

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

Brennan stated that she would like a copy of all resolutions that pertain to the District. Grenell stated that the resolutions start in 1933 and wasn't sure exactly what Brennan was asking for. Brennan stated she wanted all resolutions that are currently part of the District. Grenell stated they all are. Brennan stated that the Commission should then get a copy of all resolutions.

Holsinger made a point of information and asked if the motion was to add an item onto an agenda. Bernardo clarified it was.

Action: Motion by Brennan, second by Bernardo to agendize providing all Commissioners with a District Policy and Resolution binder. The motion failed.

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

Parravano asked for an item to be agendized regarding authorizing the Harbor District to place an auction item as part of the Sustainable San Mateo County Awards Ceremony in an amount not to exceed \$200 or an in-kind contribution on April 3, 2014.

Action: Motion by Parravano, second by Tucker to agendized an item authorizing the Harbor District to place an auction item as part of the Sustainable San Mateo County Awards Ceremony in an amount not to exceed \$200 or an in-kind contribution at the April 3, 2014 award ceremony. The motion passed unanimously.

Ayes: 5
Nays: 0

New Business

- 4 TITLE: **Rock The Block Sponsorship 2014**
REPORT: Grenell, Memo, Attachment
PROPOSED ACTION: Approve District sponsorship of Rock The Block at same level as 2013

Action: Motion by Tucker, second by Parravano to approve District sponsorship of Rock the Block at the same level as 2013 of \$2,500.00. The motion passed.

Ayes: 3
Nays: 2 (Bernardo, Brennan)

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

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

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

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



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

**March 19, 2014
Board of Harbor Commissioners**

**Peter Grenell
General Manager**

**Debra Galarza
Director of Finance**

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

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BUDGET SUMMARY

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

BUDGET SUMMARY

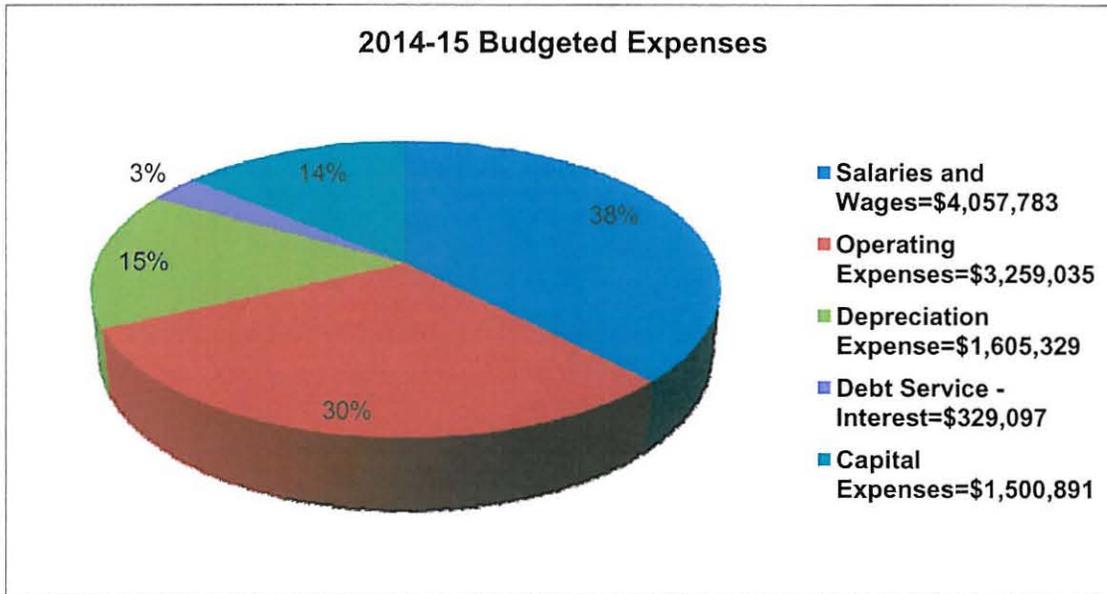
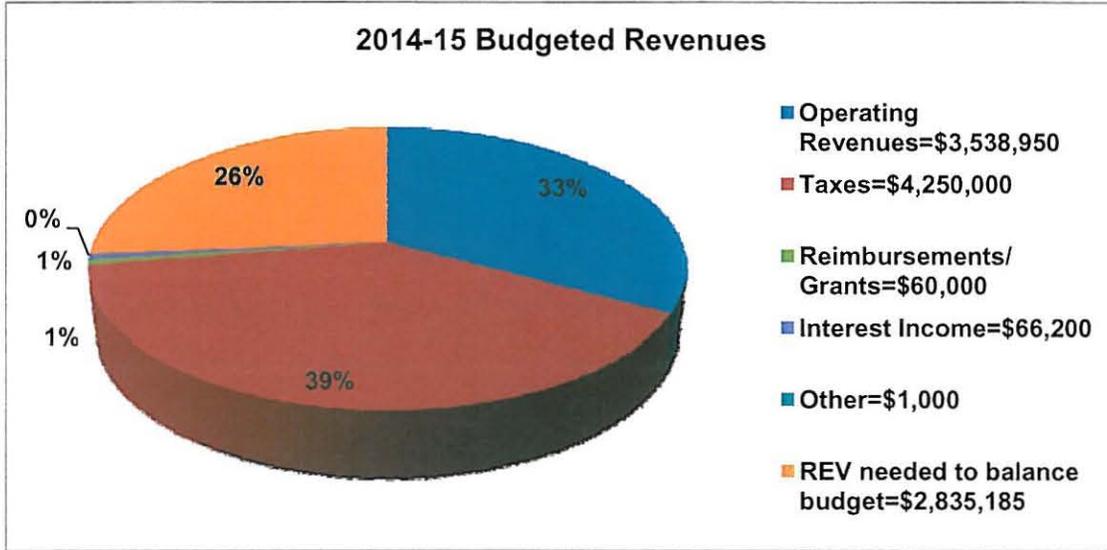
DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 12/31/13	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
Operating Revenues	4,078,967	3,624,249	1,999,787	3,563,430	3,598,950
Non-Operating Revenues	5,236,528	3,907,983	2,461,431	4,606,149	4,317,200
TOTAL REVENUES	9,315,496	7,532,232	4,461,218	8,169,579	7,916,150
Operating Expenses	5,204,451	7,102,526	3,090,333	7,183,210	7,319,018
Non-Operating Expense	1,855,135	2,012,820	375,830	1,846,305	1,934,426
TOTAL EXPENSES	7,059,587	9,115,346	3,466,163	9,029,515	9,253,444
NET OPERATING INCREASE(DECREASE)	2,255,909	(1,583,114)	995,055	(859,936)	(1,337,294)
Total Capital Projects Expense (including carryovers)	(5,870,924)	(3,436,753)	(1,083,252)	(1,892,291)	(1,500,891)
TOTAL INCREASE(DECREASE) INCLUDING CAPITAL	(3,615,015)	(5,019,867)	(88,197)	(2,752,226)	(2,838,185)

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 \$1,500,891 are made up of \$415,000 in new projects and \$1,085,891 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: \$10.7MILLION = TOTAL USES: 10.7 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	1,540,500	1,107,800	0	0	2,648,300
Mooring Fees	45,000	0	0	0	45,000
Launch Ramp Fees	81,500	15,500	0	0	97,000
Dock Boxes	0	6,350	0	0	6,350
Misc. Fees	38,400	12,400	0	0	50,800
Rents & Concessions	380,000	216,000	0	0	596,000
Parking	55,000	0	0	0	55,000
Event Fees	22,100	500	0	0	22,600
Commercial Activity Permits	9,000	2,500	0	0	11,500
Sales	4,500	1,900	0	0	6,400
Operational Grants					
State- DBAW - Abandoned Vessel	30,000	30,000	0	0	60,000
Total Operating Revenues	2,206,000	1,392,950	0	0	3,598,950
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	1,000	0	1,000
Total Non-Operating Revenues	0	0	4,317,200	0	4,317,200
TOTAL REVENUES	2,206,000	1,392,950	4,317,200	0	7,916,150

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	923,927	681,000	656,200	36,000	2,297,127
Overtime	16,500	8,500	5,500	0	30,500
Other Pay	15,000	15,000	0	0	30,000
Total Salaries and Wages	955,427	704,500	661,700	36,000	2,357,627
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	13,854	10,200	9,595	3,150	36,798
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	-20,250	311,343
Total Benefits	787,554	570,168	292,064	52,570	1,702,356
TOTAL SALARY AND PAYROLL BURDEN	1,742,981	1,274,668	953,764	88,570	4,059,983

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	350	1,500	200	2,550
Memberships/ Exams/ Subscriptions	200	200	15,000	0	15,400
Personnel Tests	2,000	1,100	2,500	0	5,600
Property & Casualty Insurance	135,000	134,970	0	17,545	287,515
Fuel	12,500	6,900	0	0	19,400
Operating Supplies	83,100	33,500	0	0	116,600
Office Supplies	12,000	7,000	13,100	1,700	33,800
Office Equipment	15,000	0	15,000	0	30,000
Uniform Expenses	12,500	8,000	0	0	20,500
Legal Services	50,000	10,000	50,000	60,000	170,000
Professional Services	18,500	19,800	17,300	4,000	59,600
Outside Contractual Services	6,500	96,700	33,150	5,300	141,650
Special Events Expense	67,300	6,500	0	0	73,800
Bank & Credit Card Fees	16,000	19,250	1,000	0	36,250
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
Trash Compactor	0	0	0	0	0
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
Computer Hardware and Software	0	0	0	0	0
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	1,367,250	812,970	324,020	754,795	3,259,035
Total All Operating, Salary and Benefit Expenses	3,110,231	2,087,638	1,277,784	843,365	7,319,018
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	3,882,036	3,236,303	1,291,740	843,365	9,253,444

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
Multi-Purpose Building	272,400	0	0	0	272,400
Dock Fingers	300,000	0	0	0	300,000
Total Capital Projects (Carryover Appropriations)	1,085,891	0	0	0	1,085,891
Total All Capital Projects	1,475,891	25,000	0	0	1,500,891
TOTAL ALL COSTS	5,357,927	3,261,303	1,291,740	843,365	10,754,335

SAN MATEO COUNTY HARBOR DISTRICT

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



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 12/31/13	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
Operating Revenues	4,078,967	3,624,249	1,999,787	3,563,430	3,598,950
Non-Operating Revenues	5,236,528	3,907,983	2,461,431	4,606,149	4,317,200
TOTAL REVENUES	9,315,496	7,532,232	4,461,218	8,169,579	7,916,150

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 12/31/13	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
OPERATING REVENUE:					
Berth Fees	1,464,466	1,514,796	840,846	1,537,012	1,540,500
Mooring Fees	45,983	47,337	21,864	44,000	45,000
Launch Ramp Fees	70,561	81,306	70,719	81,306	81,500
Misc. Fees	49,861	33,601	23,385	32,929	32,600
Crab Pot Storage Fee	550	0	5,750	5,750	5,800
Rents & Concessions	353,560	370,696	265,155	370,696	380,000
Parking	42,600	54,896	25,611	54,896	55,000
Event Fees	0	0	0	0	22,100
Commercial Activity Permits	10,065	9,000	7,250	9,000	9,000
Sales	6,469	4,472	4,468	4,472	4,500
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	1,265,047	2,166,561	2,206,000

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 12/31/13	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
OPERATING REVENUE:					
Berth Fees	1,093,000	1,186,135	598,053	1,107,739	1,107,800
Dock Boxes	7,124	7,288	3,175	6,350	6,350
Launch Ramp Fees	16,994	15,151	10,272	15,151	15,500
Misc. Fees	17,488	19,453	6,217	12,011	12,400
Rents & Concessions	224,714	224,714	113,468	224,714	216,000
Event Fees	0	0	0	0	500
Commercial Activity Permits	1,889	500	2,417	2,500	2,500
Sales	0	1,904	1,138	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	984,741	1,646,869	1,392,950
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.
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 12/31/13	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
NON-OPERATING REVENUE:					
Taxes	5,109,749	3,805,783	2,091,181	4,200,000	4,250,000
Interest Income	96,248	101,200	35,687	71,400	66,200
Miscellaneous Revenues	30,531	1,000	84,563	84,749	1,000
Total Non-Operating Revenues	5,236,528	3,907,983	2,211,431	4,356,149	4,317,200

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 PHONE (650)583-4400 FAX 583-4611



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 12/31/13	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
SALARIES AND BENEFITS:					
Salaries and Wages Expense	2,175,750	2,293,520	1,128,696	2,241,074	2,357,627
Benefits Expense	839,164	1,463,099	777,778	1,494,333	1,702,356
Total Salary and Payroll Burden	3,014,914	3,756,619	1,906,474	3,735,406	4,059,983
OPERATING EXPENSES	2,189,537	3,345,908	1,183,859	3,447,803	3,259,035
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	9,115,346	3,466,163	9,029,515	9,253,444
CAPITAL PROJECTS	5,870,924	3,436,753	1,083,252	1,892,291	1,500,891
TOTAL EXPENSES	12,930,511	12,552,099	4,549,415	10,921,805	10,754,335

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 12/31/13	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	436,326	879,000	923,927
Overtime	12,664	11,000	9,339	13,000	16,500
Other Pay	0	10,000	4,425	0	15,000
Total Salaries and Wages	889,091	942,967	450,090	892,000	955,427
Benefits Expense:					
Pension Contributions	215,748	241,800	102,170	211,500	252,100
Health Insurance Costs - Current Employees	203,791	227,708	96,327	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	7,787	15,562	16,025
Insurance Costs - Retirees	26,999	27,100	18,171	23,401	24,150
Social Security and Taxes	11,465	13,673	6,248	12,934	13,854
Auto Allowance	2,875	3,000	2,475	3,000	4,200
Employment Assistance Program	1,246	1,300	727	1,300	1,300
Liability for Termination Benefit	-216,664	30,485	155,291	169,550	185,125
Total Benefits	334,794	644,556	424,147	719,559	787,554

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 12/31/13	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
OPERATING EXPENSES:					
Advertising	18,290	10,000	4,985	9,000	9,000
Bad Debt Expense	54,643	35,500	0	65,000	65,000
Communications	23,143	22,600	11,324	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	3,440	7,800	8,100
Meetings/Travel/ Training	6,125	6,500	789	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	5,424	11,500	12,500
Operating Supplies	78,752	79,077	34,699	69,112	83,100
Office Supplies	9,585	12,024	5,371	12,024	12,000
Office Equipment	0	0	0	0	15,000
Uniform Expenses	10,528	13,286	4,078	10,000	12,500
Special Events Expense	3,885	3,600	4,543	6,500	6,500
Legal Services	42,192	50,000	6,044	48,000	50,000
Professional Services	16,867	17,300	8,734	17,300	18,500
Outside Contractual Services	37,828	113,972	22,883	90,500	67,300
Bank & Credit Card Fees	14,320	20,782	7,850	15,800	16,000
Repair and Maintenance	139,298	687,044	96,918	554,000	326,000
Carry Over Repairs	0	0	0	0	0
Garbage Collections	70,349	153,750	78,980	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	0	40,000	50,000
Water and Electrical Utility Expenses	156,573	164,003	103,487	163,361	168,200
Total Operating Expenses	850,803	1,843,244	568,436	1,638,150	1,367,250
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

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 12/31/13	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	272,400
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 12/31/13	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	26,593	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	0	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 12/31/13	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
CAPITAL PROJECTS:					
Dock Fingers					
Carry Over Money	0	580,536	6,048	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	612,569	1,296,429	1,475,891
TOTAL EXPENSES	4,243,502	7,137,228	2,238,500	5,373,556	5,357,927

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.

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

OYSTER POINT MARINA PARK EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 12/31/13	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	316,522	647,401	681,000
Overtime	6,401	7,000	4,757	7,500	8,500
Other Pay	0	25,000	21,648	25,000	15,000
Total Salaries and Wages	635,651	679,401	342,927	679,901	704,500
Benefits Expense:					
Pension Contributions	180,617	174,979	75,061	160,728	165,000
Health Insurance Costs - Current Employees	153,214	154,620	72,861	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	5,713	11,062	11,400
Insurance Costs - Retirees	24,429	20,111	11,860	28,394	29,200
Social Security and Taxes	9,450	9,478	5,015	9,334	10,200
Auto Allowance	2,875	6,150	2,475	6,150	4,200
Employment Assistance Program	1,030	1,100	601	1,030	1,100
Liability for Termination Benefit	-253,170	25,891	15,260	7,143	136,168
Total Benefits	182,600	461,565	216,465	430,137	570,168

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

OYSTER POINT MARINA PARK EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 12/31/13	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
OPERATING EXPENSES:					
Advertising	12,178	10,000	4,131	8,000	8,000
Bad Debt Expense	51,122	38,500	0	65,000	65,000
Communications	13,551	14,000	6,702	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	818	2,800	2,800
Meetings/Travel/ Training	6,154	6,000	642	2,650	6,300
Auto Mileage Reimbursement	224	204	49	250	350
Memberships/ Dues/ Subscriptions	0	200	138	200	200
Personnel Tests	15	1,100	15	1,100	1,100
Property & Casualty Insurance	122,627	134,970	111,749	122,700	134,970
Fuel	6,043	7,154	2,767	5,522	6,900
Operating Supplies & Equipment Purchases	14,954	56,356	29,116	42,200	33,500
Office Supplies	6,146	4,241	3,088	6,000	7,000
Uniform Expenses	7,049	8,240	3,740	8,000	8,000
Legal Services	11,760	18,000	839	5,000	10,000
Special Events Expense	1,363	4,000	1,565	6,500	6,500
Claims Settlements	2,675	0	0	0	0
Professional Services	11,642	15,306	11,239	19,400	19,800
Outside Contractual Services	89,961	138,915	48,349	123,700	96,700
Bank & Credit Card Fees	14,687	27,750	5,875	15,500	19,250
Office Space and Equipment Rentals	3,057	3,800	1,914	3,800	4,500
Repair and Maintenance	62,311	141,294	15,003	151,500	131,500
Garbage Collections	20,995	26,775	12,078	25,500	26,500
Harbor/ Marina Public Access	0	30,000	0	30,000	20,000
Harbor/ Marina Equipment	1,838	56,000	1,900	51,000	0
Vessel Destruction	60,330	40,000	0	26,500	50,000
Water and Electrical Utility Expenses	93,065	117,551	48,528	117,551	128,300
Total Operating Expenses	617,891	908,326	313,538	857,923	812,970
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

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

OYSTER POINT MARINA PARK EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 12/31/13	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	0	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	470,683	595,862	25,000
TOTAL EXPENSES	6,985,075	3,791,404	1,536,187	3,574,396	3,261,303

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 12/31/13	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	314,836	629,673	656,200
Overtime	3,077	4,000	2,842	3,500	5,500
Total Salaries and Wages	615,609	635,152	317,679	633,173	661,700
Benefits Expense:					
Pension Contributions	161,111	163,177	59,400	142,000	154,200
Health Insurance Costs - Current Employees	98,713	100,164	45,681	91,363	94,000
Worker's Compensation Insurance	5,918	4,637	1,985	4,650	4,800
Other Insurance - Current Employees	9,731	9,781	4,112	9,781	10,100
Social Security and Taxes	9,011	9,210	6,237	9,181	9,595
Auto Allowance	8,050	8,400	4,550	8,400	8,400
Employment Assistance Program	650	650	379	650	670
Liability for Termination Benefit	6,872	10,267	-4,044	9,149	10,300
Total Benefits	300,056	306,285	118,299	275,174	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 12/31/13	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
OPERATING EXPENSES:					
Advertising	2,651	2,500	1,335	2,500	2,500
Communications	9,911	12,500	5,494	10,800	12,500
Computer Hardware and Software	12,980	10,500	1,558	10,500	9,000
Postage	6,319	6,500	2,715	6,500	6,500
Meetings/Travel/ Training	6,344	8,500	1,309	3,500	6,500
Auto Mileage Reimbursement	952	2,000	594	1,500	1,500
Memberships/ Exams/ Subscriptions	14,834	15,000	11,219	15,000	15,000
Recruitment and Personnel Tests	0	2,500	1,132	2,500	2,500
Office Supplies	13,307	12,100	9,505	12,100	13,100
Office Equipment	0	0	0	0	15,000
Legal Services	43,771	50,000	23,265	50,000	50,000
Professional Services	15,026	15,400	13,341	15,400	17,300
Outside Contractual Services	34,296	28,150	21,817	28,150	33,150
Bank & Credit Card Fees	634	4,000	227	1,000	1,000
Office Space and Equipment Rentals	90,812	99,000	56,157	99,000	101,970
LAFCO Fees	6,755	8,700	5,516	5,516	7,500
Property Tax Admin. Fee	30,504	29,000	0	28,322	29,000
Total Operating Expenses	289,096	306,350	155,183	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	591,161	1,208,948	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%.

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

HARBOR COMMISSION EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 12/31/13	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	18,000	36,000	36,000
Total Salaries and Wages	35,400	36,000	18,000	36,000	36,000
Benefits Expense:					
Pension Contributions	0	0	0	0	0
Health Insurance Costs - Current Employees	37,158	46,365	22,456	65,145	48,100
Worker's Compensation Insurance	1,813	248	119	350	400
Other Insurance - Current Employees	196	408	81	304	320
Insurance Costs - Retirees	19,656	19,656	9,828	19,656	20,300
Social Security and Taxes	3,075	3,122	1,561	3,122	3,150
Employment Assistance Program	542	550	316	542	550
Liability for Termination Benefit	-40,727	-19,656	-15,495	-19,656	-20,250
Total Benefits	21,713	50,693	18,866	69,463	52,570
OPERATING EXPENSES:					
Advertising	7,935	17,000	9,360	17,000	7,500
Election Liability	376,975	188,487	94,244	565,462	650,000
Postage	132	250	12	250	250
Meetings/Travel/ Training	7,010	10,600	1,491	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	433	1,500	1,700
Legal Services	16,487	40,000	19,149	40,000	60,000
Professional Services	3,188	4,000	6,180	6,180	4,000
Outside Contractual Services	1,196	5,300	995	5,300	5,300
Employee Appreciation Dinner	3,257	4,500	385	4,500	4,800
Total Operating Expenses	431,748	287,987	146,702	659,442	754,795
TOTAL EXPENSES	488,860	374,680	183,568	764,905	843,365
	12,930,511	12,552,099	4,549,415	10,921,805	10,754,335

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 PHONE (650)583-4400 FAX 583-4611



CAPITAL IMPROVEMENT PROJECTS

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

	Budgeted Projects	Estimated Carryover	Combined Projects
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
Multi-Purpose Building	-	272,400	272,400
Total Pillar Point Harbor	390,000	1,085,891	1,475,891
TOTAL DISTRICT	415,000	1,085,891	1,500,891

SAN MATEO COUNTY HARBOR DISTRICT

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



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	2,206,000	1,392,950	0	0	3,598,950
Non-Operating Revenues	0	0	4,317,200	0	4,317,200
Total Revenues	2,206,000	1,392,950	4,317,200	0	7,916,150
EXPENSES:					
Salaries and Payroll Burden	1,742,981	1,274,668	953,764	88,570	4,059,983
Operating Expenses	1,367,250	812,970	324,020	754,795	3,259,035
Total Expenses before Interest, Depreciation and Capital Expenditures	3,110,231	2,087,638	1,277,784	843,365	7,319,018
Projected Increase/ (Decrease) in Net Assets from Operations (Rev-Exp)	-904,231	-694,688	3,039,416	-843,365	597,132
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)	(1,676,036)	(1,843,353)	3,025,460	(843,365)	(1,337,294)

*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	3,598,950
Non Operating Revenue	4,317,200
New Debt	-
	<hr/>
Total Sources of Funds	7,916,150

Uses of Funds

Salaries and Payroll Burden less Unfunded Liability	3,748,640
Operating Expenses	3,259,035
Interest Expense	329,097
Capital Outlay	1,500,891
	<hr/>
Total Use of Funds	8,837,663

Projected Net Change in Cash Balance for FYE 15 (921,513)

*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.

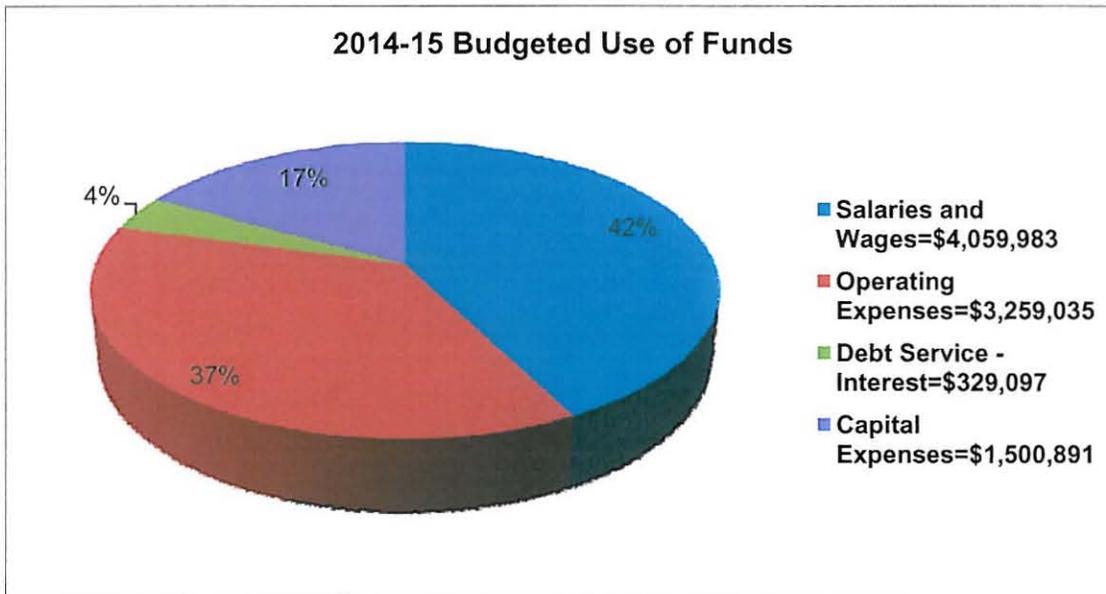
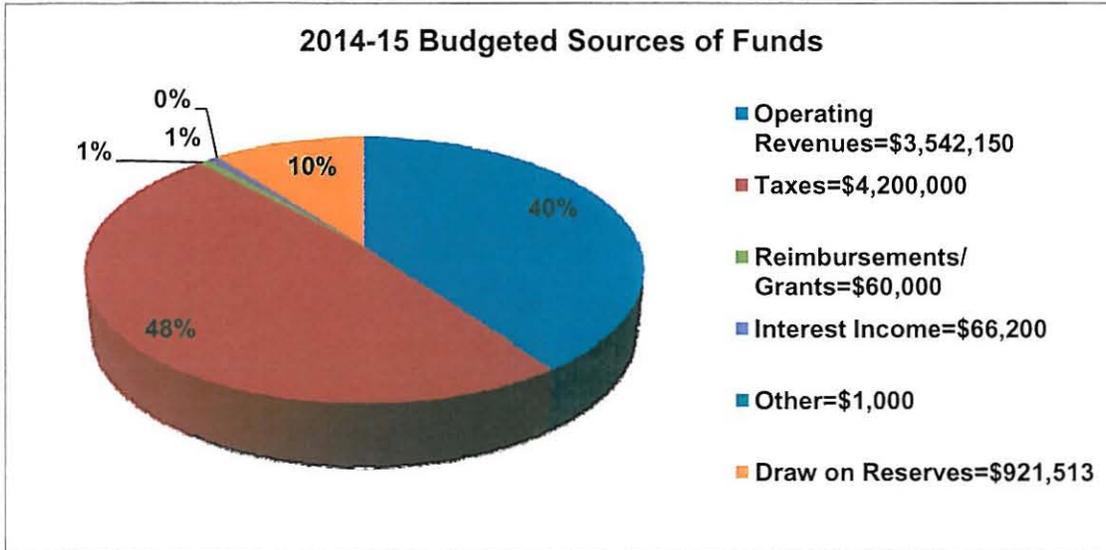
DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

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	3,259,035		3,259,035
Invested in Capital Assets net of Related Debt	18,304,086	1,500,891	19,804,977
Undesignated Fund Balance/ Net Asset	(12,275,620)	(3,150,089)	(15,425,710)
General Fund Total Net Assets	17,684,989	(1,337,294)	16,347,695

*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: \$8.8 MILLION = TOTAL USES: 8.8 MILLION

SAN MATEO COUNTY HARBOR DISTRICT

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



GLOSSARY

Accrued Liabilities – Unpaid liabilities

Administrative Budget Adjustment –

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

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

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

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

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

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

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

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

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

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

Capital Improvement Projects – Listing of intended capitalized expenditures.

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

DBAW – California Department Boating and Waterways.

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

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

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

Encumbrances – Commitments for unperformed contracts for goods and services.

EMS – Environmental Management Systems

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

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

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

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

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

GAAP – Generally Accepted Accounting Principles.

GASB – Governmental Accounting Standards Board

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

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

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

HMB – Half Moon Bay

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

JPA – Joint Powers Agreement.

LAFCO – Local Agency Formation Commission

LED – Light- Emitting Diode

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

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

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

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

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

PTO – Paid Time Off.

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

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

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

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

RDA – Redevelopment Agencies

SSF – South San Francisco

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

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

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

**San Mateo County Harbor District
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.

Bernardo stated since it was currently discussed, to finish the AR reports in the Agenda Setting. He asked staff what they thought of the item.

Harris stated staff listened to the tape and there were two votes: one to sending redacted AR reports which failed and the other was another vote for presenting alternatives to the Board which passed.

Brennan stated the agenda item on Committees did not make it on this agenda and wondered what the status was.

Grenell made a point of order stating that Brennan's questions did not pertain to Agenda Setting.

Bernardo stated that Brennan was correct since it was for an agenda item and for her to finish the conversation. He stated his understanding was that it was an informational report on committees.

Bernardo proposed to agendize an updated informational report on committees.

Action: Motion by Bernardo, second by Brennan to agendize an updated informational report on committees on a future agenda. The motion passed unanimously.

Ayes: 4

Nays: 0

Grenell made a point of information that a future agenda means there is no specific date. Bernardo stated he understood and there are more urgent items that need to be handled first.

New Business

- | | | |
|---|------------------|---|
| 3 | TITLE: | Mid-Year Budget Review for Period Ending December 31, 2013 |
| | REPORT: | Grenell, Budget Review |
| | PROPOSED ACTION: | To be determined |

Grenell spoke on the item.

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

Memo

Date: 3/5/2014

To: Board of Harbor Commissioners

From: Peter Grenell 
General Manager

Re: Strategic Business Plan Preparation: Proposal Selection

RECOMMENDATION

Accept the proposal from the firm of Lisa Wise Consulting, Inc. and authorize the General Manager to execute a contract with Lisa Wise Consulting, Inc. in an amount not to exceed \$274,515.00 to prepare a Strategic Business Plan for the Harbor District.

BACKGROUND

In the fall of 2013, the Harbor District issued a Request for Proposals (RFP) from qualified firms, partnerships, and consulting teams to prepare a Strategic Business Plan for the Harbor District including its two harbor facilities, Pillar Point and Oyster Point. The scope of work called for in the RFP included:

- an updated plan for retiring the District's remaining debt to the Division of Boating and Waterways (now approximately \$7.1 million, down from over \$17 million);
- a capital facilities plan for the two harbors, taking into account sea level rise projections and concerns;
- a sustainable fisheries plan for Pillar Point Harbor, with the intent of improving fish landings, supporting the working waterfront, its

fishermen and local fishing businesses, and taking advantage of increasing consumer interest and demand for local seafood;

- a revenue enhancement plan to increase and diversify District revenues to reduce pressure on tenant rates and reliance on the District's share of tax income;
- an economic impact analysis of the District and its facilities, especially with respect to Pillar Point Harbor;
- identification of opportunities for other District activities in San Mateo County taking advantage of the District's countywide jurisdiction, such as water-related or waterborne emergency preparedness and response concerns related to San Francisco Bay shoreline communities within the County, enabling establishment of a U. S. Coast Guard presence at Pillar Point Harbor to complement the Harbor District's present excellent ocean search and rescue activities, possibilities for joint marine-related educational activities for all ages with other agencies and institutions, to name just a few;
- identify and formulate a strategy for addressing climate change-related sea level rise concerns at District facilities; and
- providing and implementing a public outreach plan to engage harbor tenants and other users, the broader communities, and the general public in the preparation of the Strategic Business Plan.

The District anticipated and encouraged proposers to bring together a diversity of skills and experience to adequately address the detailed and comprehensive nature of the task. The RFP was issued before the late fall and winter holiday season, and proposals were due just before the end of February to provide prospective proposing teams adequate time to organize their submittals. In the event, the District received a single proposal, a team effort led by Lisa Wise Consulting, Inc. (LWC)

PROPOSAL TEAM PARTNERS

LWC, based in San Luis Obispo and San Francisco, is joined by the engineering firm of Moffatt & Nichol, the transportation firm of Nelson/Nygard, and Tenera Environmental (see proposal).

LWC has led business planning, economic, land use and market analysis and community engagement in fishing communities and working waterfronts in San Diego, Long Beach, Morro Bay, Port San Luis, Moss Landing, Monterey and Fort Bragg.

Moffatt & Nichol (M&N) will evaluate marine structural engineering, potential risks of sea level rise, and identifying strategies to best address possible impacts at Pillar Point and Oyster Point. M&N was part of the Water Emergency Transportation Authority's (WETA) design and engineering team for the Oyster Point Ferry Terminal. M&N is now conducting a Facilities condition Survey for the Harbor District.

Nelson\Nygaard (NN) will analyze circulation and parking at District facilities, recommend transportation and connectivity improvements, and address emergency preparedness relative to the WETA's Oyster Point service. NN is the lead transportation firm for the County's Plan Princeton project and principal author of the WETA's Short Range Transit Plan.

Tenera Environmental will inventory indigenous and invasive marine life in the harbors and formulate strategies for District protective and preservation actions for habitat in the context of facilities expansion and other human-generated impacts resulting from Plan implementation. Tenera will also identify opportunities for marine science education and outreach. The firm has conducted field studies and surveys for the County Parks and Recreation Department in the Fitzgerald Marine Reserve.

The LWC team, firms and staff, have worked together previously and are familiar with the sites and locales of the Harbor District.

TIMELINE FOR PLAN PREPARATION

LWC proposes to start work immediately upon acceptance by the Harbor District and contract execution. LWC's proposed schedule calls for a little over one year to complete plan preparation (approximately 15 months).

This timeline includes an extensive public outreach effort at several points throughout the process. LWC proposes to convene four public outreach events at key points in the project schedule, in addition to an extensive interview effort with harbor tenants and other stakeholders.

LWC, with M&N, will use the findings of the District's current facilities condition survey to guide and augment their own comprehensive analysis of the District's overall facilities maintenance, improvement, and development needs.

Also, the LWC team will use relevant outcomes of the County's Plan Princeton process, now underway, as input to the Strategic Business Plan's consideration of several concerns including fishing industry sustainability, public access improvements, and future development.

PROPOSED PROJECT BUDGET

LWC proposes a budget including all work by LWC, M&N, NN, and Tenera that totals \$274,515. Proposed budgets for each firm are:

LWC:	\$192,620
M&N:	\$33,330
NN:	\$29,534
Tenera:	\$19,031

CONCLUSION

The Lisa Wise Consulting, Inc. proposal should be accepted by the Harbor District to enable an immediate and timely start on the Strategic Business Plan preparation process. Given the LWC team's qualifications, experience, and proposed approach to the District's extensive and detailed scope of work, including LWC's particular experience with fishing industry sustainability, valuable time would be lost in repeating the several months-long RFP process to try to obtain other proposals to accomplish similar work for a possible minimal reduction in cost to the District.

SAN MATEO COUNTY HARBOR DISTRICT

REQUEST FOR PROPOSALS

**TO PROVIDE STRATEGIC BUSINESS PLAN
PREPARATION SERVICES**

October 14, 2013



**400 Oyster Point Boulevard, Suite 300
South San Francisco, CA 94080**

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SAN MATEO COUNTY HARBOR DISTRICT

REQUEST FOR PROPOSALS FOR STRATEGIC BUSINESS PLAN PREPARATION SERVICES

GENERAL INFORMATION

The San Mateo County Harbor District (District) requests proposals from qualified firms, joint ventures, partnerships or other teams to prepare a Strategic Business Plan for the District and its two harbor facilities, Pillar Point Harbor and Oyster Point Marina/Park.

There is no expressed or implied obligation from the San Mateo County Harbor District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, seven (7) print copies and three (3) electronic copies on flash drive of a proposal must be received by Peter Grenell, General Manager, at 400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080, by 3:00 p.m. PST on Thursday, February 27, 2014. The Harbor District reserves the right to reject any or all proposals submitted.

The District reserves the right to request additional information or clarification from proposers, to allow for the correction of errors or omissions, retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals (RFP), unless clearly and specifically noted in the proposal submitted and confirmed within the contract between the District and the firm selected.

Inquiries related to this RFP should be made to the San Mateo County Harbor District Administration Office at 650-583-4400, or submitted via e-mail to:

Peter Grenell
General Manager
harbordistrict@smharbor.com

It is anticipated that staff will make a recommendation to the Board of Harbor Commissioners at the Wednesday, March 19, 2014 Board meeting.

BACKGROUND

The San Mateo County Harbor District is an independent special district created by San Mateo County pursuant to provisions of the California Government Code and Harbors and Navigation Code. The District's jurisdiction is coterminous with that of San Mateo County. The District is governed by a five-member Board of Harbor Commissioners elected at large by County voters for staggered four-year terms. The District presently operates two harbors: Pillar Point Harbor, a 369-berth public commercial fishing harbor that also supports sport fishing and recreational boating, located in the unincorporated community of Princeton on Half Moon Bay approximately twenty-five miles south of the City of San Francisco, and for which the District received a State Tidelands Grant in 1960; and Oyster Point Marina/Park, a 455-berth recreational marina located about two miles north of San Francisco International Airport in the City of South San Francisco at a municipal landfill, that also contains a commuter ferry terminal operated by SF Ferry (the Water Emergency Transportation Authority). The District operates Oyster Point under a Joint Powers Agreement with South San Francisco, which owns the facility.

Historical Overview: The Harbor District was established in 1933, initially to create a harbor in Redwood City. The Depression and World War II intervened and the District became inactive. It was reactivated in 1948 after Coastside citizens urged Congress to fund creation of a harbor of refuge for the fishing fleet at Pillar Point. A federal breakwater was built by the Army Corps of Engineers in 1959-61, with an extension in 1967. With State financial assistance, the Harbor District constructed the Harbor's docks and berths in the 1980s, along with a second, inner breakwater to provide further protection. A master plan for potential Pillar Point improvements was done in 1991. This plan did not include a financial plan or strategy for implementation. A few plan goals were fully or partially achieved, and later other newer harbor needs not incorporated into the plan were accomplished.

Meanwhile, in 1977, the City of South San Francisco requested the District to assume operational control over the City's Oyster Point Marina, in view of the District's countywide jurisdiction. A Joint Powers Agreement was executed, giving the District the authority to improve and complete construction of a 600-berth recreational marina. Full build-out was accomplished during the 1980s, consistent with the overall planning guidelines of the City's 1983 Oyster Point Specific Plan.

South San Francisco's dream of having ferryboat service connect it with other SF Bay communities began to achieve fruition with the State Legislature's creation of the Water Transit Authority (WTA), which began work in 2000. The Legislature later expanded the WTA's purview by charging it with preparation of a Water Transportation system Emergency Management Plan (2009) and renaming the agency as the Water Emergency Transportation Authority (WETA). The Harbor District, with City concurrence, issued a long term lease to the WETA for water and land area at Oyster Point in which to build and operate a ferry terminal, and agreed

to remove two docks to provide space for the terminal. WETA began ferry service to the East Bay in spring of 2012, with new expanded services being tested and planned to San Francisco.

Harbor District Relationship with State Division (formerly Department) of Boating and Waterways (DBW): The District financed construction of its harbor facilities primarily with loans provided by DBW. In 2004, the District completed a financial business plan at the behest of DBW that established a schedule for retiring the District's debt at the time of \$19.77 million. The District has continued to make annual payments of principal and interest to DBW to reduce its outstanding loan balance. Presently the balance is down to approximately \$8.1 million, and the District expects to completely retire the debt in 2018, one year earlier than the repayment schedule.

The Harbor District's Strategic Planning Process: The Board of Harbor Commissioners has conducted annual public strategic planning workshops for a number of years. The Board reviews the District's financial condition and progress on achievement of Commission priorities for operations and improvements to its facilities, and considers emerging issues and priority updates to guide District activities for the coming fiscal year and into the future.

Several substantial political, economic, financial, environmental, and regional changes have occurred in recent years that suggest the need for an overall stock-taking by the District. These changes include but are not limited to the extended economic recession, the extended closure of salmon fishing (recently resumed) that resulted in significant adverse impacts on Pillar Point Harbor, other regulatory changes in the commercial fishing industry, the elimination by the State of redevelopment agencies that has affected the City of South San Francisco's plans for Oyster Point Marina, the inauguration of San Francisco Bay ferry service at Oyster Point, the passage of ten years since the District's Business Plan was prepared for the State Department of Boating and Waterways (now a Division of the State Parks and Recreation Department) for the District's development loan restructuring, growing recognition of climate change impacts especially sea level rise, other impacts on Pillar Point Harbor as the San Mateo Coastside becomes a more popular visitor and recreation destination (including growing interest in the annual Mavericks Big Wave Surfing Contest), with more demands on the District for non-revenue producing recreational facilities and activities.

Other recent State policy changes have also influenced the District's thinking about its own planning: The Strategic Plan of the California Ocean Protection Council (2012-17), created by the Legislature in 2004 "to help protect, conserve, and maintain healthy coastal and ocean ecosystems and the economies they support", sets forth several goals and actions the Council will pursue. These include improving understanding of climate change and addressing climate change impacts on ocean ecosystems and coastal communities; and working with other agencies to

support sustainable fisheries management including improving access to fisheries and revitalizing ports and harbors.

Additionally, the California State Coastal Conservancy's new Strategic Plan (2013-18) identifies action priorities including adaptation strategies to reduce hazards from sea level rise, and development of waterfront revitalization plans for public access, commercial and recreational fishing, and economic revitalization.

Locally, the San Mateo County's Planning Department has just begun a Comprehensive Planning Process for the unincorporated Coastside community of Princeton, in which the District's Pillar Point Harbor is located. The primary goal of this two-year process is to identify and recommend changes to County policy to guide Planning Commission and Board of Supervisors' decision-making, Local Coastal Program provisions, and zoning regulations for Princeton. The Department, with its team of consultants, will consider a number of key subject areas that relate to Pillar Point Harbor and the District. These include shoreline management, enhancing public access, support to coastal-dependent uses, and facilities for commercial fishing and recreational boating.

Other background information on the Harbor District may be found on the District's website: www.smharbor.com.

All of these factors have led to the Harbor Commission's decision to prepare a multi-year Strategic Business Plan as a benchmark to guide its ongoing activities through its continuing annual strategic planning process.

STRATEGIC BUSINESS PLAN OBJECTIVES

The Strategic Business Plan will accomplish several objectives:

- (1) Update the ten year-old District business plan prepared for Boating and Waterways (DBW) that focused on retiring the District's remaining debt to DBW (now down to \$8.1 million);
- (2) Have at its core strategies for sustaining the commercial and recreational fishing industries at Pillar Point Harbor and the Harbor's working waterfront character, including making Pillar Point a more desirable destination for commercial fishermen and others doing business in the fishing industry;
- (3) Include a Capital Facilities Plan for both Harbors with an updated facilities condition assessment (FCA) and framework for a five-year FCA update to guide infrastructure repairs, upgrades, replacements, and

provision of new facilities through annual capital improvements plans, and which takes into account sea level rise adaptation measures;

- (4) Set forth approaches for enhancing District revenues including assessment of market opportunities and new business lines, public/private partnerships, selected development compatible with harbor and marine environments, innovative financing approaches, leasing policies, and grant sources such as the Ocean Protection Council and Coastal Conservancy;
- (5) Include an economic and employment impact analysis of the District's Harbors on local, County, and regional economies with respect to District and boater expenditures, direct and indirect employment, and taxes generated, with a focus on the fishing industry and its local industry profile, public and private facilities, management and marketing opportunities, and also the increasing tourism and recreational interest in these Harbor facilities;
- (6) Include an updated analysis of potential sea level rise impacts on the District's Harbors based on alternative projections and timelines, and identify implications and opportunities for adaptive capital facilities and development planning;
- (7) Identify opportunities for new Countywide District activities, e. g., collaborating with County, local SF Bayside jurisdictions, and the Water Emergency Transportation Authority (WETA) on waterborne emergency preparedness and response facilities, and with other agencies regarding tsunami and major storm preparedness and response;
- (8) Identify opportunities at the District's Harbors for joint marine-related educational activities with federal, state, County and other local agencies and educational institutions;
- (9) Include development of a data base for and identify opportunities for restoration of indigenous marine life to both Pillar Point Harbor and Oyster Point Marina/Park, including opportunities for improving harbor water circulation and quality; and
- (10) Include a robust and well-managed public outreach element to include harbor and marina tenants, businesses, and other facility users as direct stakeholders in the District and its future, and also the harbors' respective surrounding communities (South San Francisco and Coastside), and other relevant agencies and organizations.

SITE TOURS

Site tours will be conducted at each District Harbor facility. While not mandatory, respondents are strongly urged to visit these facilities to familiarize themselves with them and to clarify concerns. Interested parties may confirm tour dates and details by contacting the District Administration Office at 650-583-4400.

SCHEDULE

The schedule for consultant selection is as follows:

Site Visits: Pillar Point Harbor: Thursday, November 21, 2013, 10:00 a.m.:
Harbor Master's Office
1 Johnson Pier
Princeton, CA

Oyster Point Marina: Wednesday, November 20, 2013, 10:00 a.m.:
Harbor Master's Office
95 Harbor Master Rd.,
South San Francisco, CA

Proposal Submittal Date: Proposals must be submitted by: 3 p.m. PST on Thursday, February 27, 2014, to:

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

Proposal Evaluation and Proposer Interviews: March 4-12, 2014.

Staff Report and Recommendation to Board of Harbor Commissioners for Consultant Selection: Wednesday, March 19, 2014.

CONTACT FOR INFORMATION

Peter Grenell
General Manager
San Mateo County Harbor District
Tel: 650-583-4400
Email: Harbordistrict@smharbor.com

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. Seven (7) print copies and three (3) electronic copies on flash drive of the proposal containing the requested information below must be submitted to the District.
4. If a proposer considers any of the information contained in its proposal as proprietary, the portion(s) considered proprietary must be clearly designated or otherwise submitted in a separate sealed envelope clearly marked. Marking of the entire proposal as proprietary is unacceptable. Proprietary information and materials submitted by a respondent will be kept strictly confidential until and unless that respondent is awarded a contract by the District.
5. Each proposal shall give the full business address of the respondent and shall be signed by an authorized official of the responding firm. If a proposer is a joint venture or partnership, all participants in the venture or partnership should provide the above-referenced information. 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 on behalf of the respondent shall be furnished.
6. Proposers may identify items appearing to be missed by using a request for information (RFI) process. All questions or other RFIs must be submitted only in writing (email, fax, or post are acceptable) to the District no less than ten (10) days prior to proposal submittal date to enable RFI responses. District will provide answers to written questions to all proposers.
7. **Proposals must be received no later than 3 p.m. PST on Thursday, February 27, 2014.** Proposals may be mailed or hand delivered to: San Mateo County Harbor District, Administration Office, 400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080.
8. All proposals must be addressed to the Attention of the General Manager, and be clearly marked "Response to Request for Proposals: Harbor District Strategic Business Plan". The envelopes must also show the respondent's name and address.

TIMELINE FOR VALID PROPOSALS

All proposals received will remain valid for not less than ninety (90) calendar days from the proposal due date.

SCOPE OF WORK

Proposer's scope of work shall address the ten Strategic Business Plan objectives set forth above. The Plan should address these objectives for the District as a whole, and separately for Pillar Point Harbor and Oyster Point Marina/Park as appropriate. The Scope includes:

An Updated plan for retiring remaining DBW debt: An updated plan specifically addressing retirement of the District's remaining loan balance to the California Division of Boating and Waterways (formerly Department) should be prepared as a technical appendix and referenced as needed in the Strategic Business Plan.

A Capital Facilities Plan: This document should address facilities needs for the District and its constituent harbor facilities and should be prepared as a detailed companion to the Plan document and its discussion of facilities. The Facilities Plan shall make use of existing facility conditions survey material available with the Harbor District, but should use additional data as needed to be gathered by consultant. A forecast and demand survey should be conducted with respect to existing facilities in regard to future occupancy expansion and/or operational changes called for by anticipated or proposed changes in facility use. The Facilities Plan should take into account sea level rise (SLR) projections with respect to types, location, design, planning and construction timelines and regulatory parameters for various harbor and marina facilities. SLR projections for short, medium, and long term periods, for a range of changing conditions, and including consideration of possible major storm surge impacts should be considered.

Sustainable Fisheries Plan: As a major component of this Strategic Business Plan, a plan for sustaining the fishing industry at Pillar Point Harbor should be prepared as part of the Pillar Point Harbor section of the Plan. The intent should be to improve landings, support the working waterfront and its fishermen and local fishing industry businesses, and take advantage of increasing consumer interest and demand for local seafood. This plan should consider the local industry profile including with respect to different fisheries, harbor fishing industry-related infrastructure needs, constraints on fishing industry operations (fishermen, local buyers, unloaders, distributors, and other industry participants), including regulatory and other management measures and changes, marketing strategies,

sustainable fishery management approaches, and resolution of harbor management, facilities maintenance and financial needs versus industry costs and operational concerns for fishermen, Harbor District lessees and other industry participants.

A revenue enhancement plan: Also of primary importance, the Plan should articulate strategies, methods, and opportunities for increasing and diversifying District revenues through compatible coastal-dependent or marine-related development, while taking into account environmental and climate change-related limitations on spatial development and constraints on traditional rates and fees-related revenue generation. The Plan should also identify potential sources of grant and cost-share funds that may be available to cover at least partial costs of work items proposed in the Plan. A companion to revenue generation strategies that focuses on opportunities for reductions in operational expenditures should also be prepared.

An economic impact analysis of the District and its facilities: As outlined in the plan objectives above, this analysis should be prepared as a technical appendix and referenced in the Plan as appropriate. The economic and employment impacts of Pillar Point Harbor on the local and regional economy are of particular interest.

Opportunities for other District activities in San Mateo County: The Plan should identify and discuss opportunities for new District activities within its San Mateo County jurisdiction. These should include but not be limited to:

- (a) water-related or waterborne emergency preparedness and response concerns related to San Francisco Bay shoreline communities within the County;
- (b) exploring opportunities for enabling establishment of a U. S. Coast Guard presence at Pillar Point Harbor to complement the Harbor District's present ocean search and rescue activities, and to facilitate interagency cooperation on matters of mutual interest and concern;
- (c) potential operational or managerial roles regarding other harbors and marinas within the County. This discussion should identify criteria for the District's possible use in evaluating desirability and feasibility of involvement with other harbors and marinas;
- (d) identification of opportunities at the District's Harbors for joint marine-related educational activities for school children and adults with federal, state, County and other local agencies and educational institutions; and
- (e) potential for development of a data base for and identification of opportunities for restoration of indigenous marine life to both Pillar Point Harbor and Oyster Point Marina/Park, including opportunities for improving harbor water circulation and quality within the confines of these Harbors' protective breakwaters.

Sea level rise adaptations: The Plan must identify and discuss a strategy for addressing climate change-related sea level rise concerns at District facilities. It should be based on alternative assumptions and timelines for sea level rise, storm surge impacts, etc. Implications for Harbor facilities improvements, additions, and alterations should be identified and incorporated into the Capital Facilities Plan.

Public outreach plan: Proposers should include a public outreach plan that articulates the proposed nature, extent, and type of involvement of and communication with the public they would propose for the District and the successful proposer regarding preparation of the Strategic Business Plan. This outreach plan should include Harbor and Marina tenants, businesses, other facility users, their respective surrounding communities (South San Francisco and Coastside), and other relevant organizations and agencies. The outreach plan should discuss specific methods proposers would use in communicating with and obtaining input from the public on Plan preparation.

REQUIRED WORK PRODUCTS

Deliverables required by a contract issued pursuant to this RFP will include:

(a) a Strategic Plan document with sections on the District (including the District's strategic planning process overview, values, vision, and mission); on Pillar Point Harbor (including discussion of a sustainable fisheries business plan), on Oyster Point Marina/Park (including interrelationships with the City of South San Francisco and discussion of long-term outlook for the Joint Powers Agreement); and on consistency with federal, state, regional (San Francisco Bay Plan), county (Local Coastal Program), and city plans of South San Francisco and Half Moon Bay (General, Specific, Local Coastal Program (Half Moon Bay)).

(b) a Summary Strategic Plan document for broad public distribution that summarizes the District's vision, mission, Strategic Plan elements and goal priorities, situational analysis, and implementation approach.

(c) a Capital Facilities Plan document with sections on the District, Pillar Point Harbor, and Oyster Point Marina/Park, which includes design criteria, service levels, cost estimates, projects and priorities, and financing options.

(d) Technical Appendices that should include but may not be limited to:

- Existing Conditions of District Facilities
- Financial Condition of the Harbor District

- Updated business plan for retirement of outstanding District loan balance and debt service to the Division of Boating and Waterways (DBW), including debt service since the 2004 business plan and current status; determination of adequate reserves for remaining debt service; schedule for payoff of outstanding balance; projected revenue – existing, new possibilities; possibilities for new DBW facilities loans, e. g., docks, sea level rise adaptations.
- Sustainable Fisheries Business Plan (Pillar Point Harbor)
- Economic and Market Trends Analysis
- Demand and Forecasting Analysis for Marina and Harbor business (including needs assessment for slip sizes)
- Economic Impact Analysis, with particular emphasis on Pillar Point Harbor impacts
- Public Outreach Plan (a part of the Strategic Business Plan preparation process).

PROJECT TEAM

Proposer will furnish all necessary labor, facilities, equipment, and materials to perform the work called for by this RFP. If a proposer is a team of firms, a joint venture, partnership, or prime contractor with subcontractors, describe the intended role of each partner in the proposal, the relationship of each partner or subcontractor to the responding firm and the responsible entity in the organizational structure for various project activities and ongoing overall project management. Specify whether firms proposed for the team, joint venture, partnership or other multi-party arrangement have worked together previously on projects. Provide information on these projects and the firms that worked on the projects.

The District will entertain proposals to implement the complete Scope of Work as set forth in this RFP, or to implement one or more specific components of the Scope, e. g., a sustainable fishing industry plan.

The District retains the right to confer with any and all proposers regarding merging, matching, or combining teams to comprise a project team optimal to achieving the District's objectives.

EXPERIENCE OF RESPONDENT

Firm Qualifications and Experience

Proposers should state the size of the firm, the location of the office from which the work on this engagement is to be performed, the number and nature of the professional staff to be employed in this engagement on a full-time basis, and the number and nature of the staff to be employed on a part-time basis.

Partner(s), Supervisory, and Staff Qualifications and Experience:

Proposers must identify the principal supervisory and management staff, including engagement partner, managers, other supervisors, and specialists who will be assigned to the engagement.

Project Manager: Proposers must identify the Project Manager for the project, who shall be the principal individual responsible for implementing the proposer's obligations and responsibilities of any agreement to be executed for this project. Proposers must guarantee that the Project Manager will be available for the project's duration (unless he/she leaves the proposer's firm). Three references for the Project Manager should be provided that support his/her ability to deliver the required work products on schedule and within budget.

Provide information on the qualifications of all participating staff including their duties, years of experience, similar projects on which they have worked and their respective roles.

Describe at least three comparable projects on which respondent's firm has worked, including specific scope of work, level of participation, and other relevant information.

Provide the names, telephone numbers, and address of at least three (3) business references. The District may, but is not obligated to, contact any or all of these references.

Provide a list of any proposer contracts terminated by clients for cause during the past ten (10) years.

PROPOSAL TIMELINE

Provide an estimated project timeline from start of work until estimated completion, showing all tasks and stages of the scope of work including public outreach activities or milestones.

PROPOSAL BUDGET

The proposal must include a project budget and contain all pricing information relative to performing the job as described in this RFP, including a schedule of billing rates and hourly levels of effort of all Project Team members. If the proposer is a team, a joint venture or partnership, the above referenced information should be provided for each firm partner.

The total all-inclusive maximum price to be proposed is to contain all direct and indirect costs including all out-of-pocket expenses.

No cost increases shall be passed onto the District after the proposal has been submitted.

WAIVER

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.

CONSULTANT SELECTION PROCESS AND PROPOSAL EVALUATION

Under the terms of this RFP, the District is not obligated to contract with the proposer lowest in cost. 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 with execution of similar projects, statements of experience and qualifications of key project personnel.

The District may request additional information from any or all proposers after the initial evaluation of the proposals submitted as may be deemed necessary or desirable.

A short-listed group of proposers may be selected based upon the District's review of proposals received. Short-listed firms will be required to be interviewed and make verbal presentations of their proposals and qualifications to the District.

The District will evaluate proposers' proposals and interviews and rank them based on several selection criteria listed below, for a total of up to 100 points:

- (1) Experience in preparing strategic business plans for harbor or port agencies or other government entities (15 points);
- (2) Demonstrated competence, qualifications, knowledge, and abilities to perform the tasks summarized in this RFP's Plan Objectives and Scope of Work including management approach and ability to keep to project schedule (30 points);
- (3) Professional experience and qualifications and availability of key personnel for this project, and demonstrated ability to effectively work as a project team of the project manager and key personnel of all team firms or other partners (20 points);
- (4) Responsiveness to and understanding of this RFP's submittal requirements and clarity and quality of written and oral communications in the proposal and interview (15 points);
- (5) Cost of performing the tasks called for by this RFP (20 points);
- (6) References (0 points. References will be contacted regarding level of performance [satisfactory/unsatisfactory]).

Proposals will be received and evaluated according to the above-referenced RFP Schedule. The District reserves the right to modify this Schedule as the District may determine is needed.

The District may negotiate additional terms and conditions, and will award the contract to the proposer most responsive to the needs of the District and most capable of providing the services to meet those needs. The District will be the sole judge concerning responsiveness and capabilities of applicants.

CONFLICT OF INTEREST

The proposer selected by the District shall be required to disclose any conflicts of interest existing or anticipated resulting from engaging in business with other harbor districts or related entities on a similar project during the term of any agreement entered into with this District pursuant to this RFP. The proposer represents that proposer is familiar with California Government Code Sections 87100 *et seq.* and warrants that proposer has no knowledge of facts regarding conflict of interest on the part of any officer, employee or representative of the District that may constitute a violation of the above-referenced Code sections.

CONTRACT NEGOTIATIONS

The scope of services and fees to be included in an agreement between the District and the successful, top-ranked proposer will be negotiated by the District with that proposer. If an agreement cannot be reached with this firm, the District reserves the right to negotiate contract terms and conditions with the second-ranked proposer. This process will continue until the District has successfully negotiated an agreement.

The contract that the successful proposer will be expected to execute is the professional services agreement attached to this RFP as Exhibit I. Proposers shall submit proposed changes to the agreement and an explanation for the requested changes as part of each proposer's proposal.

OTHER TERMS AND CONDITIONS

1. The information presented in this RFP and in any report or other information provided by the District is provided solely for the convenience of the interested parties. It is the responsibility of interested parties to assure themselves that the information contained in this RFP or other documents is accurate and complete. No representations, assurances, or warranties pertaining to the accuracy of such information are provided by the District or its advisors.
2. The 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 project will be pursued.
3. 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 that 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 proposer from full compliance with the requirements of this RFP or any agreement resulting from this RFP.

4. 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 proposer receiving a copy of this RFP. The District will make reasonable efforts to notify respondents in a timely manner of changes to this RFP. Notwithstanding this provision, each respondent assumes the risk of submitting its proposal(s) on time as per RFP schedule.
5. The San Mateo County Harbor District must comply with the provisions of the California Public Records Act (Government Code sections 6250 *et seq.*). The District will use reasonable efforts to protect the confidentiality of documents or other information provided to it in confidence by proposers to this RFP, including but not limited to proposer's proprietary information, as provided for in the Public Records Act. Any information provided by proposers in response to this RFP which proposers consider is exempt from disclosure should be so designated by proposers with an explanation and relevant legal references to support the specific exemption.

The District reserves the right to determine, at its sole discretion, whether any information received is subject to disclosure. Designation of an entire proposal or significant amounts of it as proprietary may result in a proposal being deemed unresponsive to this RFP. The District has an obligation to comply with requests for public records involving a proposal received by the District, and shall be subject to no liability to a proposer for any such disclosure. Some exemptions from disclosure may be applicable solely during proposal evaluation and selection, following which such information may be publicly available.

6. All proposals submitted shall become the property of the District. Proposals and related materials submitted by proposers will not be returned.
7. The District accepts no financial responsibility for any costs incurred by a proposer in responding to this RFP, and will make no reimbursement for any costs incurred by proposers for preparation of a response to this RFP.

Memo

Date: 3/13/2014

To: Board of Harbor Commissioners

From: Peter Grenell 
General Manager

Re: Reconsideration of Discontinuation of Harbor Commission Meeting Video Recording and Resumption of Video Recording

RECOMMENDATION

Approve reconsideration of discontinuation of Harbor Commission meeting video recording, approve resumption of video recording, and direct staff to have Pacifica Community Television (PCTV) resume video recording of Harbor Commission meetings.

BACKGROUND

At its August 21, 2013 meeting, the Board of Harbor Commissioners decided to discontinue video recording of Board meetings, but to continue audio recordings which are available to the public through the District's website. The Board action to discontinue was moved by Commissioner Tucker and seconded by Commissioner Parravano.

At the Commission's March 5, 2014 meeting, Commissioner Tucker moved to place the resumption of video-taping Commission meetings by PCTV on the next Commission meeting agenda. He stated that he had moved to discontinue the video-taping because at the time it was distracting and causing disturbing behavior. Further, Commission meetings have more recently become more civil, and it might be time to think about reinstating the video-taping. Tucker also stated that video-

taping is beneficial and apologized for instigating the change; however, it had to be done and this was successful because things have become calm again.

The District's previous Service Agreement with PCTV is attached for reference. PCTV has indicated the following: (1) costs will remain the same: \$250 per meeting; (2) PCTV is available to resume service at the April 2, Commission meeting.

On March 10, 2014, the District received an email bid proposal from J. Ullom seeking to provide Harbor Commission video-taping services to the District (see attachment).

CONCLUSION

In view of the Commission's action to place resumption of meeting video-taping services by PCTV on the Commission's agenda, as well as the successful experience of the District with PCTV's previous services and in the interest of rapidly and smoothly resuming such services, it appears preferable to re-engage PCTV for Commission meeting video-taping.



Pacifica Community TV
580 Crespi Drive, Unit E
Pacifica, CA 94044
650-355-8000

Service Agreement

This Agreement is made between PACIFICA COMMUNITY TELEVISION, INC., hereafter referred to as "STATION", and SAN MATEO COUNTY HARBOR DISTRICT hereafter referred to as "AGENCY".

STATION agrees to video record the board of directors meetings of AGENCY and understands that facilitating such recordings is conditioned upon the following:

AGENCY agrees to pay \$250.00 per each recording of AGENCY's board of directors meetings or special meetings. Payments are due on or before the 10th day of the month for services rendered during the prior month.

AGENCY shall notify STATION of all regularly scheduled board of directors meetings to be recorded in the calendar year. If a meeting or special meeting that is not regularly scheduled occurs and AGENCY requires a recording of said meeting, AGENCY shall notify STATION at least two weeks prior to meeting.

If AGENCY cancels a meeting that required a recording and fails to notify STATION within 48 hours of said meeting, a \$125.00 fee shall be charged to AGENCY.

AGENCY shall provide an audio feed¹ to interact with STATION's recording equipment. If technical issues or changes are made with AGENCY's audio equipment, AGENCY must notify station within 48 hours of meeting.

STATION agrees to provide AGENCY with the following:

One standard DVD-R recording of each recorded meeting;

Two cablecastings on Comcast Channel 27 and simultaneous webcasting on STATION's website occurring within 7 days after the meeting. The debut season of this program are defined as follows:

- The first cablecasting shall occur the following Friday at 6 AM;
- The second cablecasting shall occur the following Saturday at 7 AM;

Video on demand of each recorded meeting on STATION's website for a minimum of six months;

Additional copies of meetings can be purchased and mailed for \$18.00.

Either party reserves the right to cancel this Agreement within two weeks of written notification.

This AGREEMENT is made and entered into on 9/18/2012.
[Date]

AGENCY *Peter Grenell* PETER GRENELL, GENERAL MANAGER
[Signature] [Print Name and Title]

STATION *Mart Anaya* Martin Anaya, Executive Director
[Signature] [Print Name and Title]

¹ An audio feed is a single audio channel with all speakers the agency needs recorded clearly audible.

Peter Grenell

From: John Ullom <skygizmo@skygizmo.com>
Sent: Monday, March 10, 2014 1:57 PM
To: Peter Grenell
Cc: James Tucker; Marietta Harris; Robert Bernardo; mark@hmbreview.com
Subject: Re: Major Discrepancy between the AR Reports and Audit

Importance: High

Hello Mr. Grenell,

It is my understanding that the SMCHD is considering reinstating the video recording format. I would like to place a bid in hopes of obtaining the contract to provide for the district's video recording needs.

For 100.00 per meeting, CitizenAccess.TV will:

- 1: Record the meeting in its entirety starting approximately 15 minutes prior to the begin of the meeting until whenever it ends.
- 2: Live stream the meeting to anybody, anywhere, using Youtube Live Streaming service, in an unedited format.
- 3: Provide a multi camera production with lower thirds and embedded Powerpoint Presentations.
- 4: Immediate archival on Youtube in an unedited format.
- 5: Pages with embedded Agendas and Board Packets so as to give context to the meetings.

Here is a link to a previously SMCHD meeting. Notice how we do things: -- [2/19/2014](#)

Please forward any bid packets should the Board decide to reinstitute video recording of district meetings.

Thanks!!!

John Ullom

CitizenAccess.TV

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

Date: 3/13/2014

To: Board of Harbor Commissioners
From: Marietta Harris
Human Resources Manager
Re: Commercial Activity Permit (CAP) Jeff Kafka dba Wind Over Water
Kiteboarding LLC.

RECOMMENDATION

Approve Commercial activity Permit (CAP) for Jeff Kafka dba Wind Over Water Kiteboarding LLC to operating at Oyster Point Marina/Park.

BACKGROUND

Wind Over Water Kiteboarding has submitted a request for an commercial activity permit to provide kite and kayak lessons at Oyster Point Marina/Park. This service will occur Tuesdays through Sundays from April 1, 2014 through October 15, 2014. Lessons are by appointment only and generally start around 12 and run for two to four hours. They will have 30 minutes of set up time and 30 minutes of break down time per day. They are fully equipped with all safety gear relating to their sports, equipment and all of their employees are certified in First Aid and CPR.

Mr. Jeff Kafka owner of Wind Over Water Kiteboarding will get the appropriate business licenses to operate in South San Francisco. He currently has a business license for City of Foster City and Redwood City.

The applicant will obtain insurance covering the District as Additional Insured through a Broad Form Endorsement covering bodily injury and property damage in amounts of \$1 million per occurrence, and \$2 million aggregate, with terms set forth in the permit and license documents.

The Harbor District will rent Mr. Kafka a 20 foot construction container for storage of his rental equipment. Staff is recommending charging \$100 per month for the storage rental.

The vendor will pay a \$250.00 annual permit fee. The District will also require three percent (3%) of total gross sales of goods and services provided to be paid on a quarterly basis.

Wind Over Water
1101 douglas av
Burlingame CA 94010

Overview

Wind Over water goal is to bring liked minded people together for watersports and networking opportunities relating to the tec industry of silicone valley and worldwide. Our focus is Stand Up Paddle boarding and kite boarding lessons. Our network is Bay area tec auntpunter. Wind over water is looking to relocate its off site concession from Burlingame to Oyster Point Marina. Our Burlingame property is going through a sale and is involved in a 4 year park plan . The cost of operation at this location exceeds our desires. Oyster point offers better facilities for our world famous lesson program and its close proximity to San Francisco and Pal Alto is a plus.

Proposal

Wind Over Water is asking for a seasonal agreement for 2 years with the idea of growing from this relationship into a great concession that offers Lessons, rentals, and very small corporate outing relating to Stand Up Paddle boarding, Kiteboarding, kayak, and more. for the months of April- November with a possible off season storage price. We are interested in rental of dock 4 slip 2 with a 6 month payment in advanced. Use of 4 parking spaces from 12pm-7pm daily. We would like access to the bathroom, showers, and changing facility, taking about 2-4 quick rinse offs a day on average. We would want to either buy or rent the 20-foot shipping container you have on site for storage to use as a staging area for our lesson program.

Operational plan

All our lessons at this time are by appointment only and generally start around 12 and run for 2-4 hours. We have 30 minutes of set up time and 30 minute break down time per day. If we book a student for a 1pm lesson we will be there at 12:30 to get gear organized relating to the customers experience level and the conditions for the day. We are fully equipped with all safety gear relating to our sports, equipment and all of our employees are certified in 1st aid and CPR.

Wind Over water Team info and contacts

Jeff Kafka Owner (650)218-6023 jeffkafka8@gmail.com
Jason Reys Instructor(415)244-0100 jasonreyes@yahoo.com
Tai Merrick Instructor (650)576-8247 taimerrick@gmail.com
Antonia Smylie booking(650)758-8585 antonia.smylie@gmail.com
Nathan Nack retail (650)342-3585

About Jeff Kafka and wind over water

Jeff Kafka, shop owner and lead instructor, began the Wind Over

Water Kiteboarding School approximately 10 years ago to help promote an industry and pastime he is passionate about, and also to offer the community greater access to excellent yet affordable lessons in the San Francisco and Bay Area. Jeff is internationally accomplished and world renowned professional kiteboarder and big wave safety expert. However, it his love of teaching and sharing with others his passion for the open ocean, whether diving, surfing, fishing, or simply enjoying new ways of exploring its myriad complexities and mysteries which truly separates his unique instruction technique from others in the industry. He and his family are multi-generational natives to the Bay Area with deep roots in the community and an unremitting respect and admiration of its precious resources, not least of which is the world famous NorCal Coastline.

Among many of the advances he's pioneered in the sport of wave riding is the use of jet skis (Personal Water Crafts, or PWCs) to assist and provide improved safety during all kiteboarding instruction and lessons.

The same level of commitment Jeff takes in his own pursuit of riding excellence is extended to his team of carefully selected WOW instructors. The school's decade-long reputation of quality and supreme safety record has earned it certified Instruction Permits to the best kiteboarding locations around the Bay. The school was also recently honored by Foster City by being appointed the city's official Safety Ambassador of its popular 3rd Avenue Beach.

In 2007, Wind Over Water Kiteboarding partnered with Nor Cal Surf Shop to start the Nor Cal Surf Shop in Burlingame. This full service surf and kite shop carries kite gear to meet any needs – kites, boards, beginner package deals, directional and twin tip boards, harnesses, and more. [Click here](#) to check out the online store. Wind Over Water operates five PWCs from our private dock and teaches daily on 3rd Avenue Beach.

The greatest thing about doing what we do at WOW Sports and

Apparel is that we're fans and users of what we sell and work with as much as we are professionals making the best recommendations to our clients and customers for what works for them.

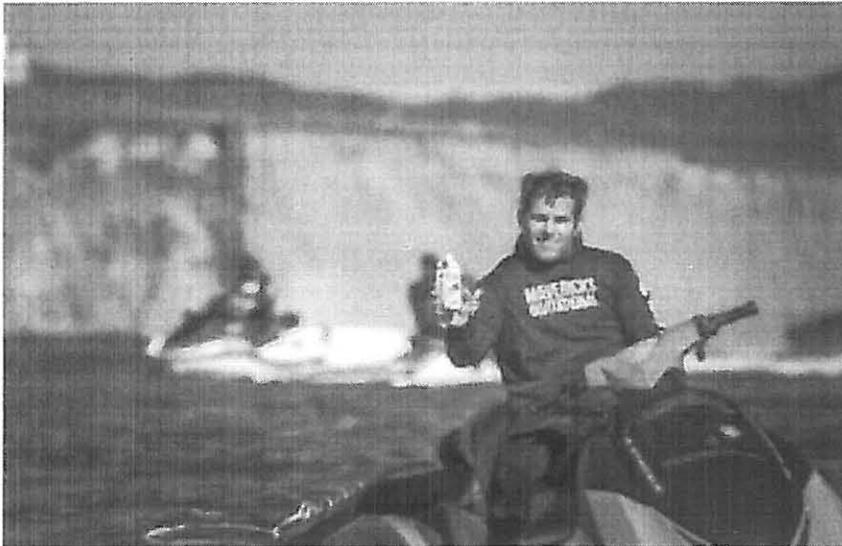
Every product offered is something we personally endorse both in terms of quality and craftsmanship, as well as performance and durability. We carry all of the top brands of course, but also some you may not have heard of that offer unique features and custom designs unparalleled among their competitors.

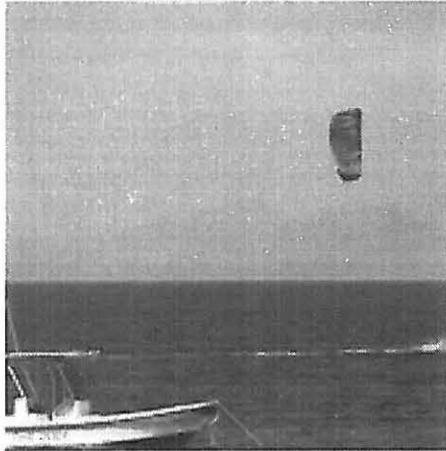
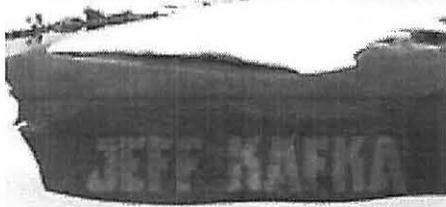
WOW features boards for every surface out there whether you want to experience the mountains, ocean, or to just cruise to your favorite neighborhood spot, we can get you there in style, comfort, and performance. Our skateboard lines feature the latest creations from Anti Hero, Sector 9, and Creature, and Penny to name a few. Ultra-tough, with a wide assortment of shapes and lengths, we carry your choice for terrain or speed, parks or city surfaces. We're fanatical about working with only those brands that share our passion for responsibly incorporating the highest quality materials available, as well as a perfectionist attention to detail.

Our surf, stand-up, and kite boards are something we work with on a day in day out basis with our professional school as we continue to push the performance envelope for users at every level. Whether a seasoned veteran such as our professional instructor crew or the brand new novice excited to get their very first board, we know what will best suit your needs and exceed your expectations. We feature surf boards by master craftsman Dick Brewer, as well as O'Neill, and NorCal and Neptune. For our kite board selection we feature three of the top names in the industry: Slingshot, Cabrinha and Ben Wilson. And then there's our great partnership with Linden Boards, who worked closely with WOW to create a signature Jeff Kafka series of kite boards. Jeff not only rides professionally and teaches, but at one time also shaped boards, so his expert eye and knowledge of board

performance ensures each customer gets the individual advice best suited to their needs.

At WOW we've re-invented the customer experience. We are in the business of adventure, living it and chasing our dreams as passionately as you are. We strive to provide quality, but always with an eye to cost, ensuring there's something suitable for you no matter the budget, whether you're just starting out, or a world-class globe-trotting athlete like Jeff. WOW is really about community; our culture revolves around enjoying our sports, but doing so responsibly and safely. We're parents like you, working hard and playing hard. Our favorite customer is just like us, creative, driven, and smart, seeking challenges and as excited to see and hear about others' success as much as we enjoy sharing our own. So drop by, 'talk story' with us, and if there's something we don't carry, or something special you may have in mind, let us know and we'll see what we can do.









Memo

Date: 3/13/2014

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.

 sustainability_model.gif



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: Roebbelen 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@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

Memorandum

TO: Harbor Commissioners

FROM: Debra Galarza & Belen Cruz

RE: Bills & Claims for Period Ending 3/19/14

Total Disbursements being submitted for your review: \$ 201,277.03

These include:

Handchecks in the amount of: \$ 138,419.62

Payables in the amount of: \$ 62,857.41

<u>Dept. Code</u>	<u>Description</u>		<u>Page Reference</u>
101	Harbor Commission	\$ 21,837.55	2
103	Administration	\$ 2,371.06	2
201	Pillar Point Harbor	\$ 75,165.02	2
301	Oyster Point Marina	\$ 30,942.70	2
	Payroll Related	\$ 70,960.70	2
	Total for Review	\$ 201,277.03	2

Notes:

Handchecks Written for:

Payroll \$ 70,960.70

Invoices with Due Dates on or Before Board Meeting \$ 67,458.92

Total Handchecks Written: \$ 138,419.62

BILLS CLAIMS FOR 3/19/14 BOARD MEETING

VENDOR	DESCRIPTION	AMOUNT	PAYROLL RELATED	COMM 101	ADMIN 103	PILLAR POINT 201	OYSTER POINT 301
A-A LOCK & ALARM, INC.	CONTRACTUAL SERVICES	215.00			215.00		
AARONSON, DICKERSON, COHN & LANZONE	LEGAL SERVICES	3,410.00		2,583.75	438.75	233.48	154.02
ADP, INC.	PAYROLL PROCESSING	404.84			101.21	195.19	108.44
ARAMARK UNIFORM SERVICES	UNIFORM SERVICES	200.95					200.95
BLUE RIBBON SUPPLY	OPERATING SUPPLIES	868.06				868.06	
CALIFORNIA WATER SERVICE	UTILITIES	60.90					60.90
COAST MARINE IND SUPPLY, INC.	REPAIRS & MAINTENANCE	2,680.44				2,680.44	
EMILY COOPER	REIMB MILEAGE	89.98			89.98		
ABIGAIL DOMETITA	REIMB MILEAGE	49.78					49.78
DOODYCALLS, LLC	OPERATING SUPPLIES	1,235.15				1,235.15	
FASTENAL COMPANY	REPAIRS & MAINTENANCE	330.13				330.13	
FEDERAL EXPRESS CORP.	CONTRACTUAL SERVICES	51.27			51.27		
GARDA CL WEST, INC.	CONTRACTUAL SERVICES	214.00				107.00	107.00
GHD, INC.	CAPITAL PROJECT	7,000.00				7,000.00	
GOPHER BUSTERS	CONTRACTUAL SERVICES	495.00				495.00	
HALF MOON BAY REVIEW	ADVERTISING EXPENSE	100.00		100.00			
DOUGLAS LAUGHLIN	CONTRACTUAL SERVICES	100.00				100.00	
DAVID MCMASTERS	VESSEL DESTRUCTION	2,672.54				2,672.54	
MISSION UNIFORM SERVICE, INC.	UNIFORM SERVICES	550.74				550.74	
NATIONAL CHEMICAL SERVICE	CONTRACTUAL SERVICES	162.00				162.00	
NOR-CAL PIPELINE SERVICES	CAPITAL PROJECT	10,187.50				10,187.50	
OFFICE DEPOT, INC.	OFFICE SUPPLIES	182.06			77.35	104.71	
PACIFIC COLOR GRAPHICS	OFFICE SUPPLIES	1,613.03		408.50		561.42	643.11
PRINCETON WELDING, INC.	REPAIRS & MAINTENANCE	1,437.00				1,437.00	
RECOLOGY OF THE COAST	GARBAGE COLLECTION	6,702.30				6,702.30	
SAN MATEO DAILY JOURNAL	ADVERTISING EXPENSE	636.00		396.00		120.00	120.00
SEWER AUTHORITY MID-COASTSIDE	LICENCES & FEES	321.43				321.43	
THE TIDEBOOK COMPANY	OPERATING SUPPLIES	3,229.67				1,614.84	1,614.83
TURBO DATA SYSTEMS, INC.	CITATION PROCESSING	46.60				42.36	4.24
VALENTINE CORPORATION	CAPITAL PROJECT	17,611.04				17,611.04	
SUBTOTAL OF PAYMENTS TO BE PROCESSED 3/19/14		62,857.41	-	3,488.25	973.56	55,332.33	3,063.27
ARROWHEAD MOUNTAIN WATER	WATER SERVICES	56.50					56.50
AT&T	TELEPHONE/COMMUNICATIONS	79.74					79.74
CALPERS	PAYROLL DED PAYABLE	21,148.70	21,148.70				
CALPERS SUPPLEMENTAL INCOME	PAYROLL DED PAYABLE	3,993.00	3,993.00				
CINTAS FIRST AID & SAFETY	OPERATING SUPPLIES	60.45					60.45
CLARK PEST CONTROL	CONTRACTUAL SERVICES	75.00					75.00
COMCAST	TELEPHONE/COMMUNICATIONS	397.50			397.50		
GREENLEAF COMPACTION, INC.	GARBAGE COLLECTION	1,447.65				1,447.65	
LIEBERT, CASSIDY & WHITMORE	LEGAL SERVICES	18,284.30		18,284.30			
MARINE LIEN SALES SERVICE	LIEN SALES	950.00				100.00	850.00
MC COY'S PATROL SERVICE	CONTRACTUAL SERVICES	6,651.85					6,651.85
OPERATING ENGINEERS TRUST	HEALTH INSURANCE	27,489.00	27,489.00				
PG&E	UTILITIES	15,404.29				10,391.52	5,012.77
PRINCETON FISHING GEAR	UNIFORMS	234.98				234.98	
PURCHASE POWER	POSTAGE EXPENSE	1,350.00			1,000.00		350.00
RECOLOGY OF THE COAST	GARBAGE DISPOSAL	304.02				304.02	
SAN DIEGO BOAT MOVERS	VESSEL DESTRUCTION	3,900.00				3,900.00	
SSF CHAMBER OF COMMERCE	MEETINGS & CONFERENCES	65.00		65.00			
TEAMSTERS 856 H & W FUND	HEALTH INSURANCE	16,380.00	16,380.00				
THE GRAPHIC WORKS INC.	ADVERTISING EXPENSE	85.00					85.00
U.S. BANK -CAL CARD-301		5,782.11					5,782.11
Capital project		3,224.04					
Fuel		411.12					
Garbage collection		474.09					
Operating expense		1,069.86					
Repairs & Maintenance		512.72					
Safety equipment		90.28					
U.S. BANK-CAL CARD-103		2,244.91					2,244.91
Advertising expense		360.00					
Comp software		109.98					
Credit card fees		200.00					
Office supplies		143.83					
Operating expense		5.80					
Permits/licences/fees		50.00					
Tel/Communications		1,366.30					
Trvl conf mtg		9.00					
U.S. BANK-CAL CARD-201		4,452.93					4,452.93
Fuel		1,368.46					
Operating expense		453.24					
Repairs & Maintenance		1,895.92					
Special events		157.33					
Trvl conf mtg		268.98					
Uniforms		309.00					
UNITED SITE SERVICES, INC.	CONTRACTUAL SERVICES	1,276.34				1,276.34	
VANTAGEPOINT TRANSFER AGENTS	PAYROLL DED PAYABLE	1,950.00	1,950.00				
YE ZOU	PROJECT MANAGER	4,356.35				2,178.18	2,178.17
TOTAL HANDCHECKS		138,419.62	70,960.70	18,349.30	1,397.50	19,832.69	27,879.43
TOTAL BILLS & CLAIMS		201,277.03	70,960.70	21,837.55	2,371.06	75,165.02	30,942.70
			PAYROLL	COMM	ADMIN	PPH	OPM



San Mateo County Harbor District

Memo

DATE: March 13, 2014

TO: Board of Harbor Commissioners

FROM: Peter Grenell 
General Manager

SUBJECT: General Manager's Report: Update on Priority Items for March 19, 2014

CC: Managers
District Counsel

NOTE: Please refer to final section of this report for explanation of change in report format.

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.

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

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):
Following its Nov. 8, 2013 public update meeting, the Corps is proceeding with its next task of modeling alternative possible solutions to the beach erosion problem.

County Plan Princeton Process: A combined consultant report on Existing Conditions is expected to be issued in March.

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

The CCC guidance for CDPs will be most relevant to the Harbor District, and includes five steps for permit applicants: (1) Establish the projected sea-level rise range for the proposed project; (2) Determine how impacts from sea-level rise may constrain the project site; (3) Determine how the project may impact coastal resources, considering the influence of future sea-level rise upon the landscape; (4) Identify alternatives to avoid resource impacts and minimize risks; and (5) Finalize project design and submit CDP.



San Mateo County Harbor District

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.

District Strategic Business Plan: (See other agenda item.)

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



STAFF REPORT

TO: San Mateo County Harbor District Commissioners
FROM: Debra Galarza, Director of Finance
DATE: March 19, 2014
SUBJECT: Finance Department Report to the Commission

Accounting and operations

- Updated rent charges for lease tenants per lease terms for 2014 – letters of explanation were sent to all affected lessees.
- Completed draft preliminary FY14-15 budget.
- 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
- Began implementation talks with Nautical Software for Dock Inventory program.

Memo

TO: San Mateo County Harbor District Commissioners

FROM: Marietta L. Harris, Human Resource Manager

DATE: March 13, 2014

SUBJECT: Report to the Commission

Activities:

Webinar – LCW – Public Sector Law

Human Resource Services:

- Working with employees with personnel and HR questions.
- Health benefits changes.
- Health benefits discussion with employee.
- Working on changes to Policy 6.1.13 and 6.5.5.
- Review information from LCW regarding Commissioner Benefits.

Administrative Services:

- Responding to public records requests.
- Assisting Temporary Deputy Secretary with requests from General Manager and Harbor Master.
- Assisting Temporary Deputy Secretary on Commercial Activity Permits.
- Meeting with Deputy Secretary upon her return regarding changes that occurred during her absence.
- Reviewing CAP paperwork for Wind Over Water.
- Reviewing Event application for Half Moon Bay Triathlon.

Information Technology:

- Working with IT consultant on daily IT operations.
- Working with staff on IT issues and problems, new email system.
- Working with IT consultant on installing wireless at PPH and OPM.

Memo

To: Board of Harbor Commissioners
From: Scott Grindy, Harbor Master
CC: Peter Grenell, General Manager
Date: March 11, 2014
Re: March 19, 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
- Staff preparing for water restrictions for park area facilities

Pillar Point Harbor

Construction Update & General Status Updates

- Harbor Moorings maintenance service in process
- Concession Building project underway, with various phases to complete by bldg. section
- Johnson Pier Sewer Line project completed March 7, 2014

PPH Miscellaneous

- Possible Triathlon with efforts in the north harbor area. April 20, 2014
- Possible 2015 Pirate Festival, initial discussions only at this time
- Staff doing improvements/rejuvenation to H docks entry (party boat entry) prior start of salmon season
- Responding to tar balls on beach, a naturally occurring coastal item, recent action caused by wind change

Occupancy Overview (January 2014)

PPH

Total occupancy (inner harbor) 84% (this includes slips, end ties and walk way)

Berth occupancy (inner Harbor) 87% (320 slips out of 369 are occupied)

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

OPM

Total occupancy: 68% (289 slips/End Ties out of 428 are occupied)

Berth occupancy: 68% (283 slips only out of 414 are occupied)

Search and Rescue Activity Highlights & Urgent Need Activities

PPH: 1 medical response at the recreational docks, 2 boats broke loose due to wind and removed from breakwater rocks

OPM: Local calls on 2 boats anchored outside of district water area, no distress

EMS-Clean Marina Activities-District Wide

- Recycle data collected for Johnson Pier Sewer Line Project

Calendar Reminder Items of Events and Activities

- Easter Egg Hunt (and more fun) April 19th, 2014 @ Oyster Point Marina/Park

March 11, 2014

Johnson Pier Sewer Line Replacement Summary-Project Completion

General Project Information

The Johnson Pier sewer line replacement is complete as of March 7, 2014. San Mateo County Building Department completed its inspection on March 7, 2014 with no additional changes or corrections. All facilities and services are back on-line and fully operational.

The project was anticipated to be completed by March 28, 2014 as a short extension was provided due to the lead time of materials and the noted change orders.

Valentine Construction was the firm performing the project work effort.

Project Funding

Board approved the project cost of \$187,874. (This amount included a contingency amount for change orders, and inspector driven changes of \$24,505.)

Change Orders

Two change orders occurred during the project both of which were inspector driven for adding additional clean out locations, and for additional pipe joint restraints and supports once clean outs were installed. Total value of the change orders was \$14,569.

Savings / Unused Funds

The balance of the contingency funds was \$9,936.

Environmental & Recycling Project Notes

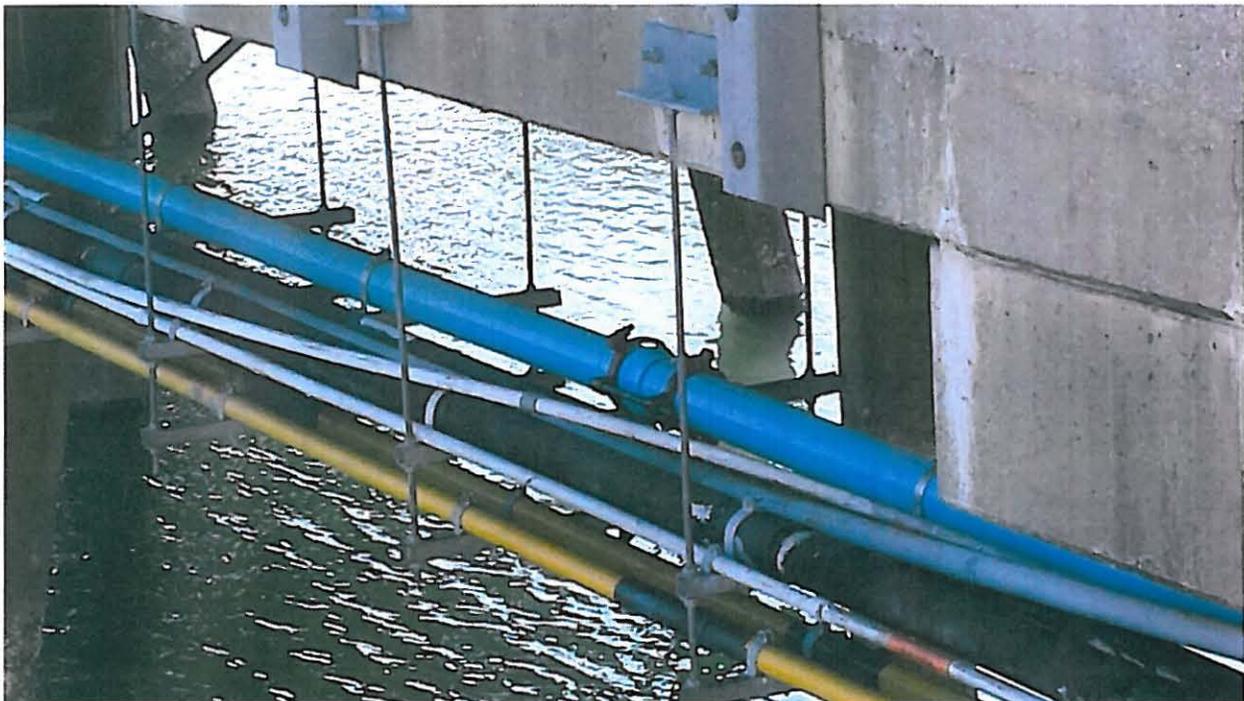
- Prior removal of the old sewer line, the line was flushed to prevent any sewage waste to the harbor.
- As part of the project, an abandoned fire water line was removed to make way for the new sewer line; the steel pipe was recycled at a weight of 22,500 pounds.
- The removed cast iron sewer pipe was also recycled at a weight of 17,140 pounds.
- Total recycle effort in pounds for this project was 39,640 pounds or 19.82 tons.

Johnson Pier Project Photos 2014

Removal of Old Sewer Pipes (after pipes have been flushed)



Blue Pipe is the new sewer line using C900 pipe material with connection couplings at joints



From: Brent Ives <brent@bhiconsulting.com>
Sent: Friday, March 14, 2014 6:40 PM
To: Peter Grenell
Subject: Re: SMCHD Board Facilitator

Importance: High

Peter - I'd be happy to be considered by the Commission to work with them, but do know what they/you are needing. Since I was not selected to be part of the initial group presenting to them this week, I was not privy to whatever scope of work needed.

As was pointed out, I do not think I can make the initial requirement of 5pm on March 19th. I will be leaving Monterey at around 4 that day and believe it will take at least two hours to make it to you during that time of evening. If the Board could make my presentation part of the regular agenda so I could present at say 6:30 or 7, I would stand a much better chance of making it on-time.

Even if asked to attend a meeting I would need to know what is being asked of the facilitator prior to the meeting. I would also need to know expectations regarding when the workshop or planning effort is planned. Please let me know.

Brent Ives
BHI Management Consulting
BHIconsulting.com



On Mar 14, 2014, at 3:22 PM, Peter Grenell wrote:

Commissioner Brennan,

As you know, your specific instructions from the Harbor Commission were to contact Mr. Ives and, if he is indeed interested in being interviewed by the Commission, that he was to be told to email me expressing that interest. I have as yet received no such communication from Mr. Ives, and so will do nothing unless and until I receive such a communication. Further, if Mr. Ives cannot attend a 5pm interview on March 19, he needs to inform me of that, too, and whatever alternative arrangements he might suggest. It is then up to the Harbor Commission to decide what is to be done and to instruct me directly, not through you.

Peter Grenell
General Manager

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

From: sabrina brennan [<mailto:sabrina@dfm.com>]

Sent: Friday, March 14, 2014 2:50 PM

To: Peter Grenell

Cc: Brent H. Ives; Robert Bernardo; Robert Bernardo; Sabrina Brennan

Subject: SMCHD Board Facilitator

Hello Peter,

I received an email confirmation yesterday from Brent Ives that his company BHI is interested in being considered.

I also had a phone conversation with President Bernardo last night and he thinks the Harbor District should consider providing all three facilitators with a scope of work. At this point the board has not discussed the scope of work. A scope of work typically includes services or deliverables for the engagement. Robert indicated that he plans to bring this up at our March 19th meeting.

Brent Ives has a meeting in Monterey on March 19th that ends at 4:00pm. For this reason it would not be possible for him to arrive by on March 19th by 5:00pm. Brent is available to come at a later time during the March 19th meeting. Please let Brent know if you can move the Special Meeting after the regular agenda so he has time to arrive?

If that doesn't work maybe it would be best to schedule with Brent for April 23rd, he has a meeting in DC on April 9th. This would also give the board and staff time to consider the scope of work and provide an outline for consideration by all three facilitators.

Thank you,
Sabrina