ricki’s commitment to the environment, peace and other civic causes embody the principles and values of the organization.

Sustainability Awards – Recognizes businesses, community groups, city programs, and individuals that demonstrate an outstanding commitment to improving sustainable practices within San Mateo County.

Grand Boulevard Initiative - The Grand Boulevard Initiative brings together representatives of all the jurisdictions responsible for the design and planning of the 43-mile long El Camino Real transit corridor from Daly City in San Mateo County to San Jose in Santa Clara County. It sets out a vision for how El Camino Real (ECR) and neighborhoods located within ½ mile either side of ECR (including many existing downtown retail centers) can be developed in a more sustainable, attractive, and people-friendly manner to accommodate anticipated population growth. The Initiative is in response to the State’s *Sustainable Communities Strategy*, which links transportation and land use planning and encourages new infill development designs so that new residents will be able to safely walk, bike or take public transit to go to work, recreation, services, and retail locations. The Initiative visualizes wider sidewalks, street trees, landscaped roadway medians, bike routes, and safer pedestrian crosswalks. The goal is to redevelop the El Camino corridor so that it can provide enough new housing units to meet countywide housing needs while creating a streetscape that is so attractive that people will want to live and work there.

Reach and Teach - Reach and Teach is a retail store on 25th Avenue in San Mateo dedicated to selling books, curricula, music, films, games, toys and fair-trade gifts to help people learn how to make the world a better place and get involved in local and world transformation. They also have

“filling stations” where empty laundry, dish or hand soap containers can be refilled with earth-friendly products. The store is employee-owned, supports locally made products, and promotes social equity by bringing local groups together and fostering understanding between different communities. The store is available for community groups to use for meetings, and has hosted several workshops and films ranging from media literacy to the elimination of nuclear weapons. Reach and Teach is an eco-friendly retail store that teaches all ages about economic equity, gender equality, and environment issues. Co-founders, Craig Wiesner and Derrick Kikuchi, have won acclaim and awards for their publications. Reach and Teach is a San Mateo County Certified Green Business.

North Shoreview Montessori School - North Shoreview Montessori School (NSMS) is the only school in San Mateo County to be Green Star Certified by RecycleWorks. In addition to following the Montessori method of actively involved learning, it is a public “Magnet School” for Art and Music. NSMS strives to teach students environmental responsibility by encouraging them to care for the environment as a daily activity. Each classroom has a garden and many classrooms bake bread. The school addresses social equity by using a program called Kimochis to help students understand themselves and their peers and to resolve differences. Students test scores are above average, and parents are very involved in the school by doing volunteer work and fundraising. Each week all K-8 students and many parents come together for a “Friday Morning Gathering”, which includes a Pledge to the Earth emphasizing care for all races and living creatures, peace and dignity.

Green Building Award – Sponsored by SSMC, RecycleWorks, and the San Mateo County Chapter of the American Institute of Architects to highlight environmentally friendly design.

5th Avenue Alternative School, Redwood City - Architect: Brent McClure, AIA, Cody Anderson Wasney Architects; Builder: Roebelen Contracting, Inc.; Owner: Sequoia Union High School District - Judges from the local AIA were impressed with the simplicity and beauty of this building. The daylighted atrium and corridors create a delightful atmosphere for sitting, reading and studying between classes. This project sets a high standard for a public school project and is the first LEED Platinum Public School in the Bay Area. Proper siting of the building and careful computer modeling helped the designers achieve optimal solar and wind-aided natural ventilation through a central clerestory roof monitor. Energy consumption was reduced through daylighting, natural ventilation, and a heat recovery system. The project incorporated photo-voltaic panels on the roof allowing the generation of 77% of the anticipated energy load of the building. The team’s collaborative design approach brought the owner, architects, engineers and contractors together to maximize the implementation of sustainable design strategies, studying each building component: exterior skin, building systems and programs to see how each one affects the building’s final performance. The result is a very vibrant learning environment that will inspire students, teachers and the local community.

Honorable Mention – Affordable Housing at 755 Mission Street, Daly City – Architect: Dan Ionescu Architects & Planners; Owner and Builder: Habitat for Humanity Greater San Francisco - This development’s unique approach to sustainability through in-kind donations,

sweat equity and cost effectiveness was impressive. The architectural design is colorful and comfortable, similar to apartment developments that cost two to three times as much. Yet the reported cost per square foot is \$86.56, unheard of in the Bay Area. By integrating energy saving techniques and 162 energy generating solar panels, the designers were able to achieve long term energy efficiency for 36 working families. The gearless elevator uses regenerative drivers to return energy to the electrical grid, eliminating the need for a machine room and petroleum based lubricants. The owner also received a grant from Levi Strauss for the purchase of insulation made from reclaimed denim scraps, which was a great reuse and repurposing of a material with no VOC's or chemical irritants. Careful selection of materials and detailing provided a durable, environmentally friendly and attractive design.

About the Awards

The Sustainable San Mateo County Awards Event is the premiere sustainability event in our region. It is an inspiring evening that provides an opportunity for business, government, and nonprofit leaders to gather and pay tribute to those working to make our region truly sustainable. Attendees are treated to a networking hour, sustainable dinner and wine, entertaining live and silent auctions, and video presentations of our winners. Proceeds from the evening support SSMC's general operating funds and programs.

Since 1999, SSMC has presented the annual Sustainability Awards program, an event that heightens community awareness about sustainability. The awards recognize San Mateo County businesses, community groups, and individuals that have demonstrated an outstanding commitment to bringing sustainable practices to their work. In addition, SSMC, San Mateo County RecycleWorks, and the San Mateo County Chapter of the American Institute of Architects present a Green Building Award. To date, over 100 Sustainability and Green Building Awards have been given among hundreds of worthy nominations. The goal is to inspire and support sustainable design in architecture and to recognize the designers, builders, and owners of green buildings in San Mateo County. More than 350 community leaders, volunteers, interested citizens, and local media representatives attend the awards event.

Sponsorships and Ads

Show your support for sustainability in San Mateo County! Contributions to the Sustainability Awards support SSMC's operations throughout the year and our mission of educating about our local economy, environment and society.

An anonymous donor will generously add \$500 to all sponsorships of \$2500 or more!

For more information view our [Sponsor Flyer & AdSpecs](#) or contact Executive Director Adrienne Etherton at 650.638.2323 or [adrienne \[at\] sustainablesanmateo.org](mailto:adrienne[at]sustainablesanmateo.org).

Auction and In-kind Donations

Have something else to contribute? Donations for our live and silent auctions such as certificates for local restaurants or services, sustainable goods or experiences; or in-kind contributions to the event such as wine, printing or professional services, also contribute to SSMC's financial success and are tax deductible.

Contact Executive Director Adrienne Etherton at 650.638.2323 or [adrienne \[at\] sustainablesanmateo.org](mailto:adrienne@sustainablesanmateo.org) with any questions or to discuss your contribution. [Download the donation form here.](#)

Thank You to our Awards Committee and Volunteers:

Joanne Bruggemann, Kara Cox, Nancy Crabbe, Tammy Del Bene, Adrienne Etherton, Ricki McGlashan, Dan Peterson

The Awards Committee meets on the 2nd Thursday of the month from 5:30-7:00 PM to have wine and snacks and plan a party with a cause. Want to join us? Contact Adrienne at 650.638.2323 or [adrienne \[at\] sustainablesanmateo.org](mailto:adrienne@sustainablesanmateo.org).

Thank You to our 2014 Event Sponsors:

Pacific Gas and Electric Company, Bohannon Development Company, David Crabbe Architect, Lyngso Garden Materials, Recology San Mateo County, South San Francisco Scavenger, The Eco Review, The Cox Family, DES Architects + Engineers, Peninsula Health Care District, RethinkWaste/SBWMA, Cargill, Green City Listings, Half Moon Bay Brewing Co, Kaiser Permanente. And to our generous **host**, the San Mateo County Community College District.

Updated 2/2/2014 [Sign up for our email list](#) to receive the latest news

BHI MANAGEMENT CONSULTING

"Organizational Efficiency for Public Agencies"

Peter Grenell
General Manager
San Mateo County Harbor District District
400 Oyster Point
So. San Francisco, CA 94080

March 25, 2014

<p style="text-align: center;">Curriculum Vitae for Brent Ives BHI Management Consulting</p>

Dear Mr. Grenell,

With this curriculum vitae I am pleased to outline my background, experience and approach for facilitating work with your Board of Commissioners.

My Background –

I own BHI Management Consulting as well as a web-based training service for elected Board members called GoodBoardWork.com. We do strategic planning (currently involved in 6 in the State, having done nearly 100 in statewide), a variety of Board workshops, GM evaluations, organizational assessment and consulting, and executive recruiting.

For 15 years I have been working professionally with Boards in California, Colorado, Hawaii and Florida.

My education is in Organizational Behavior.

This is my encore career, having retired from Lawrence Livermore National Laboratory as a manager of critical assets there.

I am also an elected official, having been for 22 years as a City Council member with the last 8 years as directly elected Mayor of the City of Tracy, CA – 83,000 people in the Central Valley. My most recent Council meeting was March 18th.

I am a faculty member for the CSDA, teaching three of the four courses in governance of their Board leadership academy, as well as classes in strategic planning for public agencies.

My Profession and Firm –

I am an organizational consultant to Special Districts in California and occasionally other states. I have done this professionally for 15 years. Through my consulting firm BHI Management Consulting, I often facilitate or otherwise conduct intentional meetings with Board, meeting with as many as 4 Boards in a

week. I have conducted over 50 such meetings in the last year. Many of these meetings are what I call, "for-cause"...

My style –

Facilitating with public agency boards can be described as:

- centered in good governance for the public good
- no-nonsense discussions of best Board work and the current dynamics of this Board team
- uniquely experienced
- based on agreed deliverables
- always looking for the best public process and deliberation

That being said, I use many examples from having worked with dozens of such processes with past clients.

- I use the technique of self-discovery and self-prescribed remedy for Board dynamics.
- I always insist that those I am working with determine areas of common ground, common interest and common motivations.
- All Board dynamics-type projects must be preceded with one on one interviews with all principals in the agency.
- Its important to be aware that this is not the lowest cost model, but all money spent on a process that adds no value is wasted. My billing rate is \$250/hr.

Some selected recent clients -

Board dynamics (Marina Coast Water District, Mesa Consolidated Water District, Hesperia P&R District)

Team building (Oxnard Harbor District staff, Olivenhain Water District, Jurupa CSD)

Governance (San Mateo Mosquito and Vector Control District, Big Bear Airport, Monterey Airport District)

Strategic Planning (West Bay Sanitary District, Oro Loma Sanitary District, Conejo Rec and Park District, North Tahoe OUD, City of Richmond P&R, Grossmont Healthcare District)

Having attended the meeting of the Board held on March 19th it seems as though the Board needs work regarding their dynamics as a Board team. That type project demands that the consultant spend time prior to any workshop in assessment of conditions, acquaintance with individual Board members and senior staff, then workshop design and follow-up. I hope to be provided the

BHI MANAGEMENT CONSULTING

"Organizational Efficiency for Public Agencies"

opportunity to work with the Board on this and/or other best practices as they seek to serve the public at the highest level.

Sincerely,

<signature>

Brent H. Ives, Principal
BHI Management Consulting

Memo

Date: 3/28/2014

To: Board of Harbor Commissioners

From: Peter Grenell 
General Manager

Re: Disposition of Harbor District's Surplus El Granada "Post Office Lot", APN 047-261-030: Statutorily Required Letters Offering Sale or Lease to Designated Public Agencies

RECOMMENDATION

Direct the General Manager to send statutorily required written offers to sell or lease the Harbor District's surplus parcel designated as APN 047-261-030 and known as the "Post Office Lot" in compliance with and as designated by Government Code Section 54222.

BACKGROUND

At its March 19, 2014 meeting, the Board of Harbor Commissioners in closed session conferred regarding its El Granada property known as the "Post Office Lot." (The property is adjacent to the El Granada post office.) There was no reportable action from closed session.

By unanimous action of the Harbor Commission on May 7, 1975, the Commission adopted Resolution 19-75 declaring the Post Office Lot as surplus.

More recently, the District had brief but inconclusive discussions with the Coastside Fire Protection District regarding disposition of the vacant and undeveloped, approximately 2.25 acre parcel. In view of (a) the property's continuing condition as a non-performing asset, (b) the

Harbor District's previous sale of the adjacent vacant "median" or "Burnham" strip to the Granada Sanitary District (also considered a non-performing asset), and (c) the Harbor District's financial outlook heading into its FY 2014-15 budget preparation, the Harbor District would be well-advised at this time to take further necessary steps to enable it to dispose of the property to its best advantage.

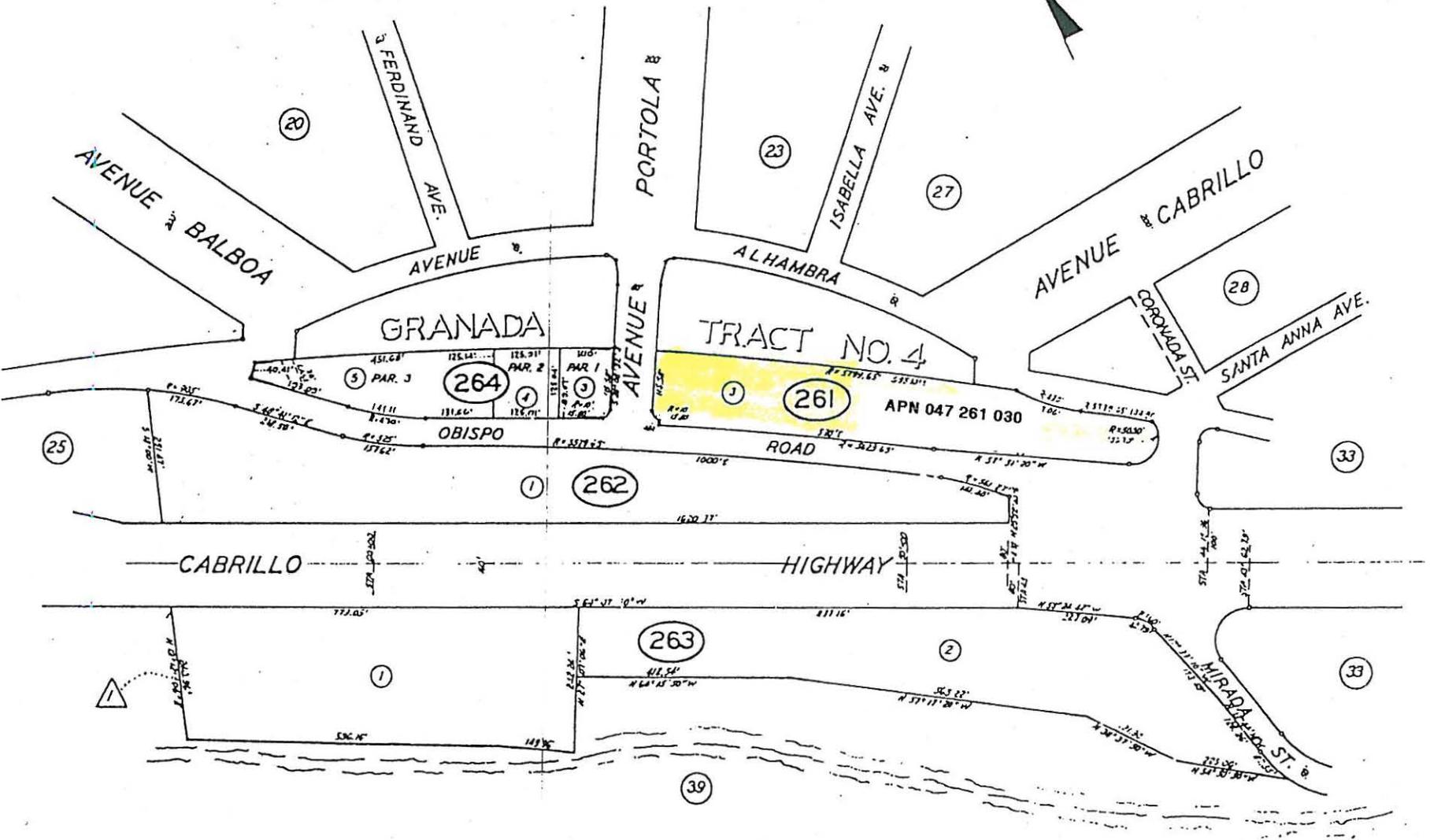
Having declared the property as surplus, the District must next send letters to specified departments and public agencies offering the parcel for sale or lease, a step required by Government Code Section 54222. The District had previously followed this procedure in disposing of its median strip property. The concerned agencies must then respond within sixty days to the District's offer letter. Statute does not provide that the Harbor District must sell or lease the parcel to one of these agencies. In the absence of any interest from these agencies in the property, the Harbor District then has the discretion to dispose of it otherwise, including listing it for sale. The Coastside Fire District is not one of the specified agencies designated in Section 54222.

CONCLUSION

Given the above considerations, the Harbor District should move to issue the statutorily required offer letters.

TAX CODE AREA

47-26



PACIFIC OCEAN

△ PARCEL MAP VOL. 46/20
△ LLS VOL. 7-104/105
CITY OF HALF MOON BAY

4

→ 1000 Marshall St.
Redwood City, 94063
→ J. W. Blinn

RECORDER'S OFFICE SAN MATEO COUNTY

IN THE BOARD OF HARBOR COMMISSIONERS
SAN MATEO COUNTY HARBOR DISTRICT
COUNTY OF SAN MATEO, STATE OF CALIFORNIA
RESOLUTION NO. 19-75

(Declaring Certain Lands North of Highway 1
and East of Portola Avenue Surplus)

WHEREAS, the San Mateo County Harbor District acquired certain lands situated in the County of San Mateo, State of California, described as Parcel 3 in the Deed from Adele Patroni and the Bank of America National Trust and Savings Association, grantors, to the San Mateo County Harbor District, grantee, which Deed was recorded in the office of the County Recorder of San Mateo County on November 27, 1953 in Volume 2505 of Official Records at page 112, and as Parcel 3 in the Deed from Silvia Disnda, Agnes L. Tolomei and Rose P. Schmidt, grantors, to the San Mateo County Harbor District, grantee, which Deed was recorded in the office of the County Recorder of San Mateo County on November 27, 1953, in Volume 2505 of Official Records at page 116, and

WHEREAS, the County of San Mateo has extended Portola Avenue across said Parcel 3, and

WHEREAS, the portion of said lands lying easterly of the said extension of Portola Avenue is no longer necessary for use by the San Mateo County Harbor District and is in excess of the foreseeable needs of said District and will not be used by the District in the foreseeable future, and

WHEREAS, said lands lying easterly of the extension of Portola Avenue is not reasonably capable of park or recreational development or for open space purposes;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Harbor Commissioners of the San Mateo County Harbor District

46673A1

RECORDER'S OFFICE SAN MATEO COUNTY

that the portion of the above-described lands located in the County of San Mateo, State of California, described as Parcel 3 in the deeds referred to above and lying easterly of the extension of Portola Avenue is surplus property and will not be used by the District within the foreseeable future and that said property is not reasonably capable of park or recreation development or for open space purposes.

IT IS FURTHER RESOLVED that the Secretary of the Board is hereby authorized and directed to cause a certified copy of this resolution to be recorded in the office of the County Recorder of San Mateo County.

Regularly passed and adopted by the Board of Harbor Commissioners of the San Mateo County Harbor District at a regular meeting held May 7, 1975, by a vote of the members recorded as follows:

AYES: Jack C. Bishop
Charles J. Boerio
D. P. Fuller
Frank Lee, Jr.
J. Charles Schultheis

NOES: None

ABSENT: None

/s/ Jack C. Bishop
JACK C. BISHOP, President
Board of Harbor Commissioners
San Mateo County Harbor District

RECORDER'S OFFICE SAN MATEO COUNTY

I, FRANK LEE, JR., hereby certify that I am the duly elected Secretary of the San Mateo County Harbor District and that the foregoing Resolution is a true and correct copy of the Resolution adopted at the time and place set forth therein.

DATED: May 7, 1975.

Frank Lee, Jr.
FRANK LEE, JR.



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45673A1

RECORDED AT REQUEST OF

San Mateo County Harbor District

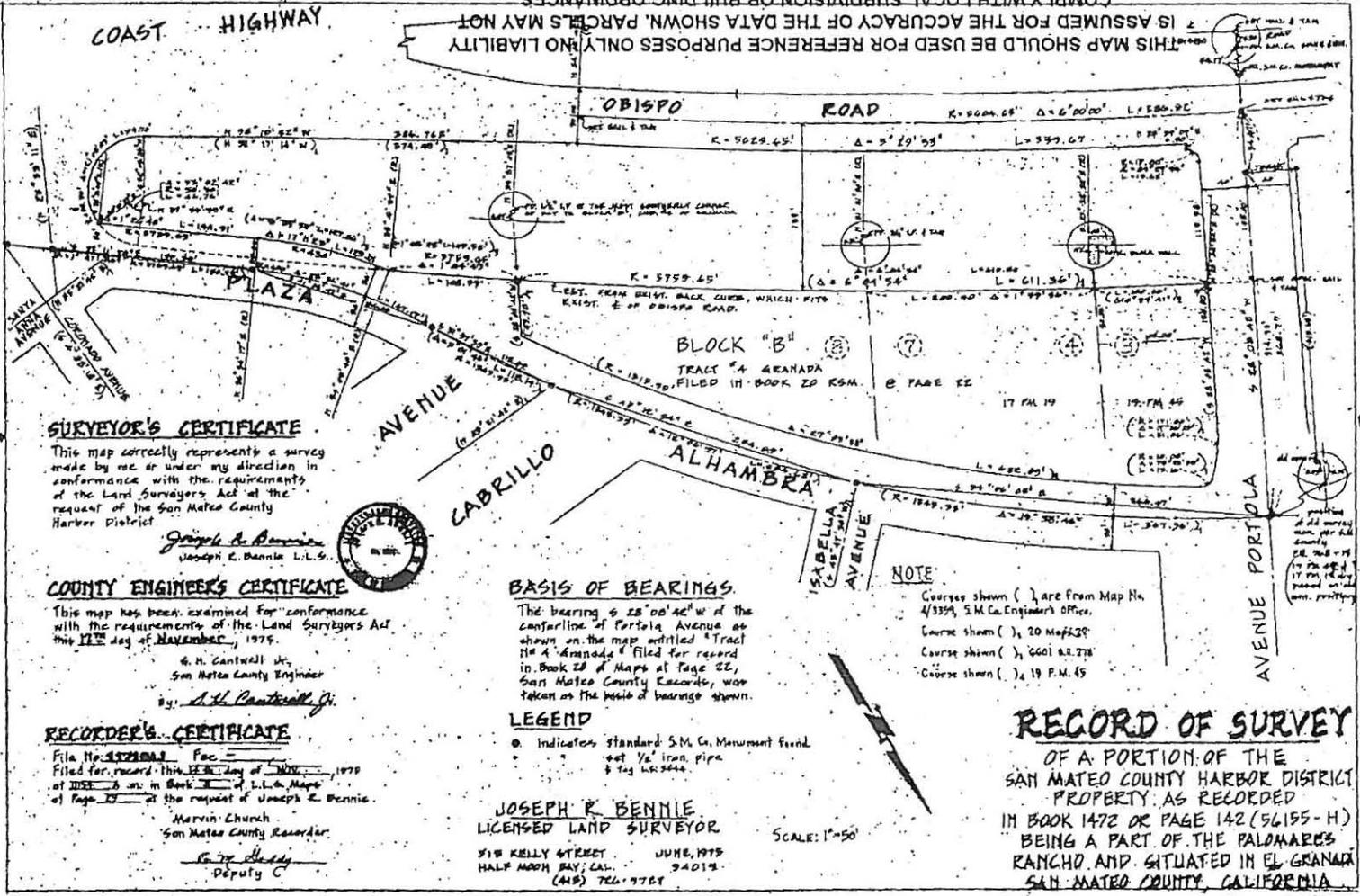
MAY 8 3 38 PM '75

MARVIN CHURCH, RECORDER
SAN MATEO COUNTY
OFFICIAL RECORDS

Copy

VOL 6838 PAGE 644

THIS MAP SHOULD BE USED FOR REFERENCE PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA SHOWN. PARCELS MAY NOT COMPLY WITH LOCAL SUBDIVISION OR BUILDING ORDINANCES.



SURVEYOR'S CERTIFICATE

This map correctly represents a survey made by me or under my direction in conformance with the requirements of the Land Surveyors Act of the request of the San Mateo County Harbor District

Joseph R. Bennie
Joseph R. Bennie L.L.S.



COUNTY ENGINEER'S CERTIFICATE

This map has been examined for conformance with the requirements of the Land Surveyors Act this 11th day of November, 1979.

G. H. Cantwell Jr.
San Mateo County Engineer

By: *A. H. Panteczek Jr.*

RECORDER'S CERTIFICATE

File No. 1572002 Fee =
Filed for record this 11th day of November, 1979
at 10:58 a.m. in Book 1472 of L.L.S. Maps
of Page 29 at the request of Joseph R. Bennie.

Mervin Church
San Mateo County Recorder

G. W. Steady
Deputy C

BASIS OF BEARINGS

The bearing is $28^{\circ}00'00''$ of the centerline of Portola Avenue as shown on the map entitled "Tract No. 4 Granada" filed for record in Book 22 of Maps of Page 22, San Mateo County Records, was taken as the basis of bearings shown.

LEGEND

- Indicates standard S.M. Co. Monument Found
- ⊕ 1/2" iron pipe
- ⊕ 2" gal. iron pipe

JOSEPH R. BENNIE
LICENSED LAND SURVEYOR

515 KELLY STREET JUNE, 1975
HALF MOON BAY, CAL. 94019
(415) TEL. 9767

NOTE

- Course shown () are from Map No. 4339, S.M. Co. Engineer's Office.
- Course shown () 20 Maps 29
- Course shown () 2601 & 278
- Course shown () 19 P.M. 45

RECORD OF SURVEY

OF A PORTION OF THE
SAN MATEO COUNTY HARBOR DISTRICT
PROPERTY AS RECORDED
IN BOOK 1472 OR PAGE 142 (56155-H)
BEING A PART OF THE PALMARES
RANCHO AND SITUATED IN EL GRANADA
SAN MATEO COUNTY, CALIFORNIA

1572002

Vol. 8

FIRST AMERICAN TITLE

January 29, 2004 07:11:35 am PST
SAN MATEO COUNTY 2003-04 TAX ROLL

Report Origination ID: 05-LG6-RSVK
Title Officer: JC Order:0070982

APN 047-261-030-2

PAYMENTS AS OF 01/09/2004

TRA 87-036 - CABRILLO UNIFIED
Legal 2.505 AC MOL ADJ TO SWLY LN OF BLK B OF GRANADA TR NO 4
ACREAGE CABRILLO UNIFIED SCH DIST

Mail PO BOX 39 EL GRANADA CA 94018

Acquisition Date 12/31/1998

Assessed Owner SAN MATEO COUNTY HARBOR DIST

Taxes	1st Half	2nd Half
Status	NO TAX DUE	NO TAX DUE
Payment Date		
Total Tax		.00
Tax Install	.00	.00
Penalty	.00	.00
Balance Due	.00	.00
Total Taxes Due		.00

Reference Notices

- NO BONDS OR PRIOR YEAR DELQ TAXES

APN 047-261-030-2

PAYMENTS AS OF 01/09/2004

Open Orders On File

Company No.	Title Officer	Order No.	Date
05	NF	0070982	01/28/2004

End Of Report

§ 54221

CITIES, COUNTIES, & OTHER AGENCIES
Title 5

(4) Lands within the Lake Tahoe region as defined in Section 66905.5.
(Added by Stats.1968, c. 621, p. 1307, § 1. Amended by Stats.1973, c. 1038, p. 2061, § 3; Stats.1974, c. 1037, p. 2237, § 1; Stats.1979, c. 942, p. 3241, § 2; Stats.1982, c. 1442, § 2; Stats.1988, c. 964, § 1; Stats.1989, c. 208, § 1.)

§ 54222. Offer to sell or lease property

Any agency of the state and any local agency disposing of surplus land shall, prior to disposing of that property, send a written offer to sell or lease the property as follows:

(a) A written offer to sell or lease for the purpose of developing low- and moderate-income housing shall be sent to any local public entity as defined in Section 50079 of the Health and Safety Code, within whose jurisdiction the surplus land is located. Housing sponsors, as defined by Section 50074 of the Health and Safety Code, shall, upon written request, be sent a written offer to sell or lease surplus land for the purpose of developing low- and moderate-income housing. All notices shall be sent by first-class mail and shall include the location and a description of the property. With respect to any offer to purchase or lease pursuant to this subdivision, priority shall be given to development of the land to provide affordable housing for lower income elderly or disabled persons or households, and other lower income households.

(b) A written offer to sell or lease for park and recreational purposes or open-space purposes shall be sent:

(1) To any park or recreation department of any city within which the land may be situated.

(2) To any park or recreation department of the county within which the land is situated.

(3) To any regional park authority having jurisdiction within the area in which the land is situated.

(4) To the State Resources Agency or any agency which may succeed to its powers.

(c) A written offer to sell or lease land suitable for school facilities construction or use by a school district for open-space purposes shall be sent to any school district in whose jurisdiction the land is located.

(d) A written offer to sell or lease for enterprise zone purposes any surplus property in an area designated as an enterprise zone pursuant to Section 7073 shall be sent to the nonprofit neighborhood enterprise association corporation in that zone.

(e) A written offer to sell or lease any surplus property in a designated program area, as defined in subdivision (i) of Section 7082, shall be sent to the program area agent.

(f) The entity or association desiring to purchase or lease the surplus land for low- and moderate-income housing purposes, or for park or recreation purposes, or for open-space purposes, or for public school purposes, or for enterprise zone purposes, shall notify in writing the disposing agency of its

PROPERTY
Div. 2

intent to purchase notification of intent
(Added by Stats.1974, c. 1442, § 3; Stats.1974, c. 20, 1984; Stats.1988, c. 475, 1984, operative January 1, 1985, § 2.5, operative

Sections 20 and 21 provide:

"Sec. 20. This act shall be operative on the first day of January, 1985, beginning on the first day of January, 1985."

"Sec. 21. This act shall be operative only if Assembly Bill No. 1983-84 Regular Session [S.B. 1983-84] and takes effect."

Amendment of the provisions of Section 20 of Stats. 1984, c. 44, failed.

Section 20 of Stats. 1984, c. 44, failed.

"This act shall be operative on the first day of January, 1985, beginning on the first day of January, 1985."

Section 4 of Stats. 1984, c. 718, failed.

"(a) The provisions of this act shall be operative on the first day of January, 1985, beginning on the first day of January, 1985."

(1) Senate Bill 1984, c. 718 (2) 11011.1 and 11011.2 [so amended] and take effect on or before January 1, 1985."

"(b) If any of the provisions of this act do not become operative on the first day of January, 1985, this act shall be operative on the first day of January, 1985."

Section affected same session of the Code § 9605.

Sections 3 and 4 provide:

"Sec. 3. Section 3 of the Statutes of 1985, as amended, shall be operative on the first day of January, 1985, beginning on the first day of January, 1985."

Public property, a surplus community education surplus lands trust Government

AGENCIES
Title 5

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PROPERTY
Div. 2

intent to purchase or lease the land within 60 days after receipt of the agency's notification of intent to sell the land.

(Added by Stats.1968, c. 621, p. 1307, § 1. Amended by Stats.1973, c. 1038, p. 2061, § 4; Stats.1974, c. 1339, p. 2912, § 1; Stats.1979, c. 942, p. 3246, § 3; Stats.1982, c. 1442, § 3; Stats.1984, c. 44, § 2, eff. March 20, 1984; Stats.1984, c. 45, § 1, eff. March 20, 1984; Stats.1984, c. 1303, § 1; Stats.1985, c. 83, § 18, eff. June 19, 1985; Stats.1988, c. 475, § 1; Stats.1988, c. 1350, § 1.5; Stats.1984, c. 45, § 1, eff. March 20, 1984, operative Jan. 1, 1991; Stats.1988, c. 475, § 2, operative Jan. 1, 1991; Stats.1988, c. 1350, § 2.5, operative Jan. 1, 1991; Stats.1992, c. 404 (S.B.1724), § 1.)

§ 54222

Historical and Statutory Notes

Sections 20 and 21 of Stats.1984, c. 44, provide:

"Sec. 20. This act shall be applicable in the computation of taxes for taxable or income years beginning on or after January 1, 1984.

"Sec. 21. This bill shall become operative only if Assembly Bill No. 40 of the 1983-84 Regular Session (Stats.1984, c. 95) is chaptered and takes effect."

Amendment of this section by § 2.5 of Stats. 1981, c. 44, failed to become operative under the provisions of § 22 of that Act.

Section 20 of Stats.1984, c. 45, provides:

"This act shall become operative only if Assembly Bill No. 514 (Stats.1984, c. 44) of the 1983-84 Regular Session is chaptered and takes effect."

Section 4 of Stats.1984, c. 1303, provides:

"(a) The provisions of this act shall only become operative if all of the following occur:

"(1) Senate Bill 1686 is also chaptered (Stats. 1984, c. 748) (2) SB 1686 amends Sections 11011.3 and 11011.9 of the Government Code [so amended] and (3) SB 1686 becomes effective on or before January 1, 1985 [so effective].

"(b) If any of the conditions set forth in subdivision (a) do not occur then this act shall not become operative."

Section affected by two or more acts at the same session of the legislature, see Government Code § 9605.

Sections 3 and 4 of Stats.1988, c. 1350, provide:

"Sec. 3. Section 15 of this bill incorporates amendments to Section 54222 of the Government Code, as amended by Chapter 83 of the Statutes of 1985, proposed by both this bill and

SB 2860 (Stats.1988, c. 475). It shall only become operative if (1) both bills are enacted and become effective on January 1, 1989, (2) each bill amends Section 54222 of the Government Code, as amended by Chapter 83 of the Statutes of 1985, and (3) this bill is enacted after SB 2860, in which case Section 1 of this bill shall not become operative.

"Sec. 4. Section 2.5 of this bill incorporates amendments to Section 54222 of the Government Code, as amended by Chapter 45 of the Statutes of 1984, proposed by both this bill and SB 2860 (Stats.1988, c. 475). It shall only become operative if (1) both bills are enacted and become effective on January 1, 1989, (2) each bill amends Section 54222 of the Government Code, as amended by Chapter 45 of the Statutes of 1984, and (3) this bill is enacted after SB 2860, in which case Section 2 of this bill shall not become operative."

Section affected by two or more acts at the same session of the legislature, see Government Code § 9605.

The amendments of this section by Stats. 1984, c. 1303, § 1 and Stats.1985, c. 83, § 18, by their own terms, provided that the amendments were effective until Jan. 1, 1991, at which time the section as amended by Stats.1984, c. 45, § 1, was again to become operative.

The amendments by Stats.1988, c. 475, § 1, and Stats.1988, c. 1350, § 1.5, explicitly amended the section as amended by Stats.1985, c. 83, and by their own terms provided for repeal of the section on Jan. 1, 1991. The amendments by Stats.1988, c. 475, § 2 and Stats.1988, c. 1350, § 2.5, explicitly amended the section as amended by Stats.1984, c. 45, and by their own terms provided for the section to become operative on Jan. 1, 1991.

Cross References

- Public property, authority to sell or lease, see Government Code § 50570.
- Surplus community college property, disposal at discount for park or recreational purposes, see Education Code § 81190.
- Surplus lands transfers to local agency for housing for persons of low or moderate income, see Government Code § 11011.4.



First American Title
555 Marshall St.
Redwood City, CA 94063

Aaronson, Dickerson, Cohn and Lanzone, Marc Zafferano
939 Laurel Street, Suite D
San Carlos, CA 94070
Phone: (650) 593-3117

Escrow Officer: Karen Matsunaga
Phone: (650) 367-9050

Borrower: San Mateo Harbor District

Owner: San Mateo County Harbor District

Property: El Granada, California

PRELIMINARY REPORT

In response to the above referenced application for a policy of title insurance, this company hereby reports that it is prepared to issue, or cause to be issued, as of the date hereof, a Policy or Policies of Title Insurance describing the land and the estate or interest therein hereinafter set forth, insuring against loss which may be sustained by reason of any defect, lien or encumbrance not shown or referred to as an Exception below or not excluded from coverage pursuant to the printed Schedules, Conditions and Stipulations of said Policy forms.

The printed Exceptions and Exclusions from the coverage of said Policy or Policies are set forth in Exhibit A attached. Copies of the Policy forms should be read. They are available from the office which issued this report.

Please read the exceptions shown or referred to below and the exceptions and exclusions set forth in Exhibit A of this report carefully. The exceptions and exclusions are meant to provide you with notice of matters which are not covered under the terms of the title insurance policy and should be carefully considered.

It is important to note that this preliminary report is not a written representation as to the condition of title and may not list all liens, defects, and encumbrances affecting title to the land.

This report (and any supplements or amendments hereto) is issued solely for the purpose of facilitating the issuance of a policy of title insurance and no liability is assumed hereby. If it is desired that liability be assumed prior to the issuance of a policy of title insurance, a Binder or Commitment should be requested.

LEGAL DESCRIPTION

Real property in the unincorporated area of the County of San Mateo, State of California, described as follows:

BEGINNING AT A POINT IN THE SOUTHWESTERLY LINE OF AVENUE ALHAMBRA AS DESIGNATED ON THE MAP ENTITLED "PLAT OF RE-SUBDIVISION OF SUBDIVISION NOS. 2 AND 3 OF GRANADA, SAN MATEO COUNTY, CALIFORNIA", WHICH MAP WAS FILED IN THE OFFICE OF THE RECORDER OF THE COUNTY OF SAN MATEO, STATE OF CALIFORNIA ON AUGUST 4, 1908 IN BOOK 6 OF MAPS AT PAGE 29, AT ITS INTERSECTION WITH THE NORTHEASTERLY LINE OF LANDS DESCRIBED IN THE DEED FROM DANTE DIANDA AND WIFE, TO COUNTY OF SAN MATEO, DATED SEPTEMBER 23, 1948, AND RECORDED OCTOBER 11, 1948 IN BOOK 1472 OF OFFICIAL RECORDS OF SAN MATEO COUNTY AT PAGE 142 (56155-II); THENCE SOUTHEASTERLY ALONG SAID NORTHEASTERLY LINE ON A CURVE TO THE RIGHT WITH A RADIUS OF 955 FEET, FROM A TANGENT WHICH BEARS SOUTH 55° 13' 04.5" EAST AN ARC DISTANCE OF 108.86 FEET, SOUTH 48° 41' 12" EAST 218.50 FEET AND SOUTHEASTERLY ON A CURVE TO THE LEFT TANGENT TO THE PRECEDING COURSE WITH A RADIUS OF 475.00 FEET, AN ARC DISTANCE OF 142.61 FEET TO A POINT OPPOSITE COUNTY HIGHWAY ENGINEER'S STATION 282 + 48.50 ROUTE 2 DIVISION 4, SAID POINT BEING ON THE NORTHERLY LINE OF LANDS DESCRIBED IN THE DEED FROM SHORE LINE INVESTMENT COMPANY TO SAN MATEO COUNTY, DATED AUGUST 19, 1914 AND RECORDED SEPTEMBER 15, 1916 IN BOOK 255 OF DEEDS AT PAGE 384; RECORDS OF SAN MATEO COUNTY (44227); THENCE EASTERLY ALONG THE LAST MENTIONED NORTHERLY LINE TO THE MOST WESTERLY CORNER OF LANDS DESCRIBED IN PARCEL 1 IN THE DEED FROM DANTE DIANDA; ET AL, TO STATE OF CALIFORNIA, DATED SEPTEMBER 20, 1949, AND RECORDED NOVEMBER 18, 1949, IN BOOK 1747 OF OFFICIAL RECORDS OF SAN MATEO COUNTY AT PAGE 22 (21131-I); THENCE ALONG THE NORTHERLY LINE OF THE LAST MENTIONED LANDS SOUTH 57° 51' 33" EAST (CALLED NORTH 57° 51' 20" WEST IN THE LAST MENTIONED DEED) 374.49 FEET AND ALONG A CURVE TO THE LEFT WITH A RADIUS OF 50.50 FEET, THROUGH A CENTRAL ANGLE OF 174° 06' 30.9", AN ARC DISTANCE OF 153.46 FEET TO THE SOUTHERLY LINE OF AVENUE ALHAMBRA AS SAID AVENUE IS SHOWN ON THE MAP ENTITLED "PLAT OF SUBDIVISION NO. 1 OF GRANADA SAN MATEO COUNTY, CALIFORNIA", WHICH MAP WAS FILED IN THE OFFICE OF THE RECORDER OF THE COUNTY OF SAN MATEO, STATE OF CALIFORNIA, ON NOVEMBER 18, 1907 IN BOOK 5 OF MAPS AT PAGE 43; THENCE WESTERLY ALONG SAID LINE OF AVENUE ALHAMBRA ON A 5759.65 FOOT RADIUS CURVE TO THE LEFT, AND CONTINUING ALONG THE SOUTHWESTERLY LINE OF BLOCK A AND B DESIGNATED ON THE MAP ENTITLED "TRACT NO. 4 GRANADA SAN MATEO COUNTY, CALIFORNIA", WHICH MAP WAS FILED IN THE OFFICE OF THE RECORDER OF THE COUNTY OF SAN MATEO, STATE OF CALIFORNIA, ON OCTOBER 6, 1933 IN BOOK 20 OF MAPS AT PAGE 22, AND THE SOUTHWESTERLY LINE OF AVENUE ALHAMBRA AS SHOWN ON THE MAP FIRST ABOVE MENTIONED, TO THE POINT OF BEGINNING.

EXCEPTING THEREFROM THAT PORTION THEREOF CONVEYED TO THE COUNTY OF SAN MATEO, BY DEED RECORDED OCTOBER 12, 1971 IN BOOK 6027 OF OFFICIAL RECORDS AT PAGE 665 (FILE NO. 53393AE), RECORDS OF SAN MATEO COUNTY, CALIFORNIA.

ALSO EXCEPTING THEREFROM THAT PORTION THEREOF LYING NORTHWESTERLY OF THE GENERAL NORTHWESTERLY LINE OF SAID LANDS CONVEYED TO THE COUNTY OF SAN MATEO, BY DEED RECORDED OCTOBER 12, 1971 IN BOOK 6027 OF OFFICIAL RECORDS AT PAGE 665 (FILE NO. 53393-AE), RECORDS OF SAN MATEO COUNTY, CALIFORNIA.

FURTHER EXCEPTING THEREFROM THE LANDS CONVEYED TO THE COUNTY OF SAN MATEO AND DESCRIBED AS PARCEL II IN THAT CERTAIN DEED RECORDED ON APRIL 25, 1974 IN BOOK 6601 OF OFFICIAL RECORDS AT PAGE 278 (FILE NO. 37821-AH), RECORDS OF SAN MATEO COUNTY, CALIFORNIA.

A. P. NO.: 047-261-030 JPN 047 026 261 02 A

NOTICE I

Section 12413.1 of the California Insurance Code, effective January 1, 1990, requires that any title insurance company, underwritten title company, or controlled escrow company handling funds in an escrow or sub-escrow capacity, wait a specified number of days after depositing funds, before recording any documents in connection with the transaction or disbursing funds. This statute allows for funds deposited by wire transfer to be disbursed the same day as deposit. In the case of cashier's checks or certified checks, funds may be disbursed the next day after deposit. In order to avoid unnecessary delays of three to seven days, or more, please use wire transfer, cashier's checks, or certified checks whenever possible.

If you have any questions about the effect of this new law, please contact your local First American Office for more details.

NOTICE II

As of January 1, 1991, if the transaction which is the subject of this report will be a sale, you as a party to the transaction, may have certain tax reporting and withholding obligations pursuant to the state law referred to below:

In accordance with Sections 18662 and 18668 of the Revenue and Taxation Code, a buyer may be required to withhold an amount equal to three and one-third percent of the sales price in the case of the disposition of California real property interest by either:

1. A seller who is an individual with a last known street address outside of California or when the disbursement instructions authorize the proceeds be sent to a financial intermediary of the seller, OR
2. A corporate seller which has no permanent place of business in California.

The buyer may become subject to penalty for failure to withhold an amount equal to the greater of 10 percent of the amount required to be withheld or five hundred dollars (\$500).

However, notwithstanding any other provision included in the California statutes referenced above, no buyer will be required to withhold any amount or be subject to penalty for failure to withhold if:

1. The sales price of the California real property conveyed does not exceed one hundred thousand dollars (\$100,000), OR
2. The seller executes a written certificate, under the penalty of perjury, certifying that the seller is a resident of California, or if a corporation, has a permanent place of business in California, OR
3. The seller, who is an individual, executes a written certificate, under the penalty of perjury, that the California real property being conveyed is the seller's principal residence (as defined in Section 1034 of the Internal Revenue Code).

The seller is subject to penalty for knowingly filing a fraudulent certificate for the purpose of avoiding the withholding requirement.

The California statutes referenced above include provisions which authorize the Franchise Tax Board to grant reduced withholding and waivers from withholding on a case-by-case basis.

The parties to this transaction should seek an attorney's, accountant's, or other tax specialist's opinion concerning the effect of this law on this transaction and should not act on any statements made or omitted by the escrow or closing officer.

The Seller May Request a Waiver by Contacting:
Franchise Tax Board
Withhold at Source Unit
P.O. Box 651
Sacramento, CA 95812-0651
(916) 845-4900

Memo

Date: 3/25/2014

To: Board of Harbor Commissioners

From: Peter Grenell 
General Manager

Re: Update on Pillar Point Harbor Sidewalk Improvements at
Concessionaires Building

RECOMMENDATION

The Harbor Commission should revisit the proposed project following review of all of the information obtained from Next Steps outlined below to determine a course of action for the District.

BACKGROUND

In March 2009 the Board of Harbor Commissioners considered plans and specifications for constructing improvements to the sidewalk fronting the five commercial establishments leasing space in the District's concessionaire's building. This idea was originally proposed by some lessees as a potential business improvement.

The main proposed improvement was to widen the sidewalk sufficiently to provide additional space for the lessees' individual businesses while maintaining adequate required public access. ADA-related improvements would also be included. The expanded sidewalk would eliminate the row of vehicle parking fronting the building, which would need to be relocated to respond to County requirements.

At that time, the Commission budgeted \$115,000 for the project, based on engineering preliminary cost estimates. The assumption was that the

District would bear the entire cost of the improvement. No consideration was given at that concept stage to cost sharing by the lessees, nor to the need for amendments to each lease to incorporate the expanded area to be occupied by each lessee, and associated adjustments to lease ground rents based on the added square footage of space. Support for paid parking (with appropriate exemptions and validations for harbor tenants, workers, and business customers) as a means to help defray project costs also was not considered.

At the time of Commission consideration of the proposed improvement, it was understood that the Commission would review the project if costs exceeded the estimated \$115,000. Adjusting this figure for four years of inflationary increases since 2009 yields a current estimate of \$126,685, not counting potential costs of possible County-required replacement parking, possible permit costs, and adjustments for updated 2014 engineering estimates of the sidewalk improvement.

CURRENT STATUS

Princeton Seafood Company and Ketch Joanne Restaurant have placed tables, chairs, and umbrellas on the public sidewalk in front of their respective premises for some time, without apparent issue or formal District approval.

Work on repair and upgrade of the sewer line serving the concessionaire's building is well underway. This \$163,000 project is expected to be finished before the end of the fiscal year.

Ketch Joanne Restaurant and Harbor Bar has taken over the lease of the former Princeton Pantry, and is proceeding to renovate the premises as a small café.

Under a permit issued to Princeton Seafood, a monthly classic car show is held in the parking area in front of the concessionaires building.

In 2007, the District obtained a Certificate of Exemption or Exclusion from the County requirement for a coastal development permit (CDP) for the sidewalk project. This exemption has expired and would need to be re-issued.

BUDGET CONSIDERATIONS

For the FY 2014-2015 budget, staff is now projecting the following active (carry-over) and new capital projects for consideration by the Harbor Commission during its upcoming budget discussions:

Carry-Over

PPH dock fingers replacement:	\$300,000
PPH fishing pier embankment repair:	\$157,558
Multi-purpose building:	\$272,400
West trail erosion control:	\$355,933

New Projects

Five new small repair projects at PPH and one at OPM total \$215,000.

All told, these nine projects total \$1,300,891. Additionally, the PPH Sidewalk Improvement is budgeted at \$200,000, assuming 100% District subsidy.

NEXT STEPS

1. In view of anticipated substantial expenditures for several items including Commission elections in 2014 (\$500,000+), DBW debt service in 2014 (\$1.3 million), priority capital projects including West (Mavericks) trail repair Phase I in 2014 (\$77,000 for pre-construction plus construction), and additional cost share funds for the Corps of Engineers' Surfers Beach project (anticipated \$95,000), the Commission should carefully consider during its FY2014-15 budget process the relative priority of the sidewalk project as a full subsidy effort.
2. Alternatively, the sidewalk project should be considered as a cost share effort with the lessees.
3. Lessee support of paid parking (with appropriate exemptions and validations for harbor tenants, workers, and business patrons) should be another pre-condition for project movement.
4. Lease amendments and ground rent adjustments, calculated on the basis of the respective floor area expansions involved, should be

included. (Floor area expansions for the five lessees range from 230 sq. ft. to 575 sq. ft.)

5. All five lessees should support the project and agree to the same conditions negotiated with the District.
6. District staff should contact the County to re-activate the Certificate of Exemption and determine if there are any replacement parking requirements and, if so, acceptable solutions.
7. District staff should obtain updated engineering estimates of current project costs.
8. The Harbor Commission should revisit the proposed project following review of all of the above information and status to determine a course of action for the District.



San Mateo County Harbor District

Memo

DATE: March 24, 2014

TO: Board of Harbor Commissioners

FROM: Peter Grenell 
General Manager

SUBJECT: General Manager's Report: Update on Priority Items for April 2, 2014

CC: Managers
District Counsel

REPAIR AND IMPROVEMENT PROJECT UPDATES**Pillar Point Harbor**

Johnson Pier Repairs: Sewer line replacement completed

Launch Ramp Maintenance Dredging: Dredging completed; hydroseeding redone because of drought conditions on site

Dock fingers replacement: Permit process underway

West Trail (PPH marsh to Mavericks beach): Permit process underway for Phase I immediate repairs. Permit application for full project including restroom and parking lot improvements will proceed for Phase II.

Concessionaires Building Sewer Repairs: Almost completed.

Oyster Point Marina/Park

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

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.



San Mateo County Harbor District

(2) Determine how impacts from sea-level rise may constrain the project site; (3) Determine how the project may impact coastal resources, considering the influence of future sea-level rise upon the landscape; (4) Identify alternatives to avoid resource impacts and minimize risks; and (5) Finalize project design and submit CDP.

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

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

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

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

COMPLETED PROJECTS DURING 2013-2014

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

Pillar Point Harbor

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

Oyster Point Marina/Park

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



San Mateo County Harbor District

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.

NOAA's Half Moon Bay Weather Buoy Replacement: NOAA expects to address this need in April 2014. For further information, contact Jessica Glass at Senator Feinstein's office: email: Jessica_Glass@Feinstein.senate.gov, tel: 415-393-2014.

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 continuing educational outreach to upland residents with the goal of reducing flow of contaminants into the harbor.

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

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

The Regional Sediment Management (RSM) planning process is beginning for the Santa Cruz Littoral Cell, which comprises the area between Moss Landing and Pillar Point. Information obtained by the Corps of Engineers for the Surfers Beach project will be available for the planning process; the project itself may be considered as a pilot project as part of the RSM plan for the Santa Cruz Littoral Cell.

County Plan Princeton Process: A combined consultant report on Existing Conditions is expected to be issued by the County shortly.

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

The CCC guidance for CDPs will be most relevant to the Harbor District, and includes five steps for permit applicants: (1) Establish the projected sea-level rise range for the proposed project;



STAFF REPORT

TO: San Mateo County Harbor District Commissioners
FROM: Debra Galarza, Director of Finance
DATE: April 2, 2014
SUBJECT: Finance Department Report to the Commission

Accounting and operations

- Updated draft preliminary FY14-15 budget thru actual expenses of 2/28/2014.
- Workers Compensation Audit.
- Attended small claims court for past due tenant. A payment plan was agreed to. Case was dismissed.
- Sent out Budget schedule letter to tenants (attached).
- Received \$2 million from South San Francisco for Dock 11 reimbursement. Deposited it into the San Mateo County Investment Pool.
- Ongoing expense management through detailed review of bills and claims.
- Bi-weekly payroll processing and review.
- Ongoing analysis of lessee rent charges to ensure compliance with lease terms.
- Reviewed and updated water and electricity charges.
- Reviewed monthly accounts receivable aging list and confirmed collection procedures are being consistently applied.
- Site visits to Pillar Point and Oyster Point



San Mateo County Harbor District

Board of Harbor Commissioners

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

Peter Grenell, General Manager

March 14, 2014

Oyster Point Marina/Park Tenant
Pillar Point Harbor Tenant

Dear Tenant:

The San Mateo County Harbor District Board of Harbor Commissioners will have a Public Hearing regarding the Budget and Rates and Fees for Fiscal Year 2014/15 at the following Board meetings:

Date, Time, Item

April 16, 2014 at 6:00 PM (Budget and Rates & Fees)
May 21, 2014 at 6:00 PM (Budget and Rates & Fees)
June 18, 2014 at 6:00 PM (Budget and Rates & Fees)

Location

Municipal Services Building
33 Arroyo Drive
South San Francisco, CA 94080

April 2, 2014 at 6:00 PM (Budget and Rates & Fees)
May 7, 2014 at 6:00 PM (Budget and Rates & Fees)
June 4, 2014 at 6:00 PM (Budget and Rates & Fees)

Multi-Purpose Room
901 Arnold Way
Half Moon Bay, CA 94019

There will be opportunities for public comment to address any concerns you may have. Please make sure if you plan to attend a meeting, you arrive prior to the start of the meeting time of 6:00 PM, fill out a public speaker form, and turn it in to the Deputy Secretary.

Thank you,

SAN MATEO COUNTY HARBOR DISTRICT


Debra Galarza
Director of Finance

Memo

TO: San Mateo County Harbor District Commissioners

FROM: Marietta L. Harris, Human Resource Manager

DATE: March 26, 2014

SUBJECT: Report to the Commission

Activities:

Human Resource Services:

- Working with employees with personnel and HR questions.
- Health benefits changes.
- Health benefits discussion with employee.
- Review information from LCW regarding Commissioner Benefits.

Administrative Services:

- Responding to public records requests.
- Reviewing and meeting with Wind Over Water and Action Sports SF regarding permit.
- Meeting with Half Moon Bay Marathon regarding Event Permit.

Information Technology:

- Working with IT consultant on daily IT operations.
- Working with staff on IT issues and problems, new email system.

Memo

To: Board of Harbor Commissioners
From: Scott Grindy, Harbor Master
CC: Peter Grenell, General Manager
Date: March 25, 2014
Re: April 2, 2014 Meeting Report

Oyster Point Marina/Park

Construction Update & General Status Updates

- Facility Condition Survey (FCS) meeting with consultant and staff-still in process
- Electrical Repair project is almost complete at the OPM site

OPM Miscellaneous

- Working on boat disposal activities

Pillar Point Harbor

Construction Update & General Status Updates

- Harbor Moorings maintenance service in process
- Finger replacement awaiting Coastal Commission permit approval
- Concession Building project underway, with various phases to complete by bldg. section, project at about 85% complete. Ketch kitchen area line replacement TBD due to operational impacts

PPH Miscellaneous

- Staff doing improvements/rejuvenation to H docks entry (party boat entry) prior start of salmon season
- Project Mgr. and Harbor Master developing various facilities grants including Tiger Grant, (see attachment)
- Working on boat disposal activities and disposal grant request for 2014/15
- New security gate for the Romeo Pier

Occupancy Overview (March 2014)

PPH

Total occupancy (inner harbor) 86% (this includes slips, end ties and walk way)

Berth occupancy (inner Harbor) 88% (320 slips out of 369 are occupied)

Moorings (Outer Harbor) 37% (14 out of 38 moorings occupied)

OPM

Total occupancy: 67% (286 slips/End Ties out of 428 are occupied)

Berth occupancy: 68% (280 slips only out of 414 are occupied)

Search and Rescue Activity Highlights & Urgent Need Activities

PPH: 1 medical response at the recreational docks, 1 medical response non boater child on land unable breath, (all ok)

OPM: No reports at time of this writing

EMS-Clean Marina Activities-District Wide

- Working with RCD on service changes and improvements

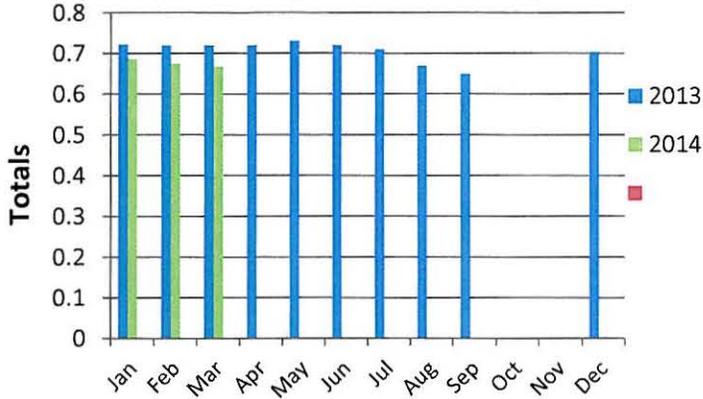
Calendar Reminder Items of Events and Activities

- Easter Egg Hunt (and more fun) April 19th, 2014 @ Oyster Point Marina/Park 9am to 1pm. Event is in conjunction with Oyster Point Dragons, Oyster Point Yacht Club

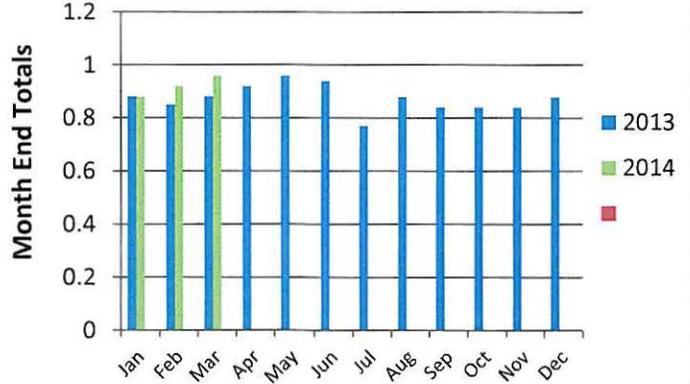
Oyster Point Marina

Monthly Marina Activity Report - March 2014

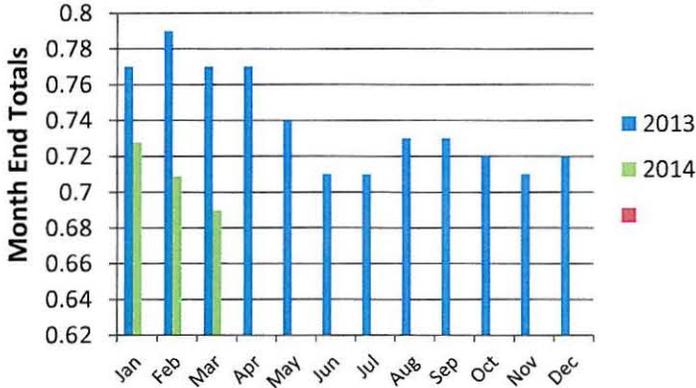
Overall Occupancy (428 Slips Available)



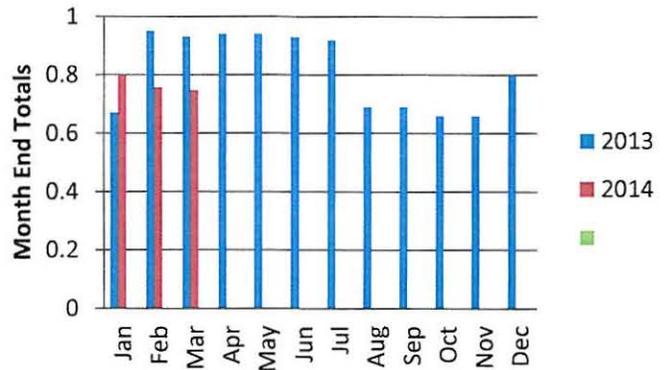
26 ft Slips (Total: 25)



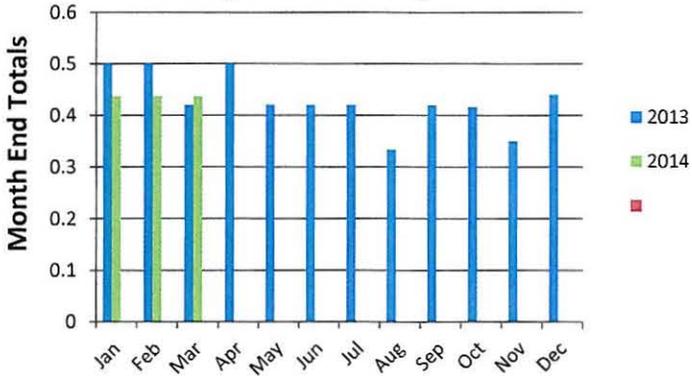
30 ft Slips (Total: 158)



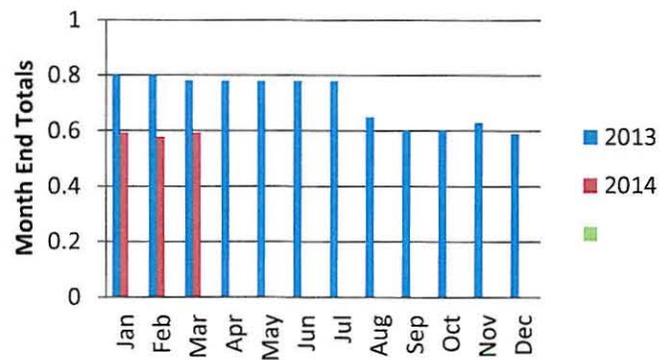
36 ft Slips (Total: 99)



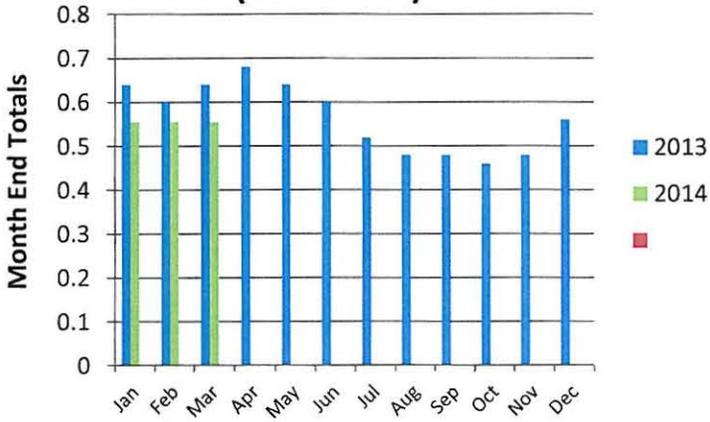
40 ft Slips (Total: 16)



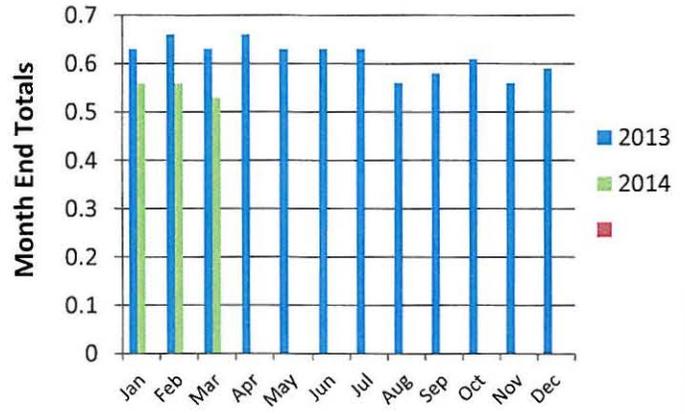
45 ft slips (Total: 64)



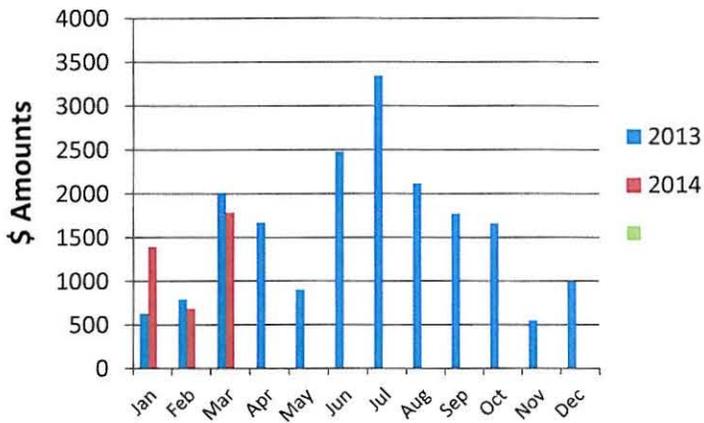
50 ft Slips (Total: 18)



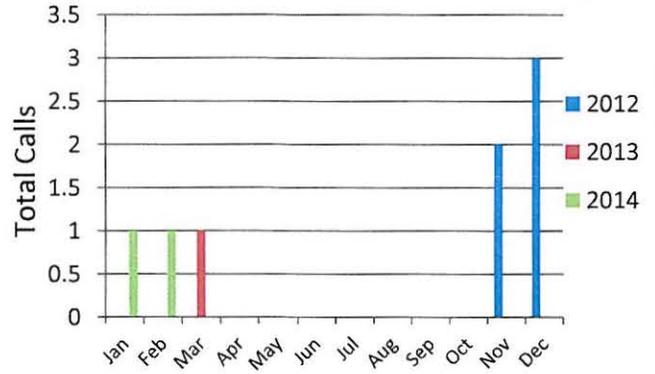
60 ft Slips (Total: 34)



Launch Ramp Totals



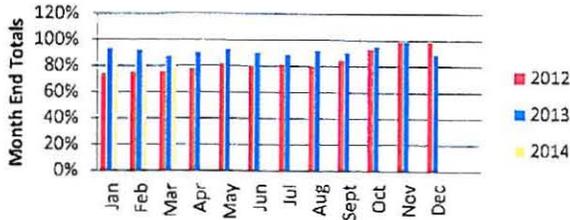
Call Outs (OPM Harbor Patrol - 2012-2014)



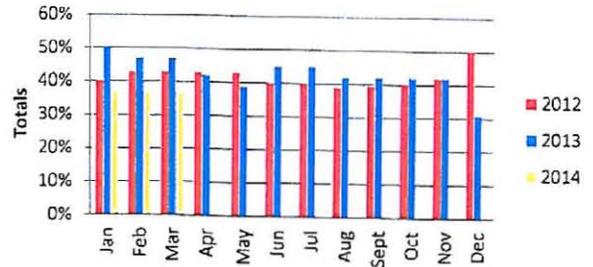
Pillar Point Harbor Dashboard

Monthly Marina Activity Report - March 2014

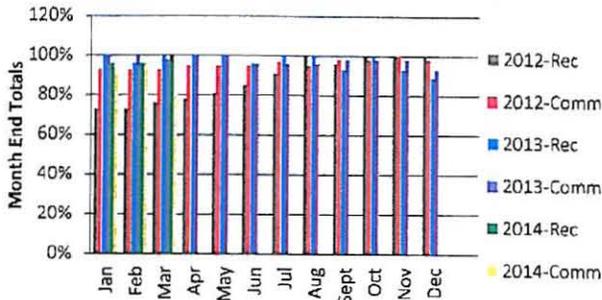
Overall Occupancy
369 slips available
(Mar 14- 88% occupied)



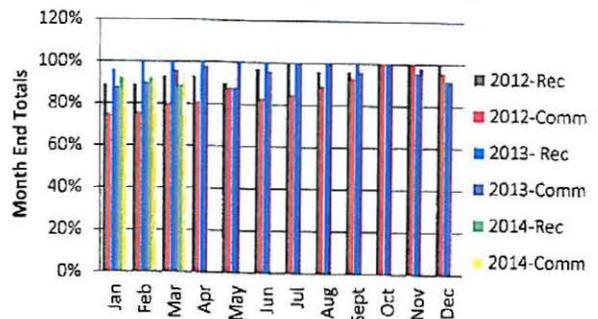
Mooring Occupancy
38 mooring available
(Mar 14 - 37% occupied)



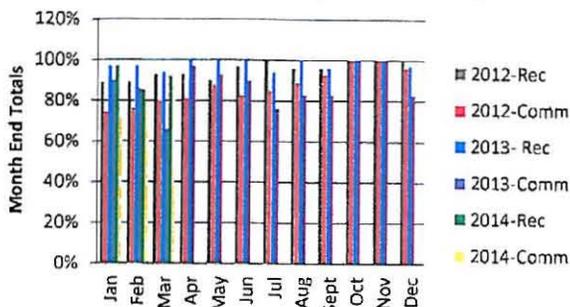
30 ft Slips
(Total: 27 rec, 54 comm)



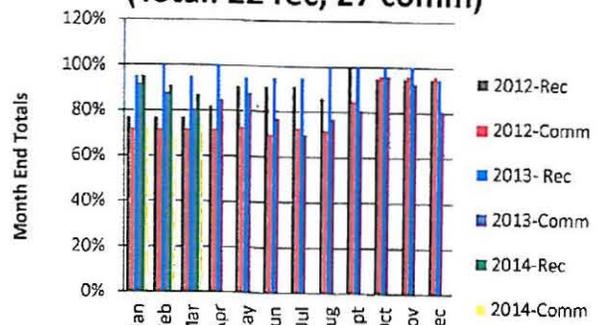
35 ft Slips
(Total: 26 rec, 48 comm)



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

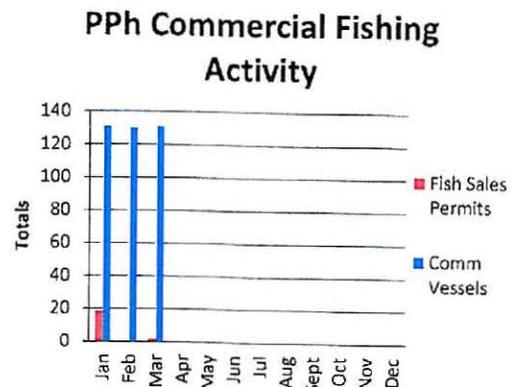
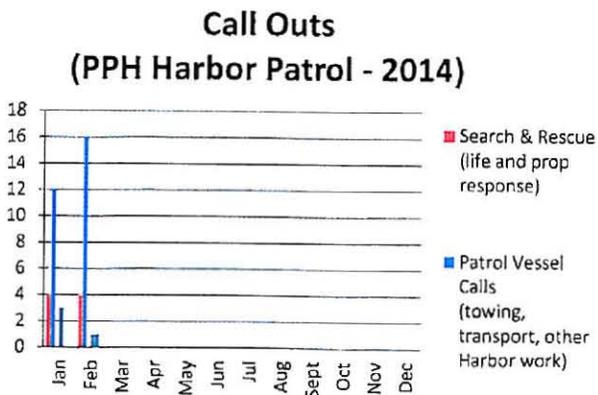
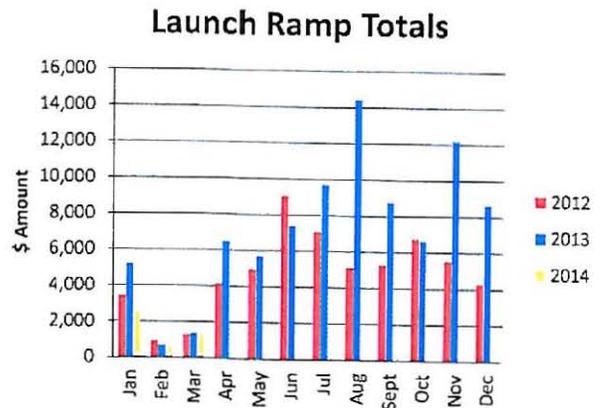
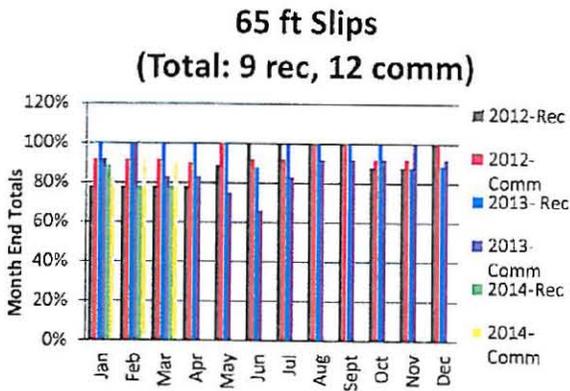
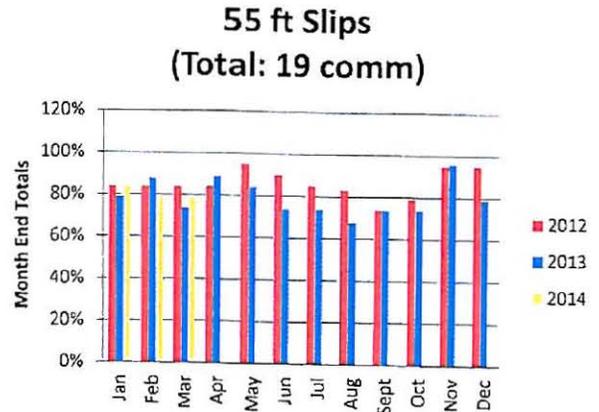
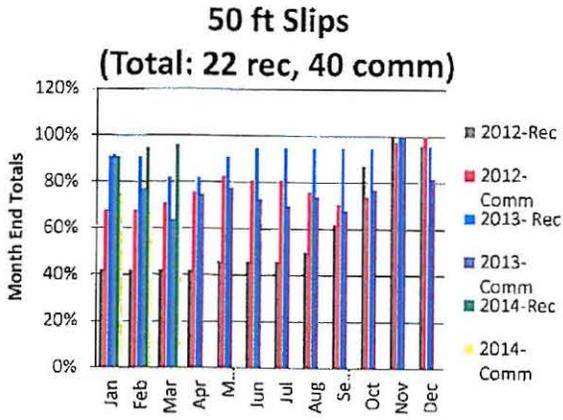


45 ft Slips
(Total: 22 rec, 27 comm)



Pillar Point Harbor Dashboard

Monthly Marina Activity Report - March 2014





San Mateo County Harbor District

Board of Harbor
Commissioners

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

Peter Grenell, General Manager

ATTACHMENT FOR ITEM 17

INFORMATION ITEM



San Mateo County Harbor District

Board of Harbor Commissioners

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

March 25, 2014

INFORMATIONAL ITEM: TIGER GRANT 2014

Executive Summary

Presently district staff is compiling materials to submit for the 2014 Tiger Grant application process to be used if awarded at the Pillar Point Harbor location. The funds for this grant originate from the Department of Transportation, and we will be applying for the category noted as “Rural” of which have a minimum of 1 million dollars and a maximum of 10 million dollars with a 0% match percentage. The Pillar Point Harbor site area may be a mix of “Rural” and “Urban” and for “Urban” locations a 20% match would be required. We are awaiting a response at the time of this writing for that answer and response from the Tiger grant committee. If a match is required, it would not require budget action by the board till spring of 2016.

The project to be proposed for the grant is to improve at Pillar Point Harbor, pier access for loading of fish, safety improvements, truck access approach roadways from Highway 1 to the Johnson Pier, holding or waiting lanes for the same trucks and improved traffic controls. These improvements would be an important and significant improvement action for the fishing stakeholders.

The amount to be requested is estimated to be in a range of \$4 million to \$7 million dollars for the design, permitting, construction management and actual construction at this stage of the grant activities. Many of the design solution pieces of this grant request will include a report done in 1994 when the project had no grant funding available. This now may be possible. This whole concern is part of our strategic business plan concerns for PPH, but we need to apply for this money now; can't wait a year and a half: it's a known problem with recognizable solutions, even partial solutions are possible if not all the funding is provided. The timeline of the funding of the grant will provide optimal inclusion of the grant into the strategic business plan if funded.



San Mateo County Harbor District

Board of Harbor Commissioners

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Department of Transportation – TIGER Grant 2014 Cycle

General Description

The Department of Transportation has been appropriated \$600 million to be available for award under the TIGER Discretionary grant (Transportation Investment Generating Economic Recovery Grant). This grant epitomizes the Administration’s dedication to “enhancing opportunity for all Americans by investing in transportation projects that better connect communities to centers of employment, education, and services (including for non-drivers) and that hold promise to stimulate long-term job growth, especially in economically distressed areas. Additional consideration will be given to proposals that seek to strengthen opportunities to expand the middle class.”

Out of the \$600 million available for the program, up to \$120 million will be designated for rural areas and up to \$35 million will be set aside for planning grants. The proposals will be evaluated based on the primary and secondary selection criteria. The primary criteria considers potential enhancement of the following for each project: State of good repair, economic competitiveness, quality of life, environmental sustainability and safety. The secondary criteria assess the proposed project’s level of innovation and use of partnerships.

All projects must also demonstrate “project readiness” as defined by technical feasibility, financial feasibility, project schedule, and project risks and mitigation. These factors are to be expressed in detailed in a cost-benefit analysis that summarizes all potential environmental, financial, socioeconomic costs and benefits that this project will instill.

The entirety of this project will not exceed 30 pages in length.

Timeline

- April 28, 2014: Application Deadline
- June 2016: Schedule and Evidence provided that proves ability to obligate funds
- September 30, 2016: Obligation Statutory deadline
- September 30, 2021: Fund Expend date