

San Mateo County Harbor District Board of Harbor Commissioners Meeting Agenda

September 17, 2014
6:00 p.m.

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

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

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

Roll Call

Commissioners

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

Staff

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

Public Comments/Questions -

The Public may directly address the Board of Harbor Commissioners for a limit of three minutes, unless a request is granted for more time, on any item of public interest within the subject matter jurisdiction of the San Mateo County Harbor District, Board of Harbor Commissioners that is not on the regular Agenda. If a member of the public wishes to address the Board on an Agenda Item, that person must complete a Public Speaker Form and wait until that Item comes up for discussion. Agenda material may be reviewed at the administration offices of the District, 400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080 or online at www.smharbor.com.

Staff Recognition-

Closed Session

- 1 TITLE: **PUBLIC EMPLOYMENT: Government Code Section 54957. General Manager**

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

- 2 TITLE: **Minutes of Meeting September 3, 2014**
REPORT: Draft minutes
PROPOSED ACTION: Approval

New Business

- 3 TITLE: **Public Records Act General Overview and Specific Update Concerning District Records Pertaining to the California Maritime Infrastructure Authority**
REPORT: Miller, Oral Report
PROPOSED ACTION: Information Only
- 4 TITLE: **Transient Boater Rate Special for Oyster Point Marina/Park**
REPORT: Grindy, Memo, Resolution
PROPOSED ACTION: (1) Authorize General Manager to issue special event rate for transient boaters, a “2 nights for the price of 1 night”, for use for advertised special events that occur at Oyster Point Marina/Park; and
(2) Adopt Resolution 25-14 to amend the FY2014/15 District Rates and Fees Schedule
- 5 TITLE: **Possible Cancellation of Harbor Commission Meetings on December 17, 2014 and/or January 7, 2015**
REPORT: Grenell, Oral Report
PROPOSED ACTION: Cancel both Commission meetings
- 6 TITLE: **Bills and Claims in the Amount of \$236,698.46**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$236,698.46 to cover payment of Bills and Claims

Staff Reports: a) Administration and Finance

- 7 **General Manager - Grenell**
- 8 **Director of Finance - Galarza**
- 9 **Human Resources Manager - Harris**

b) Operations

- 10 **Oyster Point Marina/Park and Pillar Point Harbor - Grindy**

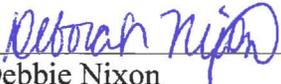
Board of Harbor Commissioners

- 11 A. Committee Reports
- B. Commissioner Statements and Requests
 - 1. The Board of Harbor Commissioners may make public statements limited to five (5) minutes.
 - 2. Any Commission wishing to place an item on a future agenda may make a motion to place such an item on a future agenda

Adjournment

The next scheduled meeting will be held on October 1, 2014 at Sea Crest School, Think Tank, Room #19, 901 Arnold Way, Half Moon Bay at 6:00 p.m.

Amended Agenda Posted As Required:
September 11th at 10:00 a.m.



Debbie Nixon
Deputy Secretary

**San Mateo County Harbor District
Board of Harbor Commissioners
Meeting Minutes****September 3, 2014
6:00 p.m.****Sea Crest School, Think Tank, Room #19
901 Arnold Way
Half Moon Bay, Ca. 94019**

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Roll Call**Commissioners**

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

Staff

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

x-absent

Brennan entered the room at 6:04 p.m.

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

Staff Recognition — Grindy recognized Assistant Harbormaster Draper and Deputy Harbormaster Pemberton for their life saving rescue efforts and Deputy Harbormaster C. Smith for preventing an intoxicated gentleman from going out on his dingy.

Consent Calendar

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

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

Action: Motion by Tucker, second by Holsinger with edits to item 3 as provided prior to the meeting. The motion passed.

Ayes: Holsinger, Parravano, Tucker
Abstention: Brennan
Absent: Bernardo

New Business

- 2 **TITLE:** **Nomination for Certificate of Appreciation from California Association of Harbor Masters and Port Captains to San Mateo County Harbor District Harbor District Staff**
 REPORT: Parravano, Draft Letter
 PROPOSED ACTION: Approve letter for nomination of certificate of appreciation

Action: Motion by Tucker, second by Holsinger to approve letter for nomination of certificate of appreciation. The motion passed.

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

- 3 **TITLE:** **Special Use Permit for City of South San Francisco Department of Parks and Recreation for Thanksgiving Fun Run Saturday November 15, 2014**
 REPORT: Harris, Memo, Application
 PROPOSED ACTION: (1) Approve a Special Use Permit for City of South San Francisco Department of Parks and Recreation for Thanksgiving Fun Run to be held on Saturday November 15, 2014
 (2) Fee waiver

Operations

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

Grindy presented his report.

Board of Harbor Commissioners

9 A. Committee Reports

None

B. Commissioner Statements and Requests

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

Brennan stated at the last meeting she asked for a list of items that were previously passed by the Commission to be placed on a future agenda be added to Agendas and she didn't see the list.

Holsinger expressed his gratitude for Grenell.

Holsinger welcomed Robert Grant, who is running for Harbor Commissioner.

Tucker stated that he is aware that the Fair Political Practice Committee has investigated a complaint regarding the District's membership with the California Maritime Infrastructure Authority Bank (CMIA/B) and found the complaint unwarranted and there was no conflict. Tucker stated he was contacted by the San Mateo County District Attorney's Office and was interviewed regarding his knowledge of CMIA/B. At the conclusion of the interview he was told that the report would be that there was no conflict of interest.

Parravano stated he admired the work staff has done in dealing with the fuel dock situation and there was no reason for anyone to doubt the efficiency of the Harbor Patrol staff and Harbor Master. He stated that Commissioners were notified of the events and thanked the Harbor Master for keeping the Commission informed of the situation. Parravano stated that revenue was lost and reputations were damaged.

Parravano stated that he was contacted by the San Mateo County District Attorney's Investigation Unit regarding a complaint they had received regarding the California Maritime Infrastructure Bank and Grenell.

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

Action: Motion by Tucker, second by Holsinger to place an item on the November 5, 2014 Agenda for a Proclamation honoring Grenell. The motion passed.

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

Adjournment

Action: Motion by Tucker, second by Parravano to adjourn the meeting. The motion passed at 7:04 p.m.

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

Debbie Nixon
Deputy Secretary

Pietro Parravano
President



San Mateo County Harbor District

ITEM 3

Board of Harbor
Commissioners

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

Peter Grenell, General Manager

ORAL REPORT

Staff Report

TRANSIENT BOATER RATE SPECIAL FOR OYSTER POINT MARINA/PARK

Recommendation

Authorize General Manager to issue special event rate for transient guest boaters, a “2 nights for the price of 1 night” (with a 2 night maximum with Harbor Master approval) for Harbor District special events that occur at Oyster Point Marina/Park; and adopt Resolution 25-14 to amend the FY2014/15 District Rates and Fees Schedule.

Background

Typically a visiting boat using the guest dock or a slip in the marina would pay by the night at a rate matching the length of the vessel.

In our marketing efforts to make Oyster Point Marina/Park a “Destination”, we need to increase our visiting boaters on weekends so that more awareness and use of Oyster Point Marina/Park occurs.

As example, events such as the pending July 4, 2015 fireworks show is on a Saturday night, but many activities are being planned for the day of the 4th of July where many boaters would want to arrive on the Friday afternoon (July 3rd). This would also include many Bay Area yacht clubs that could fill the entire East Basin area slips as a “cruise in” event.

Fiscal Impact

This would be an ongoing special rate for all Harbor District special events at Oyster Point Marina/Park. It will increase transient revenue as well as bring new people into the Marina. Long term revenue may also increase as more people are exposed to the Marina.

Resolution 25-14
To
Amend the Fiscal Year 2014-2015
Rates and Fees Schedule
of the
San Mateo County Harbor District
For
Oyster Point Marina/Park

Whereas, the Board of Harbor Commissioners pursuant to Section §6079 of the Harbors and Navigation Code of the State of California and Section 5.3 of the San Mateo County Harbor District's Ordinance Code of 1996 as amended, have established a Rates and Fees Schedule.

Whereas, the Board of Harbor Commissioners, through Resolution 14-14 adopted the Fiscal Year 2014-2015 Rates and Fees Schedule for Oyster Point Marina/Park on May 21, 2014.

Therefore, be it resolved, that the Amended Rates and Fees Schedule for Oyster Point Marina/Park for Fiscal Year 2014-2015 as set forth in Exhibit A, attached hereto and by reference incorporated herein, be adopted.

Therefore, be it further resolved, that the Board shall direct the posting of the Rates and Fees Schedule – Fiscal Year 2014-2015 at Oyster Point Marina/Park, and at the District's Administrative Office, and the inclusion of the Schedule as an exhibit in the Final Operating and Capital Budget for Fiscal Year 2014-15.

Approved this 17th day of September 2014 at a regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

For:

Against:

Absent:

Abstaining:

Attested

BOARD OF HARBOR COMMISSIONERS

Debbie Nixon
Deputy Secretary

Pietro Parravano
President

Exhibit A

San Mateo County Harbor District

Oyster Point Marina Park Rates and Fees Schedule

Effective: ~~August 7~~September 17, 2014 – June 30, 2015

Service	Oyster Point Marina/Park		
Berth Transfer Fee – Customer Initiated	\$30.00 fee per vessel transferred		
Berth Waiting List - Must be paid annually to maintain position on wait list	\$25.00 annual fee		
Berthing – Monthly Rates Vessels will be charged based on the size of the berth unless the vessel exceeds the length of the berth, in which case the vessel will be charged the fee for a berth that is large enough to fully accommodate the vessel.	Berth Size	Single Finger	Double Finger
	26'	n/a	210.00
	30'	231.00	241.50
	36'	278.50	288.75
	40'	320.25	330.75
	45'	357.00	372.75
	50'	399.00	414.75
	55'	n/a	456.75
	60'	477.75	498.75
	Skiffs*	52.50	78.75
	*and watercraft 16' and under in approved areas only. No charge for skiff 12' or less owned by the berth renter and contained totally within the berth renter's berth. Multi-hull rate is 150% of the single Hull rate.		
Berthing – Discount	1 Month free with 1 year paid in advance		
Berthing – Incentive	Part A: A new tenant to Oyster Point Marina/Park who maintains in good payment standing for 12 continuous months will receive the 13 th month for \$1. This would apply only for the first year as a new tenant, and the new tenant must not have been a tenant for a minimum of 6 months prior.		

Exhibit A

San Mateo County Harbor District

Oyster Point Marina Park Rates and Fees Schedule

Effective: ~~August~~ September 17, 2014 – June 30, 2015

Berthing – Incentive	Part B: If an existing tenant in good standing sponsors a new tenant to sign up at Oyster Point Marina/Park, and if the new tenant (see part A conditions) meets the criteria of "Part A" for 12 continuous months, the existing sponsoring tenant will also receive the 13 th month for \$1. The existing tenant must remain in good standing for the 12 month period to receive the incentive.
Berthing –Transient	\$.60 per foot per day – multi-hulled rate is 150%
<u>Berthing-Transient-Incentive for District Special Events</u>	<u>Two night stay for the price of one. Maximum stay is two nights.</u>
Bid Package	District cost – non refundable
Boat Wash	\$1.25 per 5 minutes – coin operated – quarters only
CEQA Review – Initial Study	Base fee = \$150.00 Plus District in-house and out-of pocket costs
CEQA Review – Negative Declaration	Base fee = \$100.00 Plus District in-house and out-of pocket costs
Collections	District costs
Commercial Activity Permit	\$250.00 annual fee Veterans may be eligible for waiver of fee, subject to documentation acceptable to District. No retroactivity available. Other fees may apply.
Commercial Services Activity Permit	\$50.00 annual fee Additional license agreement may be required

Exhibit A
San Mateo County Harbor District
Oyster Point Marina Park Rates and Fees Schedule

Effective: ~~August 7~~September 17, 2014 – June 30, 2015

Crab Pot Storage Deposit	Not available
Credit Check/Tenant Screening	District cost – not to exceed \$50.00 per name
Day Use Parking	As designated in specific locations
Dock Box Rental	\$10.00 monthly fee
Electricity	Amount, adjusted monthly, equal to amount paid by District for the electricity (including all associated charges and fees).
Emergency Pump Out Dockside	Actual labor (see Labor Charges) - \$100.00 minimum
Events	See Events Policy
Faxing Service	\$0.25 per page in/out – minimum \$1.00 fee
Fish Sales Permit – Retail	\$250.00 annual fee
Hoist – Public	Not available
Key Sale	\$10.00 per key
Labor Charge	\$100.00 per hour – regular time \$150.00 per hour – overtime
Late Charge – Monthly Berth Rentals	Interest charged at 0.834% per month (10% per annum) on all balances not paid by the 10 th of the month
Launch Ramp – Commercial Use Only	Commercial Activity Permit required

Exhibit A

San Mateo County Harbor District

Oyster Point Marina Park Rates and Fees Schedule

Effective: ~~August 7~~September 17, 2014 – June 30, 2015

Launch Ramp – Recreational Use Only	<p>\$11.00 per launch, in and out.</p> <ul style="list-style-type: none"> - Annual permit \$200.00 valid at all District operated launch ramps. - 20% discount on annual permit to Senior owner over 65 years of age or 20% discount on annual permit to person with disability displaying disabled placard or plate on towing vehicle.
Live Aboard Permit	<p>\$350.00 monthly fee \$350.00 security deposit</p> <ul style="list-style-type: none"> - 1 Month Free with 1 year paid in advance. - Senior (age 65 and older) discount of \$35.00. Discount available at time of request and eligibility confirmation, and is not retroactive.
<p>Mailed Notices, including:</p> <ul style="list-style-type: none"> - Postage - Individual notices - Agendas - Minutes - Audio Recording 	<p>District cost \$.050 per page - \$5.00 minimum Payable in advance by cash, check or credit card. Refund with mailing, if applicable</p>
Memorial Bench	<p>General public - \$3,500.00 5-year berth holders or fishers taken by the sea - \$2,500.00</p>
Mooring Fee for Active Privately Owned Mooring	Not available
Mooring Fee for District Owned Mooring	Not available
Mooring Permit – Initial One-Time Fee for Issuance of Private Mooring Permit	Not available

Exhibit A

San Mateo County Harbor District Oyster Point Marina Park Rates and Fees Schedule

Effective: ~~August~~September 17, 2014 – June 30, 2015

NEPA Review – Initial Study	Base fee = \$150.00 Plus District in-house and out-of-pocket costs
NEPA Review – Negative Declaration	Base fee = \$100.00 Plus District in-house and out-of-pocket costs
Oil Absorbent Pads (Heavy Weight)	Free – limit of six (excluding emergencies)
Passenger Fee – Commercial Sport Fishing and Other Charters	\$2.25 per passenger
Photocopy	Paper copy - \$0.25 per page – counter or meter used to determine usage. Compact Disc (CD) – \$1.00 per document
Plaque on Existing Bench	General public - \$500.00 5-year berth holders or fishers taken by the sea – optional donation
Proposals, Filing and Evaluation of Proposers, Proposers Credit Check	District cost – minimum \$500.00 per proposal
Recreational Vehicle Parking (only for Commercial Fishermen)	Not permitted
Refloating Sunken Vessels	Minimum fee \$450.00 – actual costs at District rates or, if using outside salvage company, at salvage company rates.
Returned Checks (Non-Sufficient Funds)	\$30.00 per item
Security Deposit – monthly vessel berthing	Fee equal to 1 month's berthing
Temporary Vessel Storage Fee – Up to 30 days – no live aboard privileges	Equivalent to monthly berth rental fee for the appropriately sized berth.

Exhibit A
San Mateo County Harbor District
Oyster Point Marina Park Rates and Fees Schedule

Effective: ~~August 7~~September 17, 2014 – June 30, 2015

Towing – Applicable for all towing services except for towing that is required by the District to enable the District to perform maintenance or other necessary marina operations.	\$200.00 per hour. Equipment fuel surcharge may be applied.
Vehicles – Use of	\$85 per hour. Personnel charges additional.
Vessel Removal Fees	Actual costs incurred for staff time, equipment and materials. Cost recovery for District staff time associated with removing vessel from assigned berth and/or from the facility as a result of non-payment of fees which results in cancellation of the berth rental agreement or failure to pay transient dockage as charged.



San Mateo County Harbor District

ITEM 5

Board of Harbor
Commissioners

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

Peter Grenell, General Manager

ORAL REPORT

ITEM 6

Memorandum

TO: Harbor Commissioners

FROM: Debra Galarza & Belen Cruz

RE: Bills & Claims for Period Ending 9/17/14

Total Disbursements being submitted for your review: \$ 236,698.46

These include:

Handchecks in the amount of: \$ 195,212.80

Payables in the amount of: \$ 41,485.66

<u>Dept. Code</u>	<u>Description</u>		<u>Page Reference</u>
101	Harbor Commission	\$ 6,096.17	2
103	Administration	\$ 7,434.32	2
201	Pillar Point Harbor	\$ 59,937.26	2
301	Oyster Point Marina	\$ 86,606.66	2
	Payroll Related	\$ 76,624.05	2
	Total for Review	\$ 236,698.46	2

Notes:

Handchecks Written for:

Payroll Related \$ 76,624.05

Vessel Abatement \$ 28,001.00

Invoices with Due Dates on or Before Board Meeting \$ 90,587.75

Total Handchecks Written: \$ 195,212.80

BILLS CLAIMS FOR 9/17/14 BOARD MEETING

VENDOR	DESCRIPTION	AMOUNT	PAYROLL RELATED	COMM 101	ADMIN 103	PILLAR POINT 201	OYSTER POINT 301
ADP, INC.	PAYROLL PROCESSING	424.02			106.01	204.44	113.57
CHRISTOPHER ALLYN	REFUND DEPOSIT	118.30				118.30	
ARAMARK UNIFORM SERVICES	UNIFORM SERVICES	122.77					122.77
AT&T	TELEPHONE/COMMUNICATIONS	1,632.74			127.09	966.03	539.62
BAY GREEN MARINE SANITATION	CONTRACTUAL SERVICES	1,600.00				800.00	800.00
JOAO BRASIL	REFUND DEPOSIT	172.90				172.90	
CALIFORNIA WATER SERVICE	UTILITIES	64.96					64.96
COASTSIDE FIRE PROTECTION	PERMITS, LICENSES & FEES	232.00				232.00	
COUNTY OF SAN MATEO PUBLIC SAFETY	TELEPHONE/COMMUNICATIONS	61.65				61.65	
FASTENAL COMPANY	OPERATING SUPPLIES	696.16				696.16	
FIRST CALL AUTO PARTS	REPAIRS & MAINTENANCE	141.01				141.01	
PATRICA FLETCHER	REFUND DEPOSIT	102.24					102.24
GRAINGER	REPAIRS & MAINTENANCE	57.00					57.00
HENDERSON MARINE	REPAIRS & MAINTENANCE	1,144.05				1,144.05	
MARIETTA HARRIS	REIMB MILEAGE	159.99			159.99		
MARINE LIEN SALES SERVICE	LIEN FEE SERVICE	365.00				365.00	
MRC	REPAIRS & MAINTENANCE	219.08			219.08		
NATIONAL CHEMICAL SERVICE	CONTRACTUAL SERVICES	74.00				74.00	
PACIFICA COMMUNITY TELEVISION	CONFERENCES & MEETINGS	500.00		500.00			
PG&E	UTILITIES	326.17					326.17
RECOLOGY OF THE COAST	GARBAGE DISPOSAL	10,053.45				10,053.45	
RYDIN DECAL	OPERATING SUPPLIES	218.40				218.40	
SAN MATEO DAILY JOURNAL	ADVERTISING EXPENSE	462.66		462.66			
SOUTH SAN FRANCISCO SCAVENGER	GARBAGE DISPOSAL	2,250.80					2,250.80
STAPLES ADVANTAGE	OFFICE SUPPLIES	558.82			261.10	284.10	13.62
THE WELL CONNECTED OFFICE	CONTRACTUAL SERVICES - IT	1,825.59			1,300.59	262.50	262.50
VINCENT VELARDI	REFUND DEPOSIT	87.40					87.40
YE ZOU	PROJECT MANAGER	2,019.50				1,009.75	1,009.75
ZURICH NORTH AMERICA	WORKERS COMPENSATION INSURANCE	15,795.00		26.44	522.82	9,063.85	6,181.89
SUBTOTAL OF PAYMENTS TO BE PROCESSED 9/17/14		41,485.66	-	989.10	2,696.68	25,867.59	11,932.29
BAYGREEN MARINE SANITATION	CONTRACTUAL SERVICES	1,600.00				800.00	800.00
BHI MANAGEMENT CONSULTING	CONTRACTUAL SERVICES - PROF.	4,629.43		4,629.43			
CALIFORNIA WATER SERVICE	WATER SERVICES	3,903.56					3,903.56
CALPERS	PAYROLL DED PAYABLE	23,339.05	23,339.05				
CALPERS SUPPLEMENTAL INCOME	PAYROLL DED PAYABLE	4,293.00	4,293.00				
COASTSIDE.NET	TELEPHONE/COMMUNICATIONS	399.00				399.00	
DMV LIEN SALE SECTION	LIEN SALE PROCEEDS	3,121.62					3,121.62
ELDORADO FORKLIFT COMPANY	REPAIRS & MAINTENANCE	261.85				261.85	
FEDERAL EXPRESS CORP.	CONTRACTUAL SERVICES	164.21		134.64	29.57		
FIRSTCHOICE	CONTRACTUAL SERVICES	92.70			92.70		
GREENLEAF COMPACTION, INC.	DUMPER SERVICE	1,001.46				1,001.46	
HALF MOON BAY REVIEW	ADVERTISING EXPENSE	343.00		343.00			
MARINE LIEN SALES SERVICE	LIEN FEE	50.00					50.00
MC COY'S PATROL SERVICE	CONTRACTUAL SERVICES	7,235.30					7,235.30
MOFFATT & NICHOL ENGINEERS INC.	FACILITIES CONDITION STUDY	22,767.33				14,085.67	8,681.66
OPERATING ENGINEERS TRUST	HEALTH INSURANCE	28,874.00	28,874.00				
PETTY CASH ADMIN	REPLENISH PETTY CASH	82.55			82.55		
PG&E	UTILITIES	18,598.00				11,327.44	7,270.56
PURCHASE POWER	POSTAGE EXPENSE	1,499.31			1,000.00		499.31
RAIDER PAINTING COMPANY	CONTRACTUAL SERVICES	9,450.00					9,450.00
RECOLOGY OF THE COAST	GARBAGE DISPOSAL	304.02				304.02	
SAN DIEGO BOAT MOVERS	VESSEL ABATEMENT	28,001.00					28,001.00
STATE WATER RESOURCES CONTROL	PERMITS	1,201.00				1,201.00	
TEAMSTERS 856 H & W FUND	HEALTH INSURANCE	18,018.00	18,018.00				
U.S. BANK -CAL CARD-301	CAL CARD PURCHASES	3,500.15					3,500.15
Fuel		221.02					
Operating expenses		436.51					
Repairs & maintenance		1,597.19					
Safety equipment		137.55					
Special events		1,107.88					
U.S. BANK-CAL CARD-103	CAL CARD PURCHASES	3,532.82			3,532.82		
Credit card fees		100.00					
Office supplies		92.24					
Telephone/communications		2,700.58					
Travel conferences & meetings		640.00					
U.S. BANK-CAL CARD-201	CAL CARD PURCHASES	3,528.01				3,528.01	
Fuel		310.00					
Miscellaneous exp		289.00					
Operating expenses		153.49					
Repairs & maintenance		2,038.77					
Safety equipment		736.75					
VANTAGEPOINT TRANSFER AGENTS	PAYROLL DED PAYABLE	2,100.00	2,100.00				
JULIETA ZAPANTA		1,000.00					1,000.00
YE ZOU	PROJECT MANAGER	2,322.43				1,161.22	1,161.21
TOTAL HANDCHECKS		195,212.80	76,624.05	5,107.07	4,737.64	34,069.67	74,674.37
TOTAL BILLS & CLAIMS		236,698.46	76,624.05	6,096.17	7,434.32	59,937.26	86,606.66
			PAYROLL	COMM	ADMIN	PPH	OPM



San Mateo County Harbor District

Memo

DATE: September 10, 2014

TO: Board of Harbor Commissioners

FROM: Peter Grenell 
General Manager

SUBJECT: General Manager's Report: Update on Priority Items for September 17, 2014

CC: Managers
District Counsel

REPAIR AND IMPROVEMENT PROJECT UPDATES

Pillar Point Harbor

Dock fingers replacement: Permit process underway.

West Trail (PPH marsh to Mavericks beach): Permit process almost completed for Phase I immediate repairs. Board action to authorize issuance of public construction bid notice for Phase I repairs anticipated for October 1st Harbor Commission meeting. A public project update meeting is scheduled for October 4th. Permit applications for Phase II full project including rest of trail alignment and provision of restroom and parking lot improvements will be prepared concurrently with Phase I.

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

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

Oyster Point Marina/Park

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



San Mateo County Harbor District

OTHER TOP PRIORITIES

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

SECOND LEVEL PRIORITIES

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

PROGRESS REPORTS ON ITEMS OF BOARD AND PUBLIC INTEREST

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

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

An initial public meeting for the Oyster Point component is scheduled for October 30th in South San Francisco.

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

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

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

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



San Mateo County Harbor District

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

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

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

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

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

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

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

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

County Plan Princeton Process: The County's Plan Princeton team has scheduled another community workshop to review and discuss three draft alternatives for possible County



San Mateo County Harbor District

implementation on October 2nd in Princeton. Further information is available on the County's project website: www.PlanPrinceton.com.

San Mateo County Sea Level Rise Conference II: Following the second sea level rise conference hosted by Congressional Representative Jackie Speier, Assemblyman Rich Gordon, and Supervisor Dave Pine on June 27 in Foster City, the County is forming three working groups to investigate and formulate recommendations on:

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

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

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

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

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

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

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

COMPLETED PROJECTS DURING 2013-2014

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



San Mateo County Harbor District

Pillar Point Harbor

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

Oyster Point Marina/Park

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



STAFF REPORT

TO: San Mateo County Harbor District Commissioners
FROM:  Debra Galarza, Director of Finance
DATE: September 17, 2014
SUBJECT: Finance Department Report to the Commission

Accounting and operations

- Ongoing expense management through detailed review of invoices and review of bills and claims. Bi-weekly payroll processing and review.
- Reviewed monthly accounts receivable aging list and confirmed collection procedures are being consistently applied. Followed up with tenants on payment plans.
- Site visits at Pillar Point Harbor.
- Received training from US Bank and have implemented Positive Pay. What is Positive Pay? Financial losses from check fraud can happen. Positive Pay is a system that disallows this to happen. How? When the District issues a check for a certain amount then the District is required to report online the date, name of payee, and amount of the check. When the check is processed at the bank if any of the reported data is different than what the District reported that check is put on "hold". The District is notified and researches any discrepancies and then can approve or disapprove the payment. This is an effective way to prevent check fraud. The cost is \$33 dollars a month.
- Continued to prepare for audit. The final computation are the Fixed Assets:
 1. Implementation of new (AssetWorks) fixed asset software.
 2. Preparing year end journal entries for fixed assets.
 3. Running last year's fixed asset software (Excel) side by side with the Asset Works software.

Memo

TO: San Mateo County Harbor District Commissioners

FROM: Marietta L. Harris, Human Resource Manager

DATE: September 10, 2014

SUBJECT: Report to the Commission

Activities:**Human Resource Services:**

- Working with employees with personnel and HR questions
- Working with management staff on personnel issues and HR concerns
- Working on request by Commissioner
- Working on report for State Controller's Office – Local Compensation Report
- Working with employee on retirement information

Administrative Services:

- September 4, 2014 -Special Events Permitting – Planning – Coastside Concerns – Meeting
- September 5, 2014 - Commercial Activity Permit application meeting with applicant
- Public records requests
- Worked with Deputy Secretary on Board agenda items – standardization of reports
- Meeting with Finance Director and Auditor

Information Technology:

- Working with Comcast on installation at Pillar Point Harbor
- Working with Comcast on installation at Oyster Point Marina/Park
- Working with staff on IT issues and problems
 - New copier
 - Pay machine

OPERATIONS

Memo

To: Board of Harbor Commissioners
From: Scott Grindy, Harbor Master
CC: Peter Grenell, General Manager
Date: September 9, 2014
Re: September 17, 2014 Meeting Report

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

OPM Miscellaneous

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

Pillar Point Harbor *Construction Update & General Status Updates*

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

PPH Miscellaneous

- No response from Coastal Commission staff yet on permit required for regulatory weight signs on Johnson Pier.
- Working with US Coast Guard, San Mateo County Emergency Operations Center on disaster and emergency planning for fuel availability at Johnson Pier.
- Working with the following agencies to obtain immediate grant funds for a new Bilge Water Collector system to replace the existing 1st generation system: Cal-Recycle, California Environmental Boating Program, Ca. State Parks Division of Boating and Waterways, in conjunction with the California Coastal Commission and Save Our Shores. (Note: *This bilge pumpout is the only bilge pumpout system on the peninsula and probably in the Bay Area since San Francisco's Hyde Street Harbor has been having some issues maintaining its older style system.*)

- Also performing efforts to start a Pilot Program for automatic bilge water oil sensing alarm systems for boats at Pillar Point Harbor. Supporting agencies include the California Environmental Boating Program, Ca. State Parks Division of Boating and Waterways, in conjunction with the California Coastal Commission.
- Investigating and preparing soon, grant for Mavericks Trail Restroom

Occupancy Overview (*August Month of Occupancy 2014*)

PPH

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

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

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

OPM

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

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

Search and Rescue Activity Highlights & Urgent Need Activities

PPH: Capsized Kayaker SAR activity.

3 persons rescued from high bluffs with high tide south of Ritz Carlton

OPM: Emergency tow of sailing vessel on ferry terminal, moved to guest dock in high winds

EMS-Clean Marina Activities-District Wide

- Working with RCD on submission of Clean Beaches Grant.
- Preparing for First Flush storm drain water testing/sampling.

Calendar Reminder Items of Events and Activities

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

Debbie Nixon

From: Ananda, Renee@Coastal <Renee.Ananda@coastal.ca.gov>
Sent: Friday, August 22, 2014 2:13 PM
To: Scott Grindy
Subject: Automatic reply: Trail Permit (Mavericks)

I will be away from the office starting 8/19/14 and will respond to your message as soon as I can, after my return on 8/29/14. If you need immediate assistance please call Jeannine Manna, North Central Coast District Supervisor at 415-904-5260. Thank you, Renée Ananda





San Mateo County Harbor District

Board of Harbor Commissioners

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

Peter Grenell, General Manager

TO: Harbor Commissioners
General Manager

FROM: Scott Grindy, Harbor Master 

DATE: September 9, 2014

SUBJECT: Letter of Appreciation
Water Rescue-Capsized Kayak

I am providing this letter with great appreciation for the work of specific staff of Pillar Point Harbor.

The afternoon of August 23, 2014, Deputy Harbormaster David Arington and Lead Maintenance Specialist Michael Williams received an emergency call from the victim that his Kayak had overturned and was in need of immediate assistance. He was .5 miles from the harbor entrance.

District staff responded, found the kayaker and he was immediately placed on the rescue vessel. Both kayak and kayaker were returned to Pillar Point Harbor.

The staff is greatly appreciated for their efforts and abilities in responding to this emergency call.

CC: Employee Files/Michael Williams/David Arington
CalFire
State Parks



San Mateo County Harbor District

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Sabrina Brennan, Commissioner
Robert Bernardo, Commissioner

Peter Grenell, General Manager

TO: Harbor Commissioners
General Manager

FROM: Scott Grindy, Harbor Master

A handwritten signature in blue ink, appearing to read "Scott Grindy", is written over the printed name.

DATE: September 6, 2014

SUBJECT: Letter of Appreciation
Water Rescue

I am providing this letter with great appreciation for the work of specific staff of Pillar Point Harbor, staff of CalFire and staff from California State Parks.

The evening of September 6, 2014, Deputy Harbormaster Jacob Walding received a 911 call that there were 3 persons trapped by incoming tide and high bluff shores south of the Ritz Carlton Hotel.

DHM Walding was working alone, so he contacted John Draper, Assistant Harbormaster for Pillar Point Harbor as the response efforts started for additional assistance. This effort included CalFire staff on our boat, and shores side two state park lifeguards to also assist.

In short, both the RWC (rescue water craft) and Rescue Vessel were used to respond to the site, and extract two adults and one 9 year old child. Extraction was difficult but a success with no injuries reported.

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

CC: Employee Files/John Draper & Jacob Walding
CalFire
State Parks

Coastal Cleanup Day At Mavericks, HMB

We are organizing an exclusive beach cleanup in collaboration with the California Coastal Commission which will happen around Mavericks and Princeton area for Coastal Cleanup Day. Nothing better than doing something very rewarding and enjoying one of our most beautiful west coast scenery all at once!

We will have a check in table and supplies. To help us reduce waste, please bring your own BUCKETS and GLOVES if you have them. We will have plenty of supplies should you need them. Thank you and we hope to see you there as we work to build a connected group of volunteers who make a difference at Pillar Point! More details, map & sign up at:

<http://HMBbeachCleanup.wordpress.com>
or www.PacificaBeachCoalition.org

**Meet us at the HMB Yacht Club
214 Princeton Ave, Half Moon Bay**

- Coffee and donuts in the morning
- Giant BBQ for lunch
- Big groups and individuals welcome
- Dog friendly (on leash)
- Free & Parking available

Do you own a Kayak or a Paddle Board? Yes?
Great, you can bring it over! We will have a special group of kayakers/paddle boarders going out in the harbor to pickup floating trash and litter stuck between rocks (Trash picking sticks will be provided).

September, 20th 2014 / 9AM - Noon



MAVERICKS CLEANUP'S PARTNERS:



CALIFORNIA
COASTAL
COMMISSION



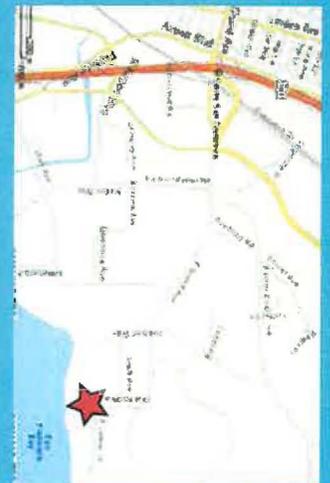
City of South San Francisco, SSF Beautification Committee,
California Coastal Commission, and the SMC Pollution Prevention Program present

Our waterways could
use a pick-me-up.

California Coastal Cleanup Day

Saturday, September 20, 2014 from 9 a.m. to noon
Bay Front Trail at end of Haskins Way
(cross street E. Grand Ave.)

Contact the Parks Division office at (650) 829-3837 or samantha.haimovitch@ssf.net



City of South San Francisco

**Volunteer Agreement and
Waiver and Release of Liability**

I, _____ (please print), desire to volunteer and perform miscellaneous assigned duties for the City of South San Francisco ("City"), without compensation, beginning _____ (enter date). In consideration for permitting me to participate as a volunteer, I hereby agree that:

- A. **Volunteer Status:** I am a volunteer and am not an employee of the City. As a result, I am not entitled to any form of compensation or employment benefit including, but not limited to, wages, salary, health insurance, or PERS benefits. I understand and acknowledge that the City can terminate my status as a volunteer for the City at any time and for any reason.
- B. **Confidentiality:** In the course of my service I may learn of, be told, or be asked to relay information of a private, confidential, or privileged nature. I shall not disclose private, confidential, or privileged information without direction from, or the authorization of, a City supervisor.
- C. **Liability Waiver and Hold Harmless Agreement:** I shall indemnify, hold harmless, and defend the City of South San Francisco, its officers, employees, and agents from all liability and claims from any injury, damage, or loss, or from any other costs which may arise out of or in connection with any claims for bodily injury or property damage which may result from services I perform or by my use of the City's property and/or facilities in connection with the performance of said services. By signing below, I agree, promise, and covenant not to sue, assert, or otherwise maintain or assert any claim against the City of South San Francisco, its officers, employees, or agents for any injury, death, illness, or disease, or damage arising from or connected with the services I have performed or may perform in the future.
- D. **Loss, Theft and Damage:** I shall assume all risk of loss, theft, or damage to any of my personal property, equipment, or supplies arising from or connected with services I perform for the City. I shall reimburse the City for any loss, theft, or damage to any of the City's property, equipment, or supplies arising from or connected with services I perform for the City.

I HAVE CAREFULLY READ THIS AGREEMENT AND WAIVER AND RELEASE OF LIABILITY AND FULLY UNDERSTAND ITS CONTENT AND MEANING. I AM AWARE THAT THIS FORM IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN ME, THE ABOVE NAMED INDIVIDUAL, AND THE CITY OF SOUTH SAN FRANCISCO.

Date: _____

(Signature of Participant)

If Participant is under 18 years of age:

Date: _____

(Signature of Parent/Guardian)

Contact Information:

Name: _____

Address: _____

Phone #: _____

E-mail: _____

SAN MATEO COUNTY HARBOR DISTRICT PUBLIC REPORT FORM

Please circle one site:

Oyster Point Marina (OPM)

Pillar Point Harbor (PPH)

Date of Report _____

Name of Person Making Report _____

Contact Information: Telephone Number _____

Email Address _____

Berth # (if tenant) _____

Would you like a call back? YES NO

Would you like an email back? YES NO

Please check off appropriately based on severity of issue:

**ACTION
REQUIRED**

- EMERGENCY
 IMMEDIATE (within 24 hrs)
 GENERAL (timely within 2 weeks)

Please check off applicable items:

ISSUE

- Fuel Spill
 Maintenance Item
 Public Safety Item
 Boater Issues
 Other: _____

Please provide any comments down below (if needed, the back may be used for more space):

Signature: _____

FOR OFFICE USE ONLY

Name of Staff Receiving Report: _____ Date: _____

Action Being Taken

PRINT NAME OF STAFF TAKING ACTION: _____

SIGNATURE: _____ DATE: _____

- Routing to Harbor Master
 Assistant Harbor Master
 File

HM/AHM Signature / Date: _____