

San Mateo County Harbor District Board of Harbor Commissioners Meeting Agenda

July 1, 2015
6:30 p.m.

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

All Harbor District Commission meetings are recorded and posted at www.PacificCoast.tv within 24-48 hours of the meeting. Pacifica residents can tune into Comcast Chanel 26 and residents from Montara through Pescadero can tune into Comcast Chanel 27. Copies of the meetings can also be purchased from PCT and mailed for \$18.

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

A.) Roll Call

Commissioners

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

Staff

Glenn Lazof, Interim General Manager
Debra Galarza, Director of Finance
Marcia Schnapp, Interim Human Resource Manager
Scott A. Grindy, Harbor Master
Debbie Nixon, Deputy Secretary
Steven Miller, District Counsel

B.) Public Comments/Questions –

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

C.) Staff Recognition-

D.) 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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 May 6, 2015**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

- 2 **TITLE:** **Minutes of Meeting May 20, 2015**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

- 3 **TITLE:** **Minutes of Meeting May 26, 2015**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

- 4 **TITLE:** **Minutes of Meeting June 11, 2015**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

- 5 **TITLE:** **Approval of Amount Not to Exceed \$30,500 for General
IT Services and Additional Equipment with Caspian IT**
 REPORT: Lazof, Memo, Resolutions
 PROPOSED ACTION: 1.) Adopt Resolution 27-15 to approve agreement with
 CASPIAN IT for IT services and equipment, until
 completion of RFP process to establish long term IT
 vendor, and
 2.) Adopt Resolution 28-15 to augment the FY15/16
 Budget for computer hardware

- 6 **TITLE:** **Revision to Events Policy/ Single Applicant for Multiple
Events In A Calendar Year**
 REPORT: Lazof, Memo, Resolution
 PROPOSED ACTION: Adopt Resolution 25-15 to accept staff recommendation to
 revise Events Policy to reflect long time practice of accepting
 one annual application fee for applicants applying for multiple
 events throughout the year

- 7 **TITLE:** **Adopt Policy 6.5.10 California Paid Sick Leave Law to District Policies**
 REPORT: Schnapp , Memo, Resolution
 PROPOSED ACTION: Adopt Resolution 24-15 to adopt District Policy 6.5.10
 California paid sick leave law

E.) New Business

- 8 **TITLE:** **District Presentation at July 15 Local Agency Formation Commission Public Hearing regarding Municipal Service Review of San Mateo County Harbor District**
 REPORT: Lazof, Memo, Resolution
 PROPOSED ACTION: Adopt Resolution 26-15 to give direction to Staff and General Counsel regarding District oral presentation regarding District Municipal Service Review
- 9 **TITLE:** **California Special Districts Association 2015 Board Elections: Seat A**
 REPORT: Lazof, Memo, Attachments
 PROPOSED ACTION: Selection of candidate and authorize the General Manager to submit ballot by August 7, 2015 with Commission selection
- 10 **TITLE:** **Bills and Claims in the Amount of \$287,386.32**
 REPORT: Bills and Claims Detailed Summary
 PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$287,386.32 to cover payment of Bills and Claims

F.) Staff Reports: a) Administration and Finance

- 11 **Interim General Manager – Lazof**
- 12 **Director of Finance – Galarza**
- 13 **Interim Human Resources Manager – Schnapp**

b) Operations

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

G.) Board of Harbor Commissioners

15 A. Committee Reports

B. Commissioner Statements and Requests

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

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

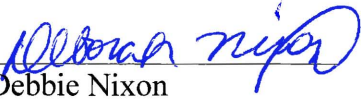
H.) Closed Session

16 TITLE: Conference with Legal Counsel—Anticipated Litigation Pursuant to Government Code Section 54956.9(d)(2). One Case

I.) Adjournment

The next scheduled meeting will be held on July 15, 2015 at the Municipal Services Building, 333 Arroyo Drive, South San Francisco at 6:30 p.m.

Agenda Posted As Required:
June 26th at 9:45 a.m.


Debbie Nixon
Deputy Secretary

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

**May 6, 2015
6:30 p.m.**

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

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A.) Roll Call

Commissioners

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

x-absent

Staff

Scott A. Grindy, Acting General Manager & Treasurer
x Debra Galarza, Director of Finance
Vacant, Human Resources Manager
Jim Merlo, Acting Harbor Master - OPM
John Draper, Acting Harbor Master - PPH
Debbie Nixon, Deputy Secretary
Steven Miller, District Counsel

B.) Public Comments/Questions — Andy Berskin from Titans of Mavericks, stated Cartel Management was doing a great job of gaining full support of the athletes. **(2:22)**

Darryl Virosttco, a Titans of Mavericks committee member stated it has been a pleasure working with Cartel Management, and the Titans of Mavericks is going in the right direction. **(3:16)**

Ian Banner, a Titans of Mavericks committee member, supported the surf competition event and wanted to see it carry on. **(4:22)**

Colin Dwyer, a surfer in the Titans of Mavericks contest, stated his support for Cartel Management. **(5:12)**

Brian Overfelt stated Cartel Management has done a lot of work for the athletes and the event, and was in support of the event. **(6:36)**

Shawn Dollar, a competitor for the Titans of Mavericks, was in support of Cartel Management, and stated they have shown fairness and honesty to the athletes. **(7:35)**

Ken Collins, a competitor for Titans of Mavericks, was in support for Cartel Management and stated they have been transparent and supportive of the athletes. **(9:38)**

Pete Overfelt, co-owner of Siver Star and Old Princeton Landing, was in support of Cartel Management and stated the surf competition event would benefit the community. **(11:35)**

Cassandra Clark, owner of Maverick's Surf Shop and founder of Mavericks Invitational, stated a partnership was created with Cartel Management for the community, to help with the livelihoods of the athletes and for long-term success. Clark asked for support from the District. **(12:48)**

Brian Waters, the Chief Officer for Cartel Management, stated the athletes, community and the due diligence are what make Cartel Management a first-class organization. **(15:25)**

Anthony Tashnick, a competitor for Titans of Mavericks, stated he was impressed with Titans of Mavericks coming together, and was in support of Cartel Management. **(16:36)**

Jeff Clark, owner of Maverick's Surf Shop and founder of Mavericks Invitational, stated it was important to look at Cartel Management as a long term relationship and asked for the District's support. **(17:50)**

C.) Staff Recognition- Grindy introduced Marcia Schnapp, the District's Temporary Human Resources Manager. He stated Marcia is helping with Human Resources tasks, organizing the move, IT activities as well as other tasks. **(22:16)**

D.) 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.

Item 1, 2, 3 and 4 were pulled from the Consent Calendar.

(24:40)

- 5 TITLE: **Minutes of *Special Meeting April 15, 2015 – 4:00pm***
REPORT: Draft minutes
PROPOSED ACTION: Approval

Action: Motion by Parravano, second by David to approve the Minutes of Special Meeting April 15, 2015- 4:00 pm. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

- 1 TITLE: **Minutes of Meeting March 18, 2015**
REPORT: Draft minutes
PROPOSED ACTION: Approval

Action: Motion by David, second by Parravano to approve the Minutes of Meeting March 18, 2015 with a correction on page 5 under Staff Reports: change from Grindy presented Items 12, 13 and 14 to Charles White presented Items 12, 13 and 14. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

- 2 TITLE: **Minutes of *Special Meeting March 30, 2015***
REPORT: Draft minutes
PROPOSED ACTION: Approval

Action: Motion by Parravano, second by David to approve the Minutes of Special Meeting March 30, 2015. The motion passed.

Ayes: Bernardo, David, Parravano
Abstain: Brennan, Mattusch

(27:14)

- 3 TITLE: **Minutes of Meeting April 1, 2015**
REPORT: Draft minutes
PROPOSED ACTION: Approval

Action: Motion by David, second by Parravano to approve the Minutes of Meeting April 1, 2015.

Ayes: Brennan, David, Parravano
Abstain: Bernardo, Mattusch

(27:48)

4 TITLE: **Minutes of Special Meeting April 15, 2015 – 1:00pm**
REPORT: Draft minutes
PROPOSED ACTION: Approval

Action: Motion by Parravano, second by Bernardo to approve the Minutes of Special Meeting April 15th, 2015- 1:00 p.m.

Ayes: Bernardo, David, Mattusch, Parravano
Nays: Brennan

E.) New Business

(30:41)

6 TITLE: **Cancellation of Board of Harbor Commissioners Meetings for May 20, 2015 and June 3, 2015; and Reinstate the July 1, 2015 Meeting**
REPORT: Grindy, Memo
PROPOSED ACTION: Cancel the May 20, 2015 and June 3, 2015 meetings and reinstate the July 1, 2015 meeting

Action: Motion by David, second by Bernardo to cancel the June 3, 2015 meeting, July 1, 2015 meeting, and not to cancel the May 20th, 2015 meeting. The motion passed.

Ayes: Bernardo, Brennan, David, Mattusch
Nays: Parravano

(32:21)

7 TITLE: **Bills and Claims in the Amount of \$215,431.38**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$215,431.38 to cover payment of Bills and Claims

Action: Motion by Parravano, second by Mattusch to approve the Bills and Claims for payment and a transfer in the amount of \$215,431.38 to cover payment of Bills and Claims. The motion passed.

Ayes: Bernardo, David, Mattusch, Parravano
Nays: Brennan

(38:33)

8 TITLE: **Authorization to Pay Bills and Claims Occurring Between May 7, 2015 and June 16, 2015 in an Amount Not to Exceed \$550,000**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Authorize payment of Bills and Claims occurring between May 7, 2015 and June 16, 2015 in an amount not to exceed \$550,000

Action: Motion by Parravano, second by Bernardo to authorize payment of Bills and Claims occurring between May 7, 2015 and June 16, 2015 in an amount not to exceed \$550,000. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(40:14)

9 TITLE: **Quarterly Investment Balances Report**
REPORT: Galarza, Report
PROPOSED ACTION: Accept quarterly investment balances report

Action: Motion by Parravano, second by Brennan to accept the quarterly investment balances report. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(42:37)

10 TITLE: **Authorize Award of Contract to Regional Government Services for Interim Management Services**
REPORT: David, Resolution
PROPOSED ACTION: Adopt Resolution 09-15 awarding contract to Regional Government Services

Action: Motion by David, second by Mattusch to adopt Resolution 09-15 awarding contract to Regional Government Services. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(45:42)

11 TITLE: **Acting General Manager Compensation**

REPORT: Miller, Galarza, Memo, Resolution
PROPOSED ACTION: Adopt Resolution 10-15 to clarify compensation for Scott Grindy, Acting General Manager, in the amount of \$150,575.88 per year, effective January 1, 2015

Action: Motion by Brennan, second by David to adopt Resolution 10-15 with the additional sentence under “Therefore, be it resolved, “for so long as he is Acting General Manager” to clarify compensation for Scott Grindy, Acting General Manager, in the amount of \$150,575.88 per year, effective January 1, 2015. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(50:14)

12 TITLE: **Adopting and Affirming Factual Findings made During the Harbor District March 4, 2015 Public Meeting Regarding Three Captains Sea Products’ Request to Maintain a Second Hoist on Johnson Pier**

REPORT: Miller, Resolution
PROPOSED ACTION: Adopt Resolution 11-15

Public Comment: John Dooley stated he was upset because there was already a resolution to have Three Captains Sea Products remove the hoist in July, and the current resolution states “Staff planned documents”. Dooley stated that Brennan prepared the documents.
(50:39)

Action: Motion by David, second by Mattusch to adopt Resolution 11-15: adopt and affirm factual findings made during the Harbor District March 4, 2015 Public Meeting regarding Three Captains Sea Products’ request to maintain a second hoist on Johnson Pier. The motion passed.

Ayes: Brennan, David, Mattusch
Nays: Bernardo, Parravano

(56:10)

13 TITLE: **Agreement with Search Firm, BHI Consulting**
REPORT: Grindy, Memo, Resolution
PROPOSED ACTION: Adopt Resolution 12-15 to authorize amending agreement with BHI Consulting to increase the not-to-exceed amount by \$10,500

Action: Motion by David, second by Mattusch to adopt Resolution 12-15 to authorize amending agreement with BHI Consulting to increase the not-to-exceed amount by \$10,500. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(58:21)

14 TITLE: **Special Use Permit for the Coastside Fishing Club**
REPORT: Merlo, Memo
PROPOSED ACTION: Approve the Special Use Permit for the Coastside Fishing Club and waive the fees associated with the event

Action: Motion by Parravano, second by Bernardo to approve the Special Use Permit for the Coast side Fishing Club and waive the fees associated with the event. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(59:49)

15 TITLE: **Discussion and possible Approval of Draft Letter to BCDC Expressing Concern About Increased Sand Mining in San Francisco Bay**
REPORT: David, Memo
PROPOSED ACTION: To be determined

David presented the item.

Action: Motion by Parravano, second by Bernardo to approve the letter to BCDC regarding the increase of sand mining in San Francisco Bay. The motion passed.

Ayes: Bernardo, Brennan, David, Parravano
Abstain: Mattusch

(1:07:02)

16 TITLE: **Outreach Event with the College of San Mateo (CSM) to Promote Sustainable Seafood Saturday**
REPORT: David, Memo

PROPOSED ACTION: Approve participation in Sustainable Seafood Saturday program, and authorize the Acting General Manager to spend up to \$1,000 in support of such participation

Public Comment: Kathryn Slater-Carter supported the event and stated it would be great to reach out to Whole Foods and specialty markets in the area such as Lunardi's for support. (1:15:15)

Action: Motion by David, second by Brennan to approve participation in Sustainable Seafood Saturday program, and authorize the Acting General Manager to spend up to \$500.00 in support of such participation. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(1:22:36)

17 TITLE: **Draft Preliminary Operating and Capital Budget for Fiscal Year 2015/16**
REPORT: Grindy, Draft preliminary Operating and Capital Budget for Fiscal Year 2015/16, Resolution
PROPOSED ACTION: Adopt Resolution 14-15 to approve Preliminary Operating and Capital Budget for Fiscal Year 2015/16 and authorize issuance of a public notice for public budget review and comment and specify a date, time and place for fixing (adopting) the final budget

Action: Motion by Parravano, second by Mattusch to adopt Resolution 14-15 to approve the Draft Preliminary Operating and Capital Budget for Fiscal Year 2015/16. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(1:28:34)

18 TITLE: **Mural for Electrical Panel in Front of Pillar Point Harbor Masters Office**
REPORT: Draper, Memo
PROPOSED ACTION: Authorize Acting General Manager to enter into Contract with Sabrina Muscot for creation of Mural in the not to exceed amount of \$1,700.

Action: Motion by Parravano, second by Bernardo to authorize Acting General Manager to enter into Contract with Sabrina Muscot for creation of Mural for the electrical panel in front of Pillar Point Harbor in the not to exceed amount of \$1,700.

Ayes: Bernardo, David, Mattusch, Parravano

Nays: Brennan

F.) Staff Reports: a) Administration and Finance

19 Acting General Manager – Grindy (1:45:43)

Grindy presented the item.

20 Director of Finance & Human Resources – Galarza (1:59:28)

Schnapp presented the item.

b) Operations

21 Oyster Point Marina/Park – Merlo (2:01:54)

Merlo presented the item.

22 Pillar Point Harbor – Draper (2:05:43)

Draper presented the item.

G.) Board of Harbor Commissioners

23 A. Committee Reports (2:09:34)

Communications and Marketing Committee – Brennan (03/26/15)

General Manager Search- David (03/30/15)

B. Commissioner Statements and Requests (2:26:52)

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

Bernardo thanked Grindy for helping to keep the District moving forward while

he was the Acting General Manager. He also welcomed the new Interim General Manager, Glenn Lazof. (2:27:11)

Parravano thanked Grindy for all the work and dedication to the District as the Acting General Manager. He also thanked Draper and Merlo for all their hard work as Acting Harbormasters for Pillar Point Harbor and Oyster Point Marina. Parravano welcome the Interim General Manager, Glenn Lazof. He also wanted to make sure the positions will be transitioned as of May 13th, 2015. (2:28:05)

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- None (2:31:11)

H.) Adjournment

Action: Motion by Mattusch, second by Parravano to adjourn the meeting. The meeting adjourned at 9:30 p.m. The motion passed unanimously.

Debbie Nixon
Deputy Secretary

Tom Mattusch
President

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

**May 20, 2015
6:30 p.m.**

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

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A.) Roll Call

Commissioners

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

Staff

Glenn Lazof, Interim General Manager
x Debra Galarza, Director of Finance
Marcia Schnapp, Interim Human Resource Manager
Scott A. Grindy, Harbor Master & Treasurer
Steven Miller, District Counsel
Debbie Nixon, Deputy Secretary

x-absent

B.) Public Comments/Questions – None

C.) Staff Recognition- Lazof thanked staff for welcoming him and helping him learn about the Harbor District. He stated he looked forward to working cooperatively with staff. **(1:00)**

D.) 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.

(2:02)

- 1 TITLE: **Minutes of Meeting April 4, 2015**
REPORT: Draft minutes
PROPOSED ACTION: Approval

Action: Motion by Parravano, second by David to approve the Minutes of Meeting April 4, 2015. The motion passed.

Ayes: Bernardo, David, Parravano
Abstain: Brennan, Mattusch

E.) New Business

(2:45)

- 2 TITLE: **Special Use Permit for 2015/2016 for “Titans of Mavericks”/”Mavericks Invitational” Surf Event**
REPORT: Lazof, Memo
PROPOSED ACTION: Award Special Use Permit to Mavericks Invitational, Inc./Cartel Management for the 2015/2016 surf event

Mattusch recused himself from the discussion.

Public Comment: John Ullom stated the process was sloppy and there is no choice other than to issue a permit. (4:27)

Mark Hurd stated the permit was approved in June of 2013 for a three year permit, and he clarified Cartel didn't buy Mavericks. (8:20)

Brian Rogers stated the event was safer with the beach closed. He asked if the event doesn't happen, why not refund the money. (37:12)

John Ullom asked why the beach can't be closed for the event. (38:46)

Mark Hurd stated when going through the permit process, there was mention of whether the permit fee would be refundable. He stated since the Board pre-approved the three year term, the permit fee would not be refundable and would roll over until the next event. (42:04)

Ken Collins, a contest athlete, stated he was complaining about what was best for the athletes, and people who are complaining aren't vested like him, as his life is at stake. (56:46)

Cassandra Clark stated the Harbor Commission is one of several agencies who approve the event, and the harbor is not in the event business and shouldn't go out for an RFP. She stated that none of the Commissioners have reached out to them to ask any questions. (1:00:17)

Doug Connor, owner of Half Moon Bay Kayak, stated his wife is a journalist and never had a problem getting information from Mavericks. (1:03:38)

Action: Motion by David, second by Bernardo to approve the Special Use Permit for 2015/2016 for "Titans of Mavericks"/"Mavericks Invitational" Surf Event with a condition that the permittee will work with the Harbor District's General Manager and Legal Counsel to include language to protect the District. The motion passed.

Ayes: Bernardo, David, Parravano
Abstain: Brennan
Recusal: Mattusch

(1:08:29)

- 3 TITLE: **Add the Proceeds from the Sale of the Post Office Lot to the Committed Reserves for the District Office**
REPORT: Galarza, Memo, Resolution
PROPOSED ACTION: Adopt Resolution 16-15 to approve addition of the proceeds from the sale of the Post Office Lot to the 1) Committed Reserves for the District Office in the amount of \$794,008.05; or 2) Unrestricted Reserves

There was no action on this item.

(1:16:14)

- 4 TITLE: **Possible Action and Discussion: The Top Five Priorities**
REPORT: Lazof, Memo
PROPOSED ACTION: Recommend Priorities:
1) Comprehensive response to Municipal Services Review
2) Resolving Potential Budget Deficits
3) Projects: Permitting for removal of Romeo Pier, West Trail, and Repair of Pillar Point Harbor Dock (11) Finger
4) Refinance of DBW Loan
5) Bait Shop Lease Process

Public Comment: Brian Rogers stated he didn't mind if the item was tabled. He stated 1-3 were great but wasn't sure about 4. **(1:17:19)**

John Ullom stated that Grenell, the previous permanent General Manager, was asked to explain what the reserves and deficits were. **(1:18:35)**

Action: Motion by Bernardo, second by David to move the item to a future agenda. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(1:24:17)

5	TITLE:	Agenda Procedure
	REPORT:	Lazof, Memo
	PROPOSED ACTION:	Review and potential revisions of current procedures for placing items on meeting agendas

Public Comment: Sherry Ingles, owner of Half Moon Bay Sportfishing, stated that clarification on the items put on the agenda would be helpful. **(1:34:19)**

Action: Motion by David, second by Brennan to modify Resolution 19-13 and delete paragraph F and instead that the Commission is allowed one item per Commissioner per meeting. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

Public Comment: Kathryn Slater- Carter stated it would be best to designate Commissioner David and another Commissioner to work with the General Manager and Legal Counsel to make sure the language is correct in the Resolution. **(1:54:08)**

(1:55:59)

9	TITLE:	Removal of four (4) Abandoned Watercraft at Pillar Point Harbor
	REPORT:	Grindy, Memo
	PROPOSED ACTION:	Approve removal of four abandoned watercrafts at Pillar Point Harbor

Action: Motion by Mattusch, second by Parravano to approve the removal of four abandoned watercrafts at Pillar Point Harbor. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(1:57:02)

- 6 TITLE: **Commercial Activity Permit for California Canoe & Kayak Rate and Fee Structure**
 REPORT: Grindy, Memo
 PROPOSED ACTION: Request to table item to a future meeting

Action: Motion by David, second by Mattusch to request to table the item for the June 17, 2015 meeting. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(2:05:08)

- 7 TITLE: **Discussion of Use of Ketch Café Property**
 REPORT: Grindy/Lazof, Memo
 PROPOSED ACTION: Information only

This item was information only.

(2:09:13)

- 8 TITLE: **Discussion of Topics to be Included in Coastal Commission Presentation to District**
 REPORT: Lazof
 PROPOSED ACTION: Provide direction to Interim General Manager for communication to Coastal Commission staff

Public Comment: Jim Steele asked the Commission to continue with public matters before going into Closed Session. **(2:10:48)**

F.) Staff Reports: a) Administration and Finance

11 Director of Finance- Galarza (2:12:12)

Schnapp presented the report.

10 Interim General Manager – Lazof (2:13:35)

Lazof presented the report.

12 Interim Human Resources Manager – Schnapp (2:15:14)

Schnapp presented the report.

b) Operations

13 Oyster Point Marina/Park and Pillar Point Harbor – Grindy (2:16:43)

Grindy presented the report.

G.) Board of Harbor Commissioners

14 A. Committee Reports- None (2:18:05)

B. Commissioner Statements and Requests

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

Mattusch stated the Beach Replenishment Grant is on the Division of Boating and Waterways website and is due February 2, 2016. **(2:18:32)**

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

David stated she would like to place an item on the next agenda for a discussion of a recommendation to the Board to ensure the District is the lead agency in the Sand Replenishment effort through the Beach Replenishment Committee **(2:19:22)**

Bernardo stated he would like to call a Special Meeting and would be sending an email to all Commissioners to set up a Special Meeting. (2:21:18)

Public Comment for Closed Session: John Ullom stated he filed a Public Record Request. He stated he hoped staff would supply him the information in the morning. (2:27:24)

Action: Motion by Mattusch, second by Parravano to extend the meeting until 10:30 p.m. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

The meeting adjourned into Closed Session. (2:29:45)

H.) Closed Session

- 15 TITLE: CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION
California Government Code Section 54956.9(d)(2) and
(d)(4) Two Cases

There was no reportable action from Closed Session.

I.) Adjournment

The meeting adjourned with a unanimous vote.

Debbie Nixon
Deputy Secretary

Tom Mattusch
President

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

May 26, 2015
5:30 p.m.

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

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A.) Roll Call

Commissioners

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Staff

Glenn Lazof, Interim General Manager
Steven Miller, District Counsel
Debbie Nixon, Deputy Secretary

Public Comment: James Lee thanked Brennan for helping to save the boating resources on the Peninsula. **(0:58)**

Shaunn Cartwright thanked the Commission and Brennan for moving the District's Office to El Granada. She also thanked the Commission for working on issues such as beach replenishment, water quality and public safety. **(2:15)**

Tom Linebarger thanked the Commissioners and Brennan for making sure the District videotapes and broadcasts the meetings. **(3:08)**

B.) New Business

- 1 TITLE: **Reorganization of Harbor Commission: Selection of Officers**
REPORT: Bernardo
PROPOSED ACTION: To be determined

Public Comment:

Mark DePaula stated Glenn Lazof should be terminated due his remarks when he stated that he would not be able to work with Brennan. **(4:27)**

John Dooley stated he agreed with reorganizing the Board. He stated Brennan was out of control and her actions caused multiple lawsuits, which is costing the District a lot of money. Dooley stated Brennan can't treat people with disrespect and not expect people to voice their opinions. **(5:13)**

Kathryn Slater-Carter apologized for the Board not supporting Brennan when she was "maligned" by other Board members. She stated she was in support of Brennan, and Mattusch should be made President. **(7:49)**

Bill Kehoe stated he personally found it offensive that Mattusch and David didn't support Brennan after working to get them in office in order to support her. **(10:39)**

Brian Rogers stated the idea that someone who has worked for the District for less than two weeks would make allegations up, is not likely in favor. He stated Brennan has attacked most of the Commissioners, and this is not new information. **(14:05)**

Tom Linebarger stated he wanted to keep Brennan as President and for her to finish the term. He stated the reorganization should have been done at a Regular Meeting, and not a Special Meeting. **(15:55)**

April Vargas stated she knows all of the Commissioners and has supported them all. She stated Mattusch should be President if there is a reorganization of the Board. **(17:26)**

Leonard Woren asked why the reorganization had to be done at a Special Meeting. He also stated Lazof should have not been hired as an Interim General Manager. **(20:46)**

Porter McHenry thanked Brennan for her support of the fishermen. **(24:20)**

Jeff Clark stated Brennan never talked to him nor Mavericks or Cartel Management about the permit. He stated Brennan stated she couldn't find the permit, yet never reached out to anyone and asked. **(26:59)**

Pamela Fisher, a Half Moon Bay Board Member on AFOG (Advocates for Open Government), read a letter from their President which reflects informal feelings of the Board and the support for Brennan. **(30:39)**

Mike Ferreira stated he was a Commissioner and a volunteer member of the Civil Grand Jury. He stated there was no reform at the meeting and the voters are being let down. **(34:22)**

Cassandra Clark stated she contacted Brennan on Twitter and was put off for two weeks, and during that time, Brennan went to the press and never reached out to obtain information she was looking for. She stated there needed to be a Board with more sensitivity and openness, and the President interfering with business is hurtful. **(35:38)**

Mary Larenas was speaking on behalf of her husband Ed Larenas. She stated she has known Brennan for many years and always has been an advocate for outside issues. **(39:00)**

Kelsey Kaulukukui thought Brennan would see the Titans of Mavericks permit, as a President to the Board. She stated she believes Brennan has an unwarranted bias on Titans of Mavericks and it was unhealthy for Brennan to be a voting member on the permit because she was not in support of Titans of Mavericks. **(42:31)**

Brian Waters stated he was disappointed with the actions regarding the Titans of Mavericks permit which was approved in June of 2013. **(45:39)**

Budd Ratts stated he has seen the list of norms have been eroded. He stated the Commission had a difficult decision to make and wished them luck. **(50:41)**

Mike Alifano stated he sees bad board governance and for the greater good of the community thought Brennan should step aside and allow Mattusch to become President of the Board. **(54:21)**

John Lynch supported Brennan's activities she has done for the Board. **(57:13)**

Dan Haggerty stated he knows Brennan very well and she has done a lot of hard work for the Coast and District. He stated her heart is in the right place. (57:45)

John Ullom stated there have been many allegations against Brennan, and could back up whatever was alleged through Public Record's Requests. (59:28)

Michael Stogner thanked Brennan for having the District provide public videos of meetings. He stated this meeting was a mistake. (1:04:21)

Shaunn Cartwright read a letter from the National Women's Political Caucus stating the support for Brennan. She also stated there was no urgency for the Special Meeting. (1:07:57)

James Lee stated there should have been an investigation to validate the Interim General Manager's allegations and have a third party step in. He was in support of Brennan. (1:12:44)

Brennan resigned as Board President effective immediately. (1:16:33)

Action: Motion by Brennan, second by David to nominate Commissioner Mattusch as President to the Board. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

Action: Motion by Mattusch, second by Bernardo to nominate Commissioner David as the Vice President to the Board. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

Action: Motion by David, second by Parravano to nominate Commissioner Bernardo as the Secretary to the Board. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

Action: Motion by David, second by Bernardo to nominate Commissioner Parravano as the Treasurer to the Board. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

C.) Adjournment

Action: Motion by Parravano, second by Brennan to adjourn the meeting. The meeting ended at 7:30 p.m. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

Debbie Nixon
Deputy Secretary

Tom Mattusch
President

DRAFT

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

**June 11, 2015
6:30 p.m.**

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

All Harbor District Commission meetings are recorded and posted at www.PacificCoast.tv within 24-48 hours of the meeting. Pacifica residents can tune into Comcast Chanel 26 and residents from Montara through Pescadero can tune into Comcast Chanel 27. Copies of the meetings can also be purchased from PCT and mailed for \$18.

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

A.) Roll Call

Commissioners

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

Staff

Glenn Lazof, Interim General Manager
Debbie Nixon, Deputy Secretary
Steven Miller, District Counsel

Public Comment: John Dooley stated the lawsuits needed to be rid of in order for the District to have more money for Johnson Pier. **(0:01)**

Mary Larenas was concerned with the Pillar Point Harbor fuel dock and asked if the back-up plan could be discussed at a future meeting. **(0:35)**

Leonard Woren stated it was disrespectful for the Commissioners to not show up at the last Special Meeting. **(1:46)**

B.) New Business

(2:05)

- 1 **TITLE:** **Stating District Opposition to Dissolution**
 REPORT: Lazof, Memo
 PROPOSED ACTION: Consider Commission Policy Opposing Recommendations for District Dissolution.

Action: Motion by Brennan, second by David to reaffirm the opposition to dissolution of the San Mateo County Harbor District. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(9:15)

- 2 **TITLE:** **Additional Legal Support**
 REPORT: Lazof, Memo
 PROPOSED ACTION: The Commission may make findings related to procurement and approve hiring of Wittwer-Parkin LLC to provide an opinion and review the draft responses of LAFCo Municipal Service Review.

Public Comment: John Dooley stated he was concerned with hiring another law firm when there is an established one with the District. (12:17)

Leonard Woren stated he had mixed feelings of whether or not the District should be dissolved. He stated he had no personal information on Hanson- Bridgett's qualifications, but knew that Wittwer- Parkin LLC does have qualifications. (14:17)

April Vargas applauded the Commissioners for going on record to fully support the opposition to dissolve the District. She also agreed with Lazof to hire Wittwer- Parkin LLC. (17:23)

Action: Motion by Mattusch, second by David to approve the hiring of Wittwer- Parkin LLP to provide an opinion and review the draft response of the LAFCo Municipal Service Review, in an amount not to exceed \$3,000. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

Action: Motion by Bernardo, second by Mattusch to wave the usual procurement rules because of exigent circumstances the District is in, and to have the LAFCo report done as soon as possible. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

Adjournment

The meeting adjourned at 7:54 p.m.

Debbie Nixon
Deputy Secretary

Tom Mattusch
President

Staff Report

Approval of Amount Not to Exceed \$30,500 for General IT Services and Additional Equipment with Caspian IT

Glenn Lazof: Interim General Manager (IGM)

Background: The District has been without ongoing IT service since April 2, 2015. We have been very fortunate not to have had serious issues, though there have been challenges. Caspian was hired for IT services associated with the move to the new offices, not to exceed \$10,000. We need stopgap services until December, by which time we anticipate that we can select a long term vendor from the RFP process.

Analysis: This proposal is full service IT support at \$3,100 per month and also includes \$8,642.21 for a Power Edge R320 server to replace an existing server whose reliability Caspian describes as “on the ragged edge”. We also have the option to keep the existing server, but will pay an additional \$100 an hour for services related to keeping our “ragged edge” server afloat. There will be a review of existing equipment with Caspian to provide extra assurance that we do not have existing equipment that can fulfil this purpose, prior to purchasing the new server.

In the past there has been a lack of adequate documentation regarding purchased IT equipment. Should this equipment or any other fixed asset be purchased, that will not be the case. This server will be properly tagged and tracked until and through end of life disposal.

Staff is requesting a not to exceed amount on this purchase of services and equipment of up to \$30,500. This would allow for service through December 31, purchase of recommended equipment and leave \$3,257 for contingencies such additional equipment or delays in the RFP process.

Recommendation: Approve resolution 27-15 and Resolution 28-15

Fiscal Impact: The FY2015/16 budget has \$48,500 for services for the entire fiscal year, therefore there is enough money in the budget to cover IT services through December 31, 2015. However, a new server was not included in the computer hardware budget and an augmentation of \$9,000 will be needed for a new District server purchase funded with unrestricted reserves.



CASPIAN IT GROUP

Wednesday, June 24, 2015

Dear Glenn,

Thank you for the opportunity to work with your agency. Harbor staff and your agency have been a pleasure to work with, and hopefully the move was as satisfactory from an IT perspective for you as it was for us.

At your request we've prepared two quotes- a month to month support contract, and also a quote to update your somewhat antiquated server architecture and software to more contemporary standards. I'm briefly going to explain both quotes here:

Month to Month Support:

The month to month contract detailed in Estimate 614 would run for each calendar month, and can be terminated by the District at any time up to the tenth of each month. (for the following month. Example: The District wants to cancel beginning September 1st- notice would have to be provided by August 10th.)

The contract follows our usual methodology, which is of an "all you can eat" design. All costs will be capped, so for budgeting purposes you can trust that this is the real number you are facing. End-users will have unlimited access to our staffed Helpdesk, on-site visits are included in the total, and anything that is not project-based is included in the contract.

There is one exception, which leads us to Part II of the proposal. Your hardware (specifically your primary server(s)) is running at the ragged edge. It was placed into service six years ago, and we are not comfortable taking the liability for it at this time. Thus we are going to offer you an optional project to mitigate that risk:

Server Replacement Project:

This Estimate (615) details the physical specifications of a new server, Operating System, and Virtual Machine. The District can source this server and software from Dell directly, or through Caspian IT, and CITG will handle the data and Domain migration as part of the project.

If you elect not to pursue replacement of the current hardware then any failure of the current server will result in additional service charges at the usual rate of \$100/hr.

Our preference (and strong suggestion) is that you agree to pursue the project outlined in Estimate 615 as well as the monthly service proposal as this is the only way we can insure that there will not be any physical failures of the hardware that lead to significant downtime and recovery as a result. With that said we are willing to support the network as it is currently provisioned, with the caveat that a hardware failure of any of the extant equipment will result in additional charges to the District.

Hopefully this makes sense to you. If it does we will prepare a contract immediately for your legal counsel to review and approve. We will send an invoice at the end of this month with the itemized charges for the ad-hoc support we've been providing since the move, and ideally we are proposing to move to the new contract on July 1st.

Many thanks again for your time,

Borhan Zoufan



Estimate

Date	Estimate #
6/24/2015	614

CASPIAN IT GROUP

Name / Address
San Mateo County Harbor District 400 Oyster Point Blvd Ste. 300 South San Francisco, CA 94080

Caspian IT Group
1326 White Oaks RD.
Campbell CA 95008
408-780-0900

Customer Contact	Rep
	BZ

Item	Description	Qty	Rate	Total
Monthly Support	Monthly Support Plan			
Monthly Support	Monthly Server Support Servers : svr-sbs, svr-DC, svr-TS01, svr-TS02, VM01, VM02	6	200.00	1,200.00
Monthly Support	Desktop/Laptop Support Includes unlimited HD support, Patch management/updates, A/V, and email.	15	75.00	1,125.00
Monthly Support	Managed Firewalls Locations: OPM, PPH, and the Admin Office	3	125.00	375.00
Monthly Support	Backup Services svr-sbs, svr-TS01 and svr-TS02	1	400.00	400.00

**Please Note that the price indicated is based on a Cash or a Check payment.
An additional %3.5 Transaction fee will be added to the total amount if paid by Credit Card.**

Signature _____

Subtotal	\$3,100.00
Sales Tax (9.0%)	\$0.00
Total	\$3,100.00



Estimate

Date	Estimate #
6/24/2015	615

CASPIAN IT GROUP

Name / Address
San Mateo County Harbor District 400 Oyster Point Blvd Ste. 300 South San Francisco, CA 94080

Caspian IT Group
1326 White Oaks RD.
Campbell CA 95008
408-780-0900

Customer Contact	Rep
	BZ

Item	Description	Qty	Rate	Total
Server	<p>New Server + Migration</p> <p>PowerEdge R320</p> <p>Processor: Intel® Xeon® E5-2440 v2 1.90GHz, 20M Cache, 7.2GT/s QPI, Turbo, 8C, 95W, Max Mem 1600MHz E524402 Memory DIMM Type and Speed:1600MT/s RDIMMS 1600RD 1 [331-4424] 1561 Memory Capacity:16GB RDIMM, 1600MT/s, Low Volt, Dual Rank, x4 Data Width 16GBRLR Operating System: Windows Server® 2012,Essentials Ed,Factory Install,No MED,2 Socket,1VM WS2012M RAID Configuration: RAID 5 for H710/H310 (3-8 HDDs) R5H7H3 1 [331-7001] 1540 RAID Controller: PERC H710 Integrated RAID Controller, 512MB NV Cache PH710IR 1 [342-3529] 1541 Hard Drives: 3x 600GB 10K RPM SAS 6Gbps 2.5in Hot-plug Hard Drive,3.5in HYB CARR 600GHC 3 [342-0849] 1570 Add-in Network Adapter:: On-Board Broadcom 5720 Dual Port 1Gb LOM OBNIC 1 [430-4715] 1514 Add-in Network Adapter: Broadcom 5719 QP 1Gb Network Interface Card 5719QP 1 [430-4425] 1514 Power Supply: :Dual, Hot-plug, Redundant Power Supply, 350W 2RPS350 1 [331-7022][331-7027] 1620 Internal SD Module: :Internal Dual SD Module with 2GB SD Card 2GDSD 1 [331-4441][342-1627][342-1627][468-4612] 1640 Warranty & Service: 3Yr Basic Hardware Warranty Repair: 5x10 HW-Only, 5x10 NBD Onsite U3OS 1 VMware vSphere Essentials Kit</p>	1	5,359.83	5,359.83T
Labor	Server Migration	1	2,800.00	2,800.00

Please Note that the price indicated is based on a Cash or a Check payment.

An additional %3.5 Transaction fee will be added to the total amount if paid by Credit Card.

Signature _____

Subtotal	\$8,159.83
Sales Tax (9.0%)	\$482.38
Total	\$8,642.21

Resolution 27-15
of the
San Mateo County Harbor District
to

**APPROVE AN AMOUNT NOT TO EXCEED \$30,500 FOR GENERAL
IT SERVICES AND ADDITIONAL EQUIPMENT WITH CASPIAN IT**

Whereas, the District has been without ongoing IT services since April 2, 2015; and

Whereas, the District requires stopgap service until December 31, 2015 by which time a long term IT vendor can be selected as the result from the RFP process; and

Whereas, CASPIAN IT, the District's IT vendor who provided support for the move of its Administration Office, has proposed a fee of \$3,100 per month for full service IT. They also propose \$8,642.21 for a Power Edge R320 server to replace an existing server whose reliability is describe by vendor as "on the ragged edge". If the District chooses to not replace the server and keep the current one, CASPIAN IT will charge an extra \$100 per hour for services related to keeping the "ragged" server afloat.

Now, therefore, be it resolved, the Board of Harbor Commissioners authorizes the General Manger to work with Legal Counsel to negotiate the final contract to reflect these terms.

Approved this 1st day of July 2015 at a regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

For:
Against:
Absent:
Abstaining:

Attested

BOARD OF HARBOR COMMISSIONERS

Debbie Nixon
Deputy Secretary

Tom Mattusch
President

Resolution 28-15
to
Amend the Fiscal Year 2015-16
Integrated Operating and Capital Budget
of the
San Mateo County Harbor District
for
Computer Hardware

Whereas, the Board of Harbor Commissioners, through Resolution 20-15, adopted the Final Integrated Operating and Capital Budget for Fiscal Year 2014-15 on June 17, 2015 and

Whereas, subsequent to the adoption of the Final Integrated Operating Budget for Fiscal Year 2015-16 said Board authorized the execution of contracts for contractual service expenditures, and

Whereas, fulfillment of these contracts will require additional appropriation authority by the Commission for the Administration, Pillar Point, and Oyster Point Marina/Park.

Now, Therefore, Be It Resolved that an Amendment to the Final Integrated Operating and Capital Budget for Fiscal Year 2015-16 of \$9,000 as set forth in Exhibit A, attached hereto and by reference incorporated herein, be adopted for Fiscal Year 2015-16.

Approved this 1st day of July, 2015 at the regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

For:

Against:

Absent:

Attested

BOARD OF HARBOR COMMISSIONERS

Debbie Nixon
Deputy Secretary

Tom Mattusch
President

Exhibit A

The Fiscal Year 2015-16 Budget that was adopted by Resolution 20-15 on June 17, 2015 needs to be amended due to the need for technology services thru December 2015 including a new server. The augmented amount is \$9,000. See Details below

IT Consulting Task	:	\$	21,800
New Server for District		\$	8,700
Total Cost		\$	<u>30,500</u>

Amount Budgeted in FY 2015-16 Budgeted For IT Consulting	\$	48,500
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Amount Budget in FY 2015-16 Budgeted For New Server	\$	<u>0</u>
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Amount needed to fund IT by Resolution 28-15	\$	9,000
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Funds to augment will come from unrestricted reserves.

Staff Report

REVISION TO EVENTS POLICY/ MULTIPLE EVENTS IN A CALENDAR YEAR

Glenn Lazof: Interim General Manager (IGM)

Background: This is an area where the events policy was unclear. Previous management established a procedure wherein applicants producing multiple events in a year paid one application fee annually, and paid the Permit Fee for each event. The IGM does not find this consistent with the Fee Schedule.

Analysis: The issue is that the Fee Schedule does not reflect this practice. My understanding is this has been the practice as long as anyone at the District is aware. The logic behind the practice is sensible, if we get one application for many events, why not charge just one application fee, since the workload is reduced. Additionally, there was probably some consideration of granting repeat users a price break, in deference to the volume of Permit Fees collected.

A recent permit applicant brought this issue to management's attention on June 16, 2015. A second application came in shortly thereafter. Staff will disclose who these permittees are on request, but the policy clarification should apply to similar cases, regardless of who has applied for a permit.

Recommendation: Approve Resolution 25-15 to Amend Permit Fee Schedule to note that applicants requesting multiple events in one application may pay only one application fee per year, at the rate reflecting the highest application fee for a named event. They will continue to pay a permit fee for each event scheduled. Additionally revise Event Policy 5.4.1. Adding to the section Permit Fee Schedule a second sentence" An applicant simultaneously applying for multiple events in one year may pay just one application fee per year, at the highest rate for all events applied for.

Fiscal Impact: Collections for current multiple event permits would be approximately \$2,200 greater if application fee were charged each time. It is unknown how much the additional application fee cost would impact the number of events that may occur. For example, if the cost of a wedding were to increase by \$150, how often would another venue be chosen?

Resolution 25-15
of the
San Mateo County Harbor District
to

Revise the District Event Permit Policy and Permit Fee Schedule

Whereas, the Board of Harbor Commissioners ("Board") has adopted an Event Policy on November 7, 2012 with an effective date of January 1, 2013 to guide the approval and conduct of such events on District premises and finds that it is in the District's best interests to adopt such a Policy; and,

Whereas, the District has several permit holders who have several events per year where the dates of the events are not known at the time of the yearly renewal for the permit; and,

Whereas, in the past, these applicants would apply for a number of events per year and were charged one permit fee and then charged per event; and,

Whereas, the District feels it is sensible to charge these permittee's one application fee per year and charge for each event held.

Therefore, be it resolved that the Board of Harbor Commissioners approves and adopts the amendments in Exhibit 1 to the Event Policy and Event Permit Fee Schedule attached and incorporated by reference herein.

Approved this 1st of July, 2015 at the regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

For:

Against:

Abstaining:

Absent:

Attested

BOARD OF HARBOR COMMISSIONERS

Debbie Nixon
Deputy Secretary

Tom Mattusch
President

San Mateo County Harbor District

Policy	Number: 5.4.1	Date of Adoption: November 7, 2012 Effective date: January 1, 2013	Revision: <u>July 1, 2015</u>
Title: Event Policy	Prepared By: Marietta Harris <u>Glenn Lazof</u>	Approved By: Harbor Commission	Page Page 3 of 12
Purpose: To establish guidelines for issuance of permits for events held on property owned and/or controlled by the Harbor District.			

- B. If the event is to be conducted by an organization, the name, addresses and telephone numbers of the organization, the name, home and business addresses, and home and business telephone numbers of the president or head of the organization, and documentation of the authority under which the applicant is applying for the permit on behalf of the organization;
- C. The name, home and business addresses, and home and business telephone numbers of the person who will be present and in charge of the event on the day of the event and any pager and cell phone numbers at which that person can be reached during the event;
- D. The area to be closed or used for the event;
- E. The proposed date and the starting and estimated ending times of the event;
- F. The proposed location of the event, including its boundaries;
- G. The estimated number of participants in the event;
- H. A description of any sound amplification equipment proposed to be used;
- I. The parking requirements for the event;
- J. The location of any water and first aid stations to be provided at the event;
- K. The type and number of any vendors who will sell food or beverages at the event pursuant to a permit issued;
- L. Such other information as the General Manager may require.

The Harbor District may waive the twenty-one (21) days rule only in cases in which approval can be given by the General Manager or if an event requires an immediate decision.

Permit Fee Schedule

An application fee, established in the Event Fees Schedule, must be included with the application. An applicant simultaneously applying for multiple events in one year may pay just one application fee per year, at the highest rate for all events applied for

Permit Fee Schedule

		Application Fee**	Permit Fees	Permit Fees	Permit Fees	Permit Fees
			Resident*	Nonresident	Nonprofit	Commercial
Athletic Event						
Athletic Event 1		\$150	\$75 per day	\$80 per day	\$65 per day	\$100 per day
Athletic Event 2		\$250	\$100 per day	\$105 per day	\$85 per day	\$130 per day
Athletic Event 3		\$600	\$1800*	\$1950*	\$1530*	\$2350*
Athletic Event 4		\$5000	\$5,200*	\$5,600*	\$4,400*	\$6,800*
			*additional \$4,800 if water-related	*additional \$4,800 if water-related	*additional \$4,800 if water-related	*additional \$4,800 if water-related
Special Events						
Special Event 1		\$150	\$75	\$80	\$65	\$100
Special Event 2		\$200	\$200	\$220	\$170	\$260
Special Event 3		\$300	\$300	\$325	\$255	\$390
Special Event 4		\$500	\$500	\$550	\$425	\$650
Special Event 5		\$800	\$1300	\$1400	\$1100	\$1700
Special Event 6		\$5000	\$5,200	\$5,600	\$4,400	\$6,800
Weddings/Picnics/Beach Fires						
	Up to 99	\$150	\$60	\$65	\$50	\$80
	Up to 200	\$150	\$80	\$85	\$70	\$105
Weddings/Picnics	0-50	\$150	\$100	\$110	\$85	\$130 (per event)
Based on number of participants	51-100	\$150	\$250	\$270	\$210	
(if chairs, tents and/or equipment is set up)	101-150	\$150	\$350	\$320	\$375	
	151+	\$150	\$500	\$540	\$425	
Film and photography						
Student filming/photography		\$65	0	0	0	0
Editorial filming/photography		\$150	\$150	\$165	\$130	\$195
Half-day filming/photography		\$200	\$200	\$210	\$170	\$260
One-day filming/photography		\$300	1-10 people	\$300/day		
			11-30 people	\$400/day		
Small feature film		\$3000	31-49 people	\$800/day		
Large feature film		\$7000	Over 50 people	\$1,000/day		

(may include District costs including Labor for services such as additional staff time(including OT), portable restrooms, clean up, and security. The District may charge a refundable deposit)
 All other District fees are extra (e.g. boat launch ramp, parking permit, etc.)

*Resident of San Mateo County

** Non-refundable— **applicants requesting multiple events in one application may pay only one application fee per year, at the rate reflecting the highest application fee for a named event**



STAFF REPORT

TO: San Mateo County Harbor District Commissioners

VIA: Glenn Lazof, Interim General Manager

FROM: Marcia Schnapp, Interim Administrative Services Manager

DATE: July 1, 2015

SUBJECT: Adopt Resolution 24-15 adding Policy 6.5.10 California Paid Sick Leave Law to District Policies

Request Board to adopt Resolution 24-15 adding Policy 6.5.10 California Paid Sick Leave Law to District policies.

Background

In 2014, the State of California passed the California Healthy Workplaces, Healthy Families Act of 2014 ("California Paid Sick Leave Law"), now within California Labor Code Section 245 et seq., to require a maximum of 24 hours of sick leave per year be available for those temporary or part-time employees working a minimum of 30 hours a week who are not already covered by more generous District leave policies. The effective date is July 1, 2015. This is a new law for a mandatory benefit that must be provided.

Financial Impact

Currently the District has three temporary employees that would be eligible for the benefit. If 100% of the benefit is used by all three employees, the maximum annual cost to the District for FY1516 would be \$2,978.

Recommendation

Staff recommends the Board adopt Resolution 24-15 adding Policy 6.5.10 California Paid Sick Leave Law to District policies.



Resolution 24-15

To Adopt District Policy 6.5.10 - California Paid Sick Leave Law

Whereas, in accordance with the State of California Healthy Workplaces, Healthy Families Act of 2014 ("California Paid Sick Leave Law") established within California Labor Code Section 245 et seq., and,

Whereas, the San Mateo County Board of Harbor Commissioners recognizes that a policy is needed to reflect this law;

Therefore, be it resolved that the San Mateo County Board of Harbor Commissioners does hereby approve adding Policy 6.5.10 California Paid Sick Leave Law to the District's policies, as presented in the attachment to this Resolution and incorporated by reference herein; and

Further, be it resolved that the San Mateo County Board of Harbor Commissioners does hereby adopt this Resolution 24-15.

Approved this 1st Day of July 2015 at the regular meeting of the San Mateo County Board of Harbor Commissioners by a recorded vote as follows:

For:

Against:

Absent:

Attested

BOARD OF HARBOR COMMISSIONERS

Debbie Nixon
Deputy Secretary

Tom Mattusch
President

San Mateo County Harbor District

Policies and Procedures	Number: 6.5.10	Date of Adoption: 07/01/2015	Effective Date: 07/01/2015
Title: California Paid Sick Leave Law	Prepared By: M. Schnapp	Approved By: Resolution 24-15	Page: Page 1 of 4
Purpose: To establish policies and procedures related to the California Paid Sick Leave Law for Temporary/Part-time employees			

1. STATEMENT OF POLICY

In accordance with the Healthy Workplaces, Healthy Families Act of 2014 (“California Paid Sick Leave Law”), the San Mateo County Harbor District (“District”) recognizes that employees will need days off from work from time to time to take care of their own health or the health of family members. This document establishes the policies and procedures to which the District shall adhere to with regards to paid sick leave in accordance with California Labor Code section 245 et seq.

2. POLICY AND PROCEDURES

This policy applies only to: temporary, and/or part-time employees, including seasonal employees, who work at least thirty (30) days within a year from the commencement of employment and who are not covered or entitled to receive more generous leave benefits pursuant to a memorandum of understanding, employment agreement, or the District’s personnel rules. Such employees are hereinafter referred to as “temporary/part-time employees.”

Effective July 1, 2015, the California Paid Sick Leave law requires the District to provide paid sick leave to temporary/part-time employees under the following conditions:

2.1 Beginning July 1, 2015, all temporary/ part-time employees will be provided twenty-four (24) hours, or three (3) days, whichever is greater, of paid sick leave at time of hire, and twenty-four (24) hours, or three (3) days, whichever is greater, at the start of every fiscal year thereafter. The fiscal year is determined by the District’s budget year (July 1- June 30), and any unused sick leave hours from the previous fiscal year do not carry over into the new fiscal year.

2.2 A temporary/ part-time employee is not eligible to begin using any provided paid sick leave until the 90th day of employment with the District.

2.3 There will be no more than 24 hours, or 3 days, whichever is greater, of paid sick leave provided to a temporary/part-time employee in any fiscal year.

2.4 Any sick leave taken beyond 24 hours, or 3 days, whichever is greater, in any fiscal year, shall be unpaid. Sick leave advances will not be provided.

San Mateo County Harbor District

Policies and Procedures	Number: 6.5.10	Date of Adoption: 07/01/2015	Effective Date: 07/01/2015
Title: California Paid Sick Leave Law	Prepared By: M. Schnapp	Approved By: Resolution 24-15	Page: Page 2 of 4
Purpose: To establish policies and procedures related to the California Paid Sick Leave Law for Temporary/Part-time employees			

2.5 In accordance with the California Paid Sick Leave law, a temporary/part-time employee may use 24 hours, or 3 days, whichever is greater, of paid sick leave during the District's fiscal year for one of the following reasons:

2.5.1 For the employee's own diagnosis, care, or treatment of an existing health condition or preventative care;

2.5.2 For the diagnosis, care, or treatment of an existing health condition or preventative care for an employee's family member, including:

2.5.2.a. *Child (including a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis.)*

2.5.2.b. *Spouse or Registered Domestic Partner*

2.5.2.c. *Parent (including biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.)*

2.5.2.d. *Grandparent*

2.5.2.e. *Grandchild*

2.5.2.f. *Sibling.*

2.5.3. To obtain any relief or services related to being a victim of domestic violence, sexual assault, or stalking including the following with appropriate certification of the need for such services:

2.7.3.a. *A temporary restraining order or restraining order;*

2.5.3.b. *Other injunctive relief to help ensure the health, safety or welfare of themselves or their children;*

San Mateo County Harbor District

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2.5.3.c. To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking;

2.5.3.d. To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking;

2.5.3.e. To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking;

2.5.3.f. To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

2.6 A temporary/part-time employee shall provide reasonable advance notification of his or her need to use accrued paid sick leave to his or her supervisor if the need for paid sick leave use is foreseeable (e.g., doctor's appointment scheduled in advance). If the need for paid sick leave use is unforeseeable, the employee shall provide notice of the need for the leave to his or her supervisor as soon as is practicable.

2.7 A temporary/part-time employee who uses paid sick leave must do so with a minimum increment of two hours of sick leave.

2.8 Paid sick leave will not be considered hours worked for purposes of overtime calculation.

2.9 A temporary/part-time employee will not receive compensation for unused paid sick leave upon termination, resignation, retirement or other separation from employment from the District.

2.10 If an employee separates from District employment and is re-hired by the District within one year of the date of separation, previously accrued and unused paid sick leave hours shall be reinstated to the extent required by law. However, if a rehired employee had not yet worked the requisite 90 days of employment to use paid sick leave at the time of separation, the employee must still satisfy the 90 days of employment requirement collectively over the periods of employment with the District before any paid sick leave can be used.

San Mateo County Harbor District

Policies and Procedures	Number: 6.5.10	Date of Adoption: 07/01/2015	Effective Date: 07/01/2015
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Purpose: To establish policies and procedures related to the California Paid Sick Leave Law for Temporary/Part-time employees			

2.11 Should a temporary/part-time employee's status change to one where he or she becomes eligible for other District paid leave benefits, any unused sick leave under this policy will be available for use through June 30th of that year, after which any remaining, unused sick leave provided under this policy will expire as of June 30 to the extent permitted by law

Staff Report

District Presentation at July 15 Local Agency Formation Commission (LAFCo) Public Hearing Regarding Municipal Service Review (MSR) of San Mateo County Harbor District

Glenn Lazof: Interim General Manager (IGM)

Background: The LAFCo Public Hearing is July 15 at 1:30 P.M. There are about a dozen MSR and Sphere of Influence updates on the Public Hearing agenda, as well as several other items. The District's final response to the Administrative Draft of the MSR is included in this packet.

Analysis: This item is an opportunity for the District to plan its presentation, should the Commission choose to do so. Anyone, including commissioners, has the right to speak at the public hearing. However, to the extent we can agree on a unified response, it will help to assure that major points are covered, as with the response letter, our collective best effort will be reflected in the public record.

Staff is recommending that the District's General Counsel make the presentation on our behalf. There are certain legal issues that may need to be entered into the administrative record during the public comment period. Presentation by General Counsel also helps to set a tone that reflects the seriousness with which the Commission takes this issue. It also demonstrates the District's commitment to do whatever it takes to press our case opposing dissolution, for LAFCo and for any eligible agencies who may contemplate initiating such an action.

Recommendation: Adopt resolution 26 – 15 directing District General Counsel to present the District position at the LAFCO Hearing on July 15.

Fiscal Impact: Assuming 1-3 hours for the hearing, \$340- \$1,020 in legal costs.

Resolution 26-15
of the
San Mateo County Harbor District
to

**APPROVE DISTRICT LEGAL COUNSEL AS DISTRICT
REPRESENTATIVE AT THE LAFCO PUBLIC HEARING
REGARDING MUNICIPAL SERVICE REVIEW**

Whereas, the Local Agency Formation Commission (LAFCo) will hold a Public Hearing on July 15, 2015 at 1:30 p.m. to consider the Municipal Service Review and Sphere of Influence Update of the San Mateo County Harbor District ; and

Whereas, prior to the Public Hearing, the LAFCo Executive Officer will issue an Executive Officer Report and Final Municipal Services Review and Sphere of Influence Update; and

Whereas, the Commission choses to have District Legal Counsel, in consultation with the General Manager and Board President, respond as necessary to the Executive Officer Report and represent the District at this hearing to assure major points are covered and that the best collective effort be reflected in the public record.

Now, therefore, be it resolved, the Board of Harbor Commissioners authorizes Steven Miller with Hanson Bridgett to represent the District before and at the LAFCo public hearing.

Approved this 1st day of July 2015 at a regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

For:
Against:
Absent:
Abstaining:

Attested

BOARD OF HARBOR COMMISSIONERS

Debbie Nixon
Deputy Secretary

Tom Mattusch
President

SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

NOTICE OF PUBLIC HEARING BY THE SAN MATEO LOCAL AGENCY FORMATION COMMISSION

NOTICE IS HEREBY GIVEN that the San Mateo Local Agency Formation Commission will hold a public hearing on July 15, 2015 at a meeting scheduled to begin at **1:30 p.m.** in the Board of Supervisors Chambers, Hall of Justice and Records, 400 County Center, Redwood City, to consider the following items:

Consideration of the Municipal Service Review and Sphere of Influence Update for North County Cities and Special Districts (Daly City, Pacifica, Colma, Brisbane, North Coast County Water District, North San Mateo County Sanitation District, Bayshore Sanitary District, Broadmoor Police Protection District, Colma Fire Protection District and Guadalupe Valley Municipal Improvement District)

Consideration of the Municipal Service Review and Sphere of Influence Update for the San Mateo County Harbor District

LAFCo File No. 14-14--Proposed annexation of assessor's parcel (APN 079-103-010) on Vista Verde Way, unincorporated San Mateo County, to West Bay Sanitary District

LAFCo File No. 15-4--Proposed Dissolution of Los Trancos County Water District Conditioned upon the Formation of a County Maintenance District and Certain Other Conditions

At the hearing, the Commission will hear and consider oral and written testimony by any affected agency or interested person and the report of the Executive Officer. For more information, contact the LAFCo office, 455 County Center, Redwood City, California, 94063, (650) 363-4224 or mpoyatos@smcgov.org.

Dated: June 24, 2015

Martha Poyatos
Executive Officer



San Mateo County Harbor District

Board of Harbor Commissioners

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

Glenn Lazof, Interim General Manager

Martha Poyatos, Executive Director
San Mateo LAFCo
455 County Center
Redwood City, CA 94063

June 26, 2015

Re: May 29, 2015 Circulation Draft Municipal Service Review and Sphere Update for the San Mateo County Harbor District

Dear Ms. Poyatos,

The San Mateo County Harbor District (District) Board of Harbor Commissioners met on June 23, 2015 to consider the above referenced Circulation Draft Report (Draft Report). This letter comprises the District's formal response to the Draft Report, although we reserve the right to make additional comments once you issue your Executive Officer's Report and the report is finalized. After a few brief introductory remarks, this response is organized in three main parts. First, we offer some reactions and corrections to specific statements made in the Draft Report. Second, we offer some more general reactions to the Draft Report. Third, we respond in particular to the Draft Report's discussion of dissolution of the District.

As a preliminary matter, we express appreciation to the Local Agency Formation Commission (LAFCo) for preparing the Draft Report. While it is naturally difficult to read a report that targets one's own agency for dissolution, the District is always looking to improve the delivery of services to the public. Prior to the issuance of the report, the District has embarked on a number of initiatives designed to improve efficiency and resolve longstanding issues identified in the Draft Report. We therefore consider the recommendations contained in the Draft Report to be helpful tools for guiding the District forward. We are grateful that the Draft Report acknowledges positive efforts that the District has made in recent months and appreciate the good suggestions as to how to build on progress already made. In particular, we think that additional progress has been made in 2015 that is not completely described in the Draft Report and have included some additional examples in Exhibit A to this Report. The District expects further progress in the coming months. The District believes it will continue to improve and because it believes that it is now on the right path, the District should be given the opportunity to complete improvements it has already begun, and to implement other improvements that are planned.

Notwithstanding the helpful parts of the report, and as discussed in Part II below, the Draft Report over-emphasizes governance issues at the expense of the other statutorily required factors that must be the basis for any sphere of influence finding under the Cortese-Knox-Hertzberg Act (the CKH Act), which establishes the LAFCo process. This over-emphasis is perhaps understandable given that the Draft Report was expressly written in response to a request from the San Mateo County Grand Jury (as acknowledged in the Introduction to the Draft Report). The District understands that the Civil Grand Jury Report cannot be ignored. However it also believes that a Municipal Services Review (MSR) should not examine issues outside those contemplated by the CKH Act. In its emphasis on governance issues, and in its

lengthy discussion of dissolution options, the Draft Report excessively focuses on political concerns that are not relevant to the CKH Act's standards for an MSR.

Finally, we point out that dissolution of a special district is quite rare. As a result, the Draft Report acknowledges that there are many legal issues for which there is no clear guidance, either through the courts or the experiences of LAFCo's in other counties. Even though there is no pending dissolution application, we cannot ignore the call for dissolution presented in the Draft Report. In Part III below, therefore, we emphasize a number of unknown but critically important legal issues we think require further study. We imagine that any agency seeking to initiate dissolution proceedings would want resolution of these issues.

With the above prefatory remarks, we now provide our more detailed response.

I. Specific Comments to Draft Report

Attached as Exhibit A to this letter is a table that lists specific statements from the Draft Report, followed by comments from the District. Many of these comments are simply to correct minor factual inaccuracies. But some of them are substantive in nature. We hope that the final Report will reflect these specific corrections and comments. In particular, the District adopted a final FY 2015/2016 budget at a public hearing on June 17, 2015, as well as amended the FY 14/15 budget. While we do not make corrections to financial statements in the Draft Report, we request that LAFCo update the Draft Report's financial statements accordingly.

II. General Response

1. Efficiencies and Cost Savings. The CKH Act states that governmental "responsibility should be given to the agency or agencies that can best provide government services." (Government Code §56000.) The Draft Report concludes that the District services are duplicated by, and therefore could be provided in a more cost effective manner by, the County. But the Draft Report itself asks many questions about whether the County can actually accomplish the District's functions more efficiently. In essence, the ultimate question of whether the County can provide the services of the District more efficiently is not certain.

The Draft Report acknowledges that the County's only experience with the operating and maintenance of a marina is at Coyote Point, run by the County Parks Department. Coyote Point Marina does not allow live-aboards (the District's provision of live-aboard opportunities is a positive addition to the County's affordable housing stock), nor does it provide commercial fishing services or indeed any of the types of services fundamental to the operation of an ocean-side marina. Some of these ocean-side services can quickly become matters of life and death when there are storm surges and resulting flooding. The importance of the search and rescue function performed by the District's harbor patrol can not be over emphasized in this regard. Especially at Pillar Point Harbor (but as indicated in Exhibit A, also at Oyster Point Marina) the District provides a life saving search and rescue function that not even the Coast Guard can provide. As indicated below, these are not "enterprise" activities and there is no indication that the County could provide them as effectively and efficiently—if at all.

Moreover, the most recent budget of the County Parks Department indicates that it generates \$3,151,472 in user fees resulting from "enterprise" operations, while applying \$7,320,109 from

County General Fund and sales tax sources.¹ Finally, as discussed in the detailed response in Part I, revenues per berth at District facilities exceed those at Coyote Point Marina, indicating that the District is more effective in operations than the County Marina at Coyote Point. Is the County really in a position to provide services more effectively and efficiently than the District?

The Draft Report states that “the assumption of SMCHD operations by a successor agency (or agencies) offers the opportunity to achieve certain service efficiencies and cost savings.” (p.32) Yet the Draft Report is equivocal as to what those savings might be. The Draft Report mentions the potential savings of legal fees, although the Draft Report also lists a host of additional legal costs to be incurred as a result of dissolution. Moreover, regardless of whether the County assumes operations of the District, the County will have to assign County Counsel or other outside counsel to provide advice and representation as to those services that the District currently provides. The Draft Report asserts that there may be administrative savings “depend[ing] on the ability of the successor agency to manage increased workload,” although the Draft Report lists a host of employment-related costs that may increase and that the Draft Report cautions must be considered further. We echo this concern and hope that further detailed analysis on this issue will be conducted prior to any steps being taken to dissolve the District.

In fact, the only specifically identified cost savings is election costs. But here too, the Draft Report is unrealistically optimistic. It identifies \$300,000--\$500,000 as “the greatest potential savings” (implicitly concluding that all the other identified savings are not only speculative, as discussed in the previous paragraph, but are also smaller). If the Harbor District were to be dissolved, obviously it would not have any further election costs. But that does not mean that the County’s total election costs would decrease by the same amount. The County might realize some savings as a result of eliminating the District’s small position on the ballot as well as slight reductions in printing costs. But, a net gain of \$300,000 to \$500,000 is illusive. Election costs are divided among all other agencies, including the County. If the District were dissolved, most of these costs would still exist and would have to be assumed by the remaining agencies.

In sum, the Draft Report cannot point to any identifiable cost savings to be incurred by the District’s dissolution. If the District is providing services in a manner more cost effective than any alternative, does that not meet the Government Code’s requirement that “responsibility should be given to the agency or agencies that can best provide government services” ? (Government Code §56000.) While the District does not expect LAFCo to do anything other than reaffirm the District’s existing Sphere of Influence, there is no convincing evidence that another agency, particularly the County, could provide the District’s critical services more effectively or efficiently than the District.

Notwithstanding this conclusion, the District will continue to implement its initiatives to improve its efficiency and address outstanding issues. Indeed, the Draft Report at p. 36 even acknowledges the improvements the District has made towards greater fiscal ability and health. The District should be given the time to fully implement and complete these initiatives in light of the fact that there is no evidence that the County can provide the services more effectively and efficiently.

¹https://parks.smcgov.org/sites/parks.smcgov.org/files/documents/files/SMCoParksAnnualReport2013-2014.FINAL_.web_.pdf

2. Reliance on Property Tax.

A repeated theme of the Draft Report is that the District relies excessively on property tax revenues to subsidize operating shortfalls because the fees and charges the District imposes on the public are insufficient to cover all of the District's operating expenses. We think this thematic insistence represents a fundamental misunderstanding of both the District in particular and of local government finance in general.

The District has statutorily authorized powers under the Harbors and Navigation Code. It makes expenditures only on projects consistent with those powers. As the Draft Report expressly acknowledges, the District is not a traditional "enterprise" district. Rather the District "provides a range of non-enterprise services and facilities that benefit a broad public but which are not revenue-generating activities, including parks, waterfront access, public piers, and emergency water rescue." (p. 3)

The District receives revenues from a number of sources, including its share of property taxes distributed by the County under the State's complex distribution scheme embodied in Assembly Bill 8. Revenues and expenditures together make up the District's budget, but the District does not attribute a specific revenue source to a specific expenditure. Because it conducts activities that are both traditional enterprise activities (for instance the collection of slip rental fees) and not (for instance search and rescue operations), it is not always practical, and is certainly not legally required, to attribute specific revenue sources to specific expenditures. In addition, it is important to understand that, in large part because of increased harbor patrol activities, there are more non-enterprise-related expenses at Pillar Point Harbor than at Oyster Point Marina. It is largely because of these expenses, and not because of an over-reliance on property taxes, that the District has an operating deficit at Pillar Point Harbor.

Under the Revenue and Taxation Code, and pursuant to the complex property tax distribution scheme resulting from Proposition 13, the District receives from the County its share of property taxes. There are no restrictions on the use to which the District puts those tax revenues, so long as it is spending money consistent with its authorized purposes as discussed above.

Local Government throughout California and San Mateo County is in the same situation as the District. Three examples: The San Mateo County Transit District uses sales tax revenue to subsidize bus service throughout the County. The Westborough Water District had a \$417,600 operating loss in fiscal year 2013-14 that was offset by \$335,000 in property tax revenues. The Granada Sanitary District (now Granada Community Services District) in fiscal year 2013-14 received over \$1.2 million in revenue from its "enterprise" activity of sanitation charges. Its operating budget was over \$1.68 million, so this district would have had an operating loss had it not also received \$490,000 in property tax revenues.

The Harbor District is always looking for ways to increase revenues and reduce expenses, all without relying on increased taxes. In particular, better management and use of the District's real property interests is a top priority of the present Board and it expects the District's new management team to better manage District leases so that they become more profitable cost centers in the near future. The District also acknowledges that it must complete its Strategic Business Plan. A key component of that Strategic Business Plan that needs to be implemented is to identify new and alternative sources of revenue to augment and diversify the District's economic and financial base. It may be true that the District could do better in maximizing

enterprise revenues—and the District will do better. But it is misleading to focus on the use of property tax revenue as a negative factor indicating inefficiencies that requiring dissolution of the District. Moreover, as discussed in Part III below, it would be a mistake to assume that any successor agency would inevitably receive the District's property tax revenues.

3. The District is in Transition. The Draft Report acknowledges that the District has embarked on a search for a General Manager after the retirement on December 31, 2014 of its prior General Manager, who had served the District for over 15 years. Many of the recommendations made in the Draft Report will be implemented by a new General Manager. It is premature not to allow a new General Manager to set a new tone, and to implement District policies in a manner consistent with the Draft Report's recommendations. The Draft Report fails to take into account this important change in District leadership. This issue is particularly important given that the District has a small staff and the General Manager has enormous importance to the District.

4. Governance.

The CKH Act defines the factors to be included in a Municipal Services Review.

- (1) Growth and population projections for the affected area.
 - (2) The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.
 - (3) Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.
 - (4) Financial ability of agencies to provide services.
 - (5) Status of, and opportunities for, shared facilities.
 - (6) Accountability for community service needs, including governmental structure and operational efficiencies.
 - (7) Any other matter related to effective or efficient service delivery, as required by commission policy.
- (Government Code 56430)

The CKH Act further requires that LAFCo consider the following in determining a Sphere of Influence:

- (1) The present and planned land uses in the area, including agricultural and open-space lands.
 - (2) The present and probable need for public facilities and services in the area.
 - (3) The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
 - (4) The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.
- (Government Code 56425).

The above two code sections contain the exclusive list of items LAFCo may consider in an MSR and a Sphere of Influence determination. The Draft Report goes beyond the above list. The MSR includes a 3-page section called Governance Options that "describes governance options to the status quo that can be considered" without considering the seven factors required by Section 56430. At the conclusion of the Sphere of Influence Determination there is a 2 page

section titled “Dissolution process” that describes in some detail various dissolution options without reference to any of the factors required by Section 56425.

These sections are out of place in a document like the Draft Report. An MSR may properly discuss governance issues as they relate to the efficient provision of services. But even here, the message is a mixed one in that the Draft Report explicitly states that the District “has taken a number of steps towards addressing issues that plagued it in the past” and acknowledges that the District is addressing its staffing and planning issues. The Report further describes the District’s considerable success in providing services and even assumes that any successor agency would need to rely on existing District staff in order to continue to meet existing service levels. As discussed above, it is unlikely that any agency, in particular the County, could provide the District’s services as effectively and efficiently as the District.

The section on dissolution at the end of the Draft Report is also out of place in a Sphere of Influence determination as it does not address any of the four statutory factors but just provides a roadmap towards dissolution. As these two sections are not statutorily required or permitted in an MSR, the District believes that the Draft Report’s inclusion of these two sections is likely because of the accusations of dysfunctional governance presented in the Civil Grand Jury Report.

The District acknowledges the reality of the Civil Grand Jury Report and imagines that it will color the way LAFCo commissioners will receive any Final Report. It is therefore perfectly understandable that LAFCo’s consultants could not ignore the issues presented in the Civil Grand Jury Report. The District further understands that discord among its Commissioners, and relationships between Commissioners and staff, have placed it unfortunately in the public eye. But as the Draft Report acknowledges, the District is confronting many of these issues head on—for instance with the increased partnership with Regional Government Services that has already made progress in the efficient provision of services to the public.

The District does not agree that dissolution is the remedy for the past dysfunctions identified in the Civil Grand Jury Report. At the appropriate time, and if necessary, the District will present an argument as to the profoundly undemocratic implications if LAFCo proceeds to promote dissolution as a result of dissatisfaction with the conduct of an agency led by elected officials. But whether or not one agrees with the Civil Grand Jury Report, the emphasis on these issues is out of place in an MSR or a Sphere of Influence Determination. The District respectfully requests that that Section 4 titled Governance Options on pages 31-35 and Section 7 titled Dissolution Process on pages 42-43 be deleted from the Draft Report. LAFCo should conduct its business, by accepting a MSR and determining the District’s Sphere of Influence, solely on the legally permissible statutory factors identified in the CKH Act.

III. Dissolution—Unanswered Questions

Dissolution of a special district is rare. As a result, there are numerous unprecedented and complex legal issues for which there is no guidance, either through the courts or the experiences of LAFCo in San Mateo or other counties. The Draft Report acknowledges what it describes on page 33 as “Transition Issues” that will be costly. While the legal complexities of dissolution are considerable, resulting in numerous legal challenges, we identify four particularly important legal questions underpinning these “Transition Issues.” All four of these legal issues require further analysis before assuming that dissolution of the District is in the best interest of the County’s taxpayers.

1. Property Taxes. A fundamental assumption of the Report is that LAFCo will be able to dictate that all of the District's property tax revenues would be "shifted" to a successor agency. It is true that Government Code Section 56886 allows LAFCo to set conditions that LAFCo may impose upon a "change of organization" (including a dissolution). Subsection 56886(t) permits LAFCo to condition a dissolution on "the extension or continuation of any previously authorized charge, fee, assessment, or tax by the local agency or a successor local agency in the affected territory."

But this process is far more complicated than a simple condition of LAFCo to require continuation of tax revenues to "shift" to a successor agency. That LAFCo may place a condition upon a dissolution does not mean that LAFCo has the power to force the condition to actually occur. Any condition must be implemented in compliance with applicable law. Applicable law regarding reallocation of ad valorem property tax revenues in the event of a dissolution is governed by Revenue and Taxation Code Section 99. As it is not part of the CKH Act, it cannot be overridden by LAFCo's powers, however great they may be. Section 99 establishes a complicated process before any tax revenues can be re-allocated. We call to LAFCo's attention, as well as to the attention of any potential successor agency assuming that it will be eligible to receive the property tax that presently flows to the Harbor District, the following requirement of Section 99(b)(6):

Notwithstanding any other provision of law, the [LAFCo] executive officer shall not issue a certificate of filing [the document needed to initiate a dissolution proceeding] . . . until the local agencies included in the property tax revenue exchange negotiation . . . present resolutions adopted by each county and city whereby each county and city agrees to accept the exchange of property tax revenues.

Seemingly, the refusal of any city in San Mateo County (and potentially other special districts) to adopt a property tax resolution could block any dissolution. In other words, if LAFCo conditions dissolution on the "shifting" of property taxes and the "shifting" methodology is ultimately not approved, the dissolution will not occur. Given the percentage of property tax revenues compared to all District revenues, any successor agency would presumably need to have a guarantee that it will receive such revenue before beginning a dissolution process. Indeed, a successor agency could not provide the District's critical services in any way close to the current standard without access to such revenues.

Thus, while LAFCo certainly has the power to set a condition that the property tax revenues be "shifted" to a successor agency for the continuation of the District's critical services, there is no authority that would enforce such a designation and there is some reason to question whether a successor agency would be free to spend those funds as it saw fit. This is hardly the simple "shifting" process suggested by the Report.

2. Labor Issues. The District is presently beginning bargaining with its two unions, both of whose MOUs expires on July 1, 2015. The outcome of those negotiations are unknown at this time, but will surely be important to understand before any further steps are taken down the unprecedented dissolution path. Of particular importance, and regardless of the outcome of the pending negotiations, are the CalPERS obligations referenced in the Draft Report at page 33.

3. State Law Issues. Two State law issues merit further attention prior to any initiation of dissolution proceedings. First, the District operates not only under authority of its enabling legislation, but also under the State tidelands grant that allowed it to establish Pillar Point Harbor (Chapter 68, Statutes of 1960). The tidelands grant states: "That said lands shall be used by said district....for the establishment, improvement and conduct of a harbor....and for the construction, maintenance and operation thereon of structures and facilities for public recreational purposes..." (emphasis added) It is not clear the extent to which the CKH Act can be implemented in accordance with this grant—if there is no District in existence, the CKH Act may not provide authority under the tidelands grant absent additional action by the legislature. Second, the Draft Report acknowledges the positive steps the District has taken to reduce the principal of its loan from the Department of Boating and Waterways (DBW). But this remains a liability of the District that will become the liability of any successor agency. In addition, the terms of the loan, as well as provisions of the Harbors and Navigation Code that attach statutory requirements to recipients of loans from the DBW, require further analysis to determine the extent to which DBW must approve the assignment of District assets to a successor agency, or indeed whether DBW approval is required as a condition of dissolution in the first instance.

4. CEQA. Reorganization under the CKH Act is often subject to a categorical exemption under CEQA. But that exemption is for reorganizations "where the changes do not change the geographical area in which previously existing powers are exercised." (CEQA Guidelines Section 15320) The Draft Report suggests as a possible option for dissolution a disaggregation of the District's duties with regard to Oyster Point Marina and Pillar Point Harbor. Terminating the Joint Powers Agreement with the City of South San Francisco and focusing the District's activities at Pillar Point Harbor may be an idea worthy of further study (contrary to the Draft Report, it is not a foregone conclusion that the District would forego the property tax collected in the City under such a detachment). But before applying for dissolution, or any less drastic reorganization that detaches Oyster Point Marina from the District, the CEQA implications need further study given that the District is a party to a Joint Powers Agreement with the City of South San Francisco for the operation of Oyster Point Marina.

IV. Conclusion. Moving Forward.

In closing, we would like to emphasize that a fundamental purpose of an MSR is as a planning document for the future, not a retrospective examination of past mistakes. The District is dedicated to providing excellent service to the public it serves and will take seriously all of the recommendations for improvement identified in the Draft Report. But at the same time, the District is committed to looking forward not backward.

The timing of the Draft Report, and the Grand Jury Report triggering its development, have spurred the District to enter into a transition period. Such transitions may sometimes come with painful lessons learned and progress is not always as smooth or as quick as one would like. In the coming months, the District will engage a permanent General Manager under whose leadership the District will improve its administrative and accounting procedures, implement a new MOU with its valued employees, resolve legal issues arising from past actions, and improve the District's financial condition with an increased focus on revenue generating activities. It will do all this with a small staff dedicated to providing essential services to County residents, to the commercial fisherman who rely on the District's facilities, and to the many thousands of visitors from outside the County that visit the Harbor District's facilities each year,

June 26, 2015 letter to Martha Poyatos
Page 9

or that indirectly receive the benefit of the District's services every time they order local seafood from their favorite restaurant.

Sincerely,

A handwritten signature in blue ink that reads "Tom Mattusch". The signature is written in a cursive style with a large, stylized initial "T".

Tom Mattusch, President, Board of Harbor Commissioners of the San Mateo County Harbor District

Exhibit A

San Mateo County Harbor District's Response to Circulation Draft Municipal Service Review and Sphere Update

Page	Quote from Draft Report	Comment																
3	Ferryboat service operated independently by the Water Emergency Transit Authority (WETA), which supplanted a number of berths, now operates to the East Bay from Oyster Point Marina.	<p>Even with a reduced number of slips, the Harbor District operates OPM efficiently. A comparison of Oyster Point Marina Berth-only revenues to <u>all</u> Coyote Point Marina revenues from business type activities demonstrates the Districts effective and efficient operation of Oyster Point Marina. The comparison with Coyote Point Marina is even more striking at Pillar Point Harbor. Data from FY 13/14 is as follows</p> <table border="1"> <thead> <tr> <th>Facility</th> <th># of Berths</th> <th>Gross Annual Berth Revenues</th> <th>Berth Revenues Per Berth</th> </tr> </thead> <tbody> <tr> <td>PPH</td> <td>369</td> <td>\$1,644,761</td> <td>\$4,457/berth per year</td> </tr> <tr> <td>OPM</td> <td>455</td> <td>\$1,196,126</td> <td>\$2,628/berth per year</td> </tr> <tr> <td>CPM</td> <td>496</td> <td>\$ 977,000</td> <td>\$1,970/berth per year</td> </tr> </tbody> </table> <p>(CPM = Coyote Point Marina *Note - the \$977,000 in gross marina revenues for CPM includes all revenues for the Marina (e.g., berths, rents and concessions), while PPH and OPM are strictly berth revenues and exclude other items.</p>	Facility	# of Berths	Gross Annual Berth Revenues	Berth Revenues Per Berth	PPH	369	\$1,644,761	\$4,457/berth per year	OPM	455	\$1,196,126	\$2,628/berth per year	CPM	496	\$ 977,000	\$1,970/berth per year
Facility	# of Berths	Gross Annual Berth Revenues	Berth Revenues Per Berth															
PPH	369	\$1,644,761	\$4,457/berth per year															
OPM	455	\$1,196,126	\$2,628/berth per year															
CPM	496	\$ 977,000	\$1,970/berth per year															
3	Ferryboat service operated independently by the Water Emergency Transit Authority (WETA), which supplanted a number of berths, now operates to the East Bay from Oyster Point Marina.	Usage of WETA service to OPM is growing by leaps and bounds. The District is now an important part of the critically important regional public transportation system. The District gave up revenue-generating boat slips in order to provide this valuable service to those County residents who use the WETA ferry. The Growth of Average daily passengers has gone from 161 boardings a day in the first year of service, to 333 the second year, to 405 in year three. (See Appendix A)																
3	...has hired an Interim General Manager with the goal of alleviating diminished staffing...	The hire of the Interim General Manager has allowed the former Acting General Manager to focus on managing the harbors in his capacity as Harbor Master.																

Exhibit A

San Mateo County Harbor District's Response to Circulation Draft Municipal Service Review and Sphere Update

Page	Quote from Draft Report	Comment
8	Commercial Fishing Facilities	That Pillar Point Harbor is the sixth highest earning harbor in the State is of course due in part to the dedicated efforts of local commercial fisherman. But this data point also speaks to the District's operational skills and efficiencies.
9	Emergency Services	The Report acknowledges the District's crucial search and rescue services at Pillar Point Harbor. But the District provides similar services at Oyster Point Marina. From 2010 – through June 21, 2015 there were 75 rescues as follows: 2010- 20; 2011- 19, 2012- 7, 2013- 9, 2014- 12, 2015 (partial year) 8
13	Buildings—Site improvements	Sea level rise issues cannot be over emphasized, even at OPM where king tides already crest existing breakwaters.
13	Capital Improvement Program (CIP) at OPM	Responsibility for road and parking lot maintenance at Oyster Point Marina is an issue that needs to be resolved under the JPA between the District and the City of South San Francisco. This issue becomes ever more important both for natural reasons related to the drought, but also for man-made reasons due to increasing use of the roads by the large buses that serve the WETA terminal.
13	Capital Improvement Program (CIP) at OPM "..restroom improvements at an estimated cost of \$560,000."	All but two of the restrooms at OPM have already been remodeled. In addition, a new public restroom facility will be installed in 2015 near the ferry terminal area funded by a grant from Genentech.

Exhibit A

San Mateo County Harbor District's Response to Circulation Draft Municipal Service Review and Sphere Update

Page	Quote from Draft Report	Comment
14	Earn Special District Leadership Certificates	<p>Commissioner Training/ Education History--*this may not reflect all trainings</p> <p><u>Roberto Bernardo</u></p> <ul style="list-style-type: none"> • Public Ethics Education AB1234 (2014 and 2015) <p><u>Sabrina Brennan</u></p> <ul style="list-style-type: none"> • Open Ethical Leadership –AB1234: 2012, 2013 & 2014 • How to be an Effective Board Member: 2013 • Board's Role in Human Resources: 2013 and 2015 (Module 4) • Setting Direction/ Community Leadership: (Module 1) 2013, (Module 2) 2015 • Public Service Ethics AB1234: 2014 • California Special Districts Association Special District Leadership Conference: 2014 • Board's Role in Finance and Fiscal Accountability (Module 3): 2015 • Understanding Board & District Liability: 2015 • Special Legislative Days: 2015 • Anti Harassment/ Anti Bullying: 2015 • Spot the Fraud! Fraud Detection/Prevention: 2015 • Introduction to Special District Finances: 2015 • Governance Foundations (Module 1): 2015 • Special Districts Legislative Days:2015 <p><u>Nicole David</u></p> <ul style="list-style-type: none"> • Harassment Prevention and Training for California Supervisors: 2014 • Public Service Ethics: 2014 • California Special Districts Association Special District Leadership Conference: 2014 • Introduction to Special Districts: 2015 • Sexual Harassment 2015 <p><u>Tom Mattusch</u></p> <ul style="list-style-type: none"> • Public Ethics Education AB1234: 2014 • Special Districts Association Special District Leadership Conference: 2014 • Introduction to Special District Finances: 2015 • Best Practices in Strategic Planning: 2015 • Special Legislative Days 2015 • Sexual Harassment: 2015 <p><u>Pietro Parravano:</u></p> <ul style="list-style-type: none"> • Harassment Policy and Harassment Prevention Training: 2008 • Ethics Training –AB1234: 2008 • Public Ethics Education AB1234: 2011 • Public Ethics Education AB1234: 2012 • Public Ethics Education AB1234: 2014

Exhibit A

San Mateo County Harbor District's Response to Circulation Draft Municipal Service Review and Sphere Update

Page	Quote from Draft Report	Comment
15	Committees	The Oyster Point Marina Liaison Committee is a standing committee, not an advisory committee. In addition, as a result of Board action in 2015, the Board either established or reinvigorated, the following committees: Finance Committee; Beach Replenishment Committee; Water Quality and Public Safety Committee; Communications and Marketing Committee; Executive Search Committee; Strategic Planning Committee. These Committees have all been active for the first time in 2015.
16	"No SMCHD reserve policies exist"...	The District has a reserve policy adopted through Resolution 17-10 on June 30, 2010. The Policy could be improved and setting a more comprehensive reserve policy is on the District's list of priorities.
16	"CIP is needed to guide capital planning, budgeting and implementation, no formal action has been taken"	The District agrees that it should commit to a CIP for all the reasons mentioned in the Draft Report.
17	SMCHD Website	Staff has a website RFP as an item for release in the latter half of 2015. District has also hired a Transparency Officer to assist increasing the utilization of the website in the short term.
18	"The new address is 504 Avenue Alhambra, Third Floor, El Granada, CA 94018."	Correct floor to "2nd floor" from "3rd floor"
18	"The SMCHD is in the process of moving..."	The move is complete, although some minor configuration issues remain..

Exhibit A

San Mateo County Harbor District's Response to Circulation Draft Municipal Service Review and Sphere Update

Page	Quote from Draft Report	Comment
19 (orga nizati onal chart)	Org chart	The Organizational Chart is outdated in many respects as numerous individuals have left the District or retired. As continued staff positions continue to be filled on an interim basis, the District does not expect to update the Org Chart at least until a permanent General Manager is appointed, which is expected within the next three months. The District believes that the permanent General Manager should have the ability to organize District Staff in a manner that is most efficient and effective.
21-23	Revenues	<p>The District is planning on examining rates to ensure that they are in line with other facilities. Rate increases are pending at both facilities for FY 2015/16. PPH is at 100% occupancy, indicating rates may be below market. That is not the case for OPM. Also important to note is that the District's berth occupancy rate at OPM would be higher if the District did not adhere to the legally prescribed cap on liveboards of 10%.</p> <p>Also with regard to OPM, there has been a loss in the number of available berths in order to accommodate the WETA ferry terminal. Monies received from WETA were for loss of slip rentals through 2019.</p>
22	"OPM occupancies typically range from 60 to 65 percent"	In 2006 occupancy at OPM was 54%. It now <u>averages</u> 65%.
26	In the FY15-16 Preliminary Budget, the SMCHD allocated approx. \$3.7 M towards termination benefits	Nine employees are vested with these benefits, seven more are vested and drawing benefits, and seven current employees are not vested.
27	"... and other costs associated with operations and facilities specific to PPH and OPM."	Garbage collection costs at Pillar Point Harbor are more than twice the amount at OPM due to the location of the landfill costs and the waste stream from commercial fishing."

Exhibit A

San Mateo County Harbor District's Response to Circulation Draft Municipal Service Review and Sphere Update

Page	Quote from Draft Report	Comment
27	Debt Service " The FY15-16 SMCHD budget includes only the interest portion of debt service payments The budget shows the total payment including principal and interest."	These two sentences contradict each other. Only the second of these two sentences is correct.
29	"The projected \$5.9 million,..."	The projected "\$5.9 million" should be \$6.193 as stated just above the Total
32	Allocation of Assets and Liabilities "Remaining debt principal is entirely attributable to PPH"	It is by no means accurate to state that "remaining debt principal is entirely attributable to PPH." While District information conflicts with DBW documentation, it would be too time consuming to validate in time for this submission.
35	3) Present and planned capacity of public facilities...	This section focuses exclusively on the District's marina facilities and does not mention the District's open-space/parks/trail facilities that it maintains at both locations. In particular, the District maintains the West Shoreline Access Trail near Pillar Point Marsh, which provides the only land based access to Pillar Point Beach (Mavericks Beach) and is an important access point for emergency responders. This non-enterprise activity is of high value to the public and to emergency responders.

Exhibit A

San Mateo County Harbor District's Response to Circulation Draft Municipal Service Review and Sphere Update

Page	Quote from Draft Report	Comment
37	"The SMCD has taken a number of steps...."	We are pleased that the Draft Report acknowledges District efforts. These efforts have accelerated since the issuance of the Grand Jury Report. Actions taken by the Board that are not referenced in the Draft Report include: (1) the District assumed a leadership role in a number of environmental issues critical to the County such as the Sand Replenishment effort at Surfer's Beach, Bay Sand Mining issues before the Bay Conservation and Development Commission, and development of the Coastal Regional Sediment Management Plan; (2) Increased public involvement in a number of ways including holding a public tour of Johnson Pier with Commissioners, considered new wifi and social media programs, and increased public involvement in committee activities; and (3) Revised District policy regarding health insurance benefits for Commissioners—with cost savings to be achieved in the future as new Commissioners are elected.
37	2. The SMCHD should engage a public accounting firm to review its budget accounts for both operations and capital improvements, and establish a financial accounting system consistent with best practices for California public agencies.	The District has independent auditors issue financial statements annually. A Comprehensive Annual Financial Report (CAFR) has recently been added to the scope of the FY 14/15 Audit. Typically a CAFR will include Statements of net position, revenue and expenses for enterprise functions, although this will be difficult without the cost accounting which is being implemented for 15/16.
37	The SMCHD should assess its personnel needs...	The Commission approved contracted augmentations on an interim basis to address staff resources at June 17 meeting. A high priority must be placed burdens of state mandated activities, such as compliance with Public Record Act requests, which has been a significant district administrative activity in the recent past. The commission also approved changes to the job description and title of one management position on that date. It is expected that a new GM to bring recommendations to the Board to improve staff organization.

Exhibit A

San Mateo County Harbor District's Response to Circulation Draft Municipal Service Review and Sphere Update

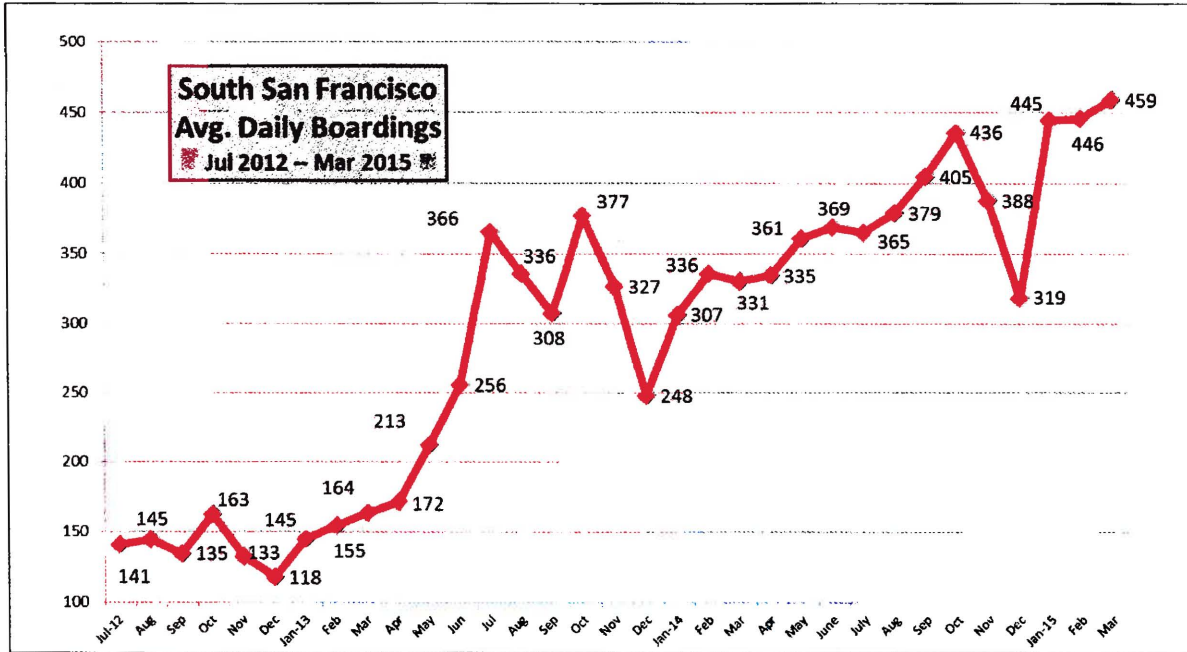
<i>Page</i>	<i>Quote from Draft Report</i>	<i>Comment</i>
37	3. The SMCHD should consider administrative functions...	The District agrees with this recommendation. Indeed, at the June 17, 2015 meeting, the District approved an expansion of the services provided the District by the JPA, Regional Government Services, for flexible professional administrative services on an "as needed" basis.
37	5) Status of, and opportunities for, shared facilities	Outsourcing is under consideration for all IT Functions. This must be done with care as frequently costs are not reduced when outsourced.
38	Recommendation: 2.	City of "San Francisco" should be "South San Francisco"
38	7) Any other matter related to effective or efficient service delivery, as required by commission policy.	The Response letter addresses the recommendation regarding allocating revenues to particular cost centers. The District will begin have cost accounting in place to track enterprise and non-enterprise activities in Fiscal Year 2015 2016.

Appendix A

Average growth daily passengers

Exhibit A

San Mateo County Harbor District's Response to Circulation Draft Municipal Service Review and Sphere Update



Staff Report

CALIFORNIA SPECIAL DISTRICT ASSOCIATION 2015 BOARD ELECTIONS

Glenn Lazof: Interim General Manager (IGM)

Background: The California Special Districts Association (CSDA) has Seat A on the Coastal Network open. The candidates are as follows and their bios are attached to this report:

Robert Blair, Nipomo Community Services District

Peter Le, Marina Coast Water District

Elaine Magner, Pleasant Valley Recreation & Park District

Recommendation: The Board can decide if they would like to vote for one of the candidates or to take no action.

Fiscal Impact: None.



**California Special
Districts Association**
Districts Stronger Together

5-13-15 PM 1:23 (JVN)

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2015 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat A. Each of CSDA's six (6) networks has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its network.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only one** candidate to represent your network in Seat A and be sure to sign, date and fill in your member district information. If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 7, 2015**.

If you do not use the enclosed envelope, please mail in your ballot to:

California Special Districts Association
Attn: 2015 Board Elections
1112 I Street, Suite 200
Sacramento, CA 95814

Please contact Charlotte Lowe toll-free at 877.924.CSDA or charlottel@csda.net with any questions.



Hello!

My Name is Dr. Robert L. "Bob" Blair,

I am one of the candidates running for Seat A in the Coastal Network of the California Special Districts Association.

Why should you elect me over the other aspiring CSDA Candidates?

1. I have prior experience. I served on the CSDA Board as a representative of Region 4 from 2002 to 2004. During that time, I served on the committee that returned the ERAF money to the Cities, Counties, & Special Districts.
2. I hold a Doctor of Pharmacy Degree from the University of California Medical Center in San Francisco (UCSF) and an AA degree from San Francisco City College. I also hold two valid Pharmacy licenses (California & Nevada).
3. I have been married to my wife Eileen for over 60 years. Together we have raised three very successful adult children: Lisa, Lodene & James.
4. I served on the NCSB Board of Directors from 1994 to 2004. In 2012, I ran a successful campaign, was the top vote getter by a large margin, and returned to the NCSB for 4 more years.
5. I have a strong longtime personal relationship with our current 35th District Assemblyman Katcho Achadjian. Katcho and I both ran for local office in San Luis Obispo County in 1994.
6. I never missed a meeting when I represented CSDA Region 4 in 2002-2004. I will give you 100% of my time, if you give me your Vote in this coming election.
7. I have been involved in Water, Land use, and planning at the State & Local levels for some 35 years. Please let me put my many talents and experience to work for all the people of Coastal Network.

Please vote to put "Dr. Bob back on the job". Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert Blair".

Dr. Robert L. "Bob" Blair
Director Nipomo Community Service District

Active member of:

San Luis Obispo Sheriff Advisory Council
Nipomo Chamber of Commerce
CA Sheriff's Association

Candidate Statement for Peter Le

"Peter is a California licensed Civil Engineer with over 30 years of experience including water and wastewater. The majority of his experience was with local governments in the US and a few years in New Zealand and Australia.

Elected in 2012, Peter completed the entire CSDA modules for elected Directors. He attended CSDA, ACWA and AWWA annual conferences.

Peter received his Bachelor of Civil Engineering from University of Auckland in 1978 and Executive Master of Public Administration from Golden Gate University in 2007. He previously hold California wastewater license and QSD/QSP".

My Fellow CSDA Members,

I am requesting your support for my election as representative to the California Special Districts Association (CSDA), Board of Directors for the Coastal Network.

As the current Chairperson of the Board of Directors for the Pleasant Valley Recreation and Park District (PVRPD), I support CSDA's on-going efforts to offer educational classes and informative conferences and their active monitoring of legislative and policy proposals that greatly affect District operations. Through my involvement with CSDA I actively serve on the Fiscal and Audit Committees and Legislative Feedback group and have previously served on the By-laws and Elections Committee.



Elaine Magner

If elected, I will work with the other Board Members and CSDA staff to increase memberships, lower membership fees and other expenses, and continue to enhance the service provided to the member agencies.

I have been on the PVRPD Board of Directors since February 2008. I have served as Board President twice, serve on the Personnel and Finance committees and am PVRPD's representative to the Ventura County Special Districts Association (VCSDA) and CSDA. I was honored by VCSDA by being named the 2014 Director of the Year. I worked in Public Service for 31 years in law enforcement Human Resources. Additionally, I worked as a contract investigator for the Department of Justice for 10 years following my retirement. My experience on the Pleasant Valley Recreation and Park District (PVRPD) Board of Directors and my work as a public servant has provided me with a solid foundation of experience and prepared me to represent your District's interests on the CSDA Board of Directors.

I would appreciate the opportunity to serve as a Coastal Network representative on the CSDA Board of Directors and respectfully ask for your vote.

Sincerely,

Elaine L. Magner, Director
Pleasant Valley Recreation and Park District

CSDA BOARD OF DIRECTORS 2015 ELECTION

OFFICIAL BALLOT



**COASTAL
NETWORK**

SEAT A
term ends 2018

Please vote for only one.

- Robert Blair**
Nipomo Community Services District
- Peter Le**
Marina Coast Water District
- Elaine Magner**
Pleasant Valley Recreation & Park District

All fields must be completed for ballot to be counted.

** incumbent running for re-election*

SIGNATURE:	DATE:
MEMBER DISTRICT:	

Must be received by **5pm, August 7, 2015**. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814

ITEM 10

Memorandum

TO: Harbor Commissioners

FROM: Debra Galarza & Belen Cruz

RE: Bills & Claims for Period Ending 7/01/15

Total Disbursements being submitted for your review: \$ 287,386.32

These include:

Handchecks in the amount of: \$ 59,501.25

Payables in the amount of: \$ 227,885.07

<u>Dept. Code</u>	<u>Description</u>		<u>Page Reference</u>
101	Harbor Commission	\$ 65,878.75	2
103	Administration	\$ 51,389.33	2
201	Pillar Point Harbor	\$ 58,635.02	2
301	Oyster Point Marina	\$ 26,970.53	2
	Payroll Related	\$ 84,512.69	2
	Total for Review	\$ 287,386.32	2

Notes:

Handchecks Written for:

Payroll Related \$ 31,108.69

Utilities \$ 13,400.43

Invoices with Due Dates on or Before Board Meeting \$ 14,992.13

Total Handchecks Written \$ 59,501.25

BILLS CLAIMS FOR 7/1/15 BOARD MEETING

VENDOR	DESCRIPTION	AMOUNT	PAYROLL RELATED	HARBOR COMM 101	ADMIN 103	PILLAR POINT 201	OYSTER POINT 301
A-A LOCK & ALARM, INC.	LOCK SERVICES	414.72		414.72			
ARAMARK UNIFORM SERVICES	UNIFORM SERVICES	497.40					497.40
BLUE RIBBON SUPPLY	OPERATING SUPPLIES	1,818.84		204.88		1,158.30	455.66
CALIFORNIA SPECIAL DISTRICTS ASSOCIATION	TRAINING CLASS	69.00		69.00			
CASPIAN IT GROUP	RELOCATION EXPENSE	7,910.33		7,910.33			
COX, WOOTON, LERNER, GRIFFIN & HANSEN LLP	LEGAL SERVICES	7,955.66					7,955.66
NICOLE DAVID	REIMBURSE PROFESSIONAL DVPT EXPENSES	69.00		69.00			
DAVID DOYLE	REIMBURSE MILEAGE EXPENSE	94.88			94.88		
TYLER FINCH	REIMBURSE TRAINING CLASS	339.76					339.76
GOPHER BUSTERS	CONTRACTUAL SERVICES	495.00				495.00	
GREENLEAF COMPACTION, INC.	GARBAGE DISPOSAL	1,001.46				1,001.46	
HANSON BRIDGETT LLP	LEGAL SERVICES	71,766.50		41,170.50	9,149.50	21,308.50	138.00
HOLMAN PROF COUNSELING CENTERS	EMPLOYEE ASSISTANCE PROGRAM SERVICES	289.00		45.16	54.18	103.86	85.80
LIEBERT CASSIDY WHITMORE	LEGAL SERVICES	15,688.98		14,844.98	844.00		
LISA WISE CONSULTING INC.	PROFESSIONAL SRV-STRATEGIC PLAN	42,206.35			14,068.79	14,068.78	14,068.78
TOM MATTUSCH	REIMBURSE PROFESSIONAL DVPT EXPENSES	980.83		980.83			
MISSION UNIFORM	UNIFORM SERVICES	738.24				738.24	
EDWARD MOORE	REFUND DEPOSIT	178.00				178.00	
SABRINA MUSCAT	MURAL AT PPH	1,700.00				1,700.00	
NATIONAL CHEMICAL SERVICE	CONTRACTUAL SERVICES	148.00				148.00	
OPERATING ENGINEERS TRUST	HEALTH INSURANCE PREMIUMS	31,044.00	31,044.00				
JERRY PEMBERTON	REIMBURSE UNIFORM EXPENSE	75.53				75.53	
PITNEY BOWES GLOBAL FIN SVCS	POSTAGE EXPENSES	169.10			5.00		164.10
REGIONAL GOVERNMENT SERVICES	CONTRACTUAL SERVICE - INTERIM GM	19,194.00			19,194.00		
SMCCVB	MEMBERSHIP, DUES & SUBSCRIPTIONS	575.00			575.00		
TEAMSTERS HEALTH & WELFARE FUND	HEALTH INSURANCE PREMIUMS	22,360.00	22,360.00				
UNITED SITE SERVICES	REPAIRS & MAINTENANCE	105.49				105.49	
SUB-TOTAL OF PAYMENTS TO BE PROCESSED 7/1/15		227,885.07	53,404.00	65,709.40	43,985.35	41,081.16	23,705.16
AIRGAS, NCN	REPAIRS & MAINTENANCE	112.80			112.80		
HERRICK ANDREWS	REFUND DEPOSIT	89.25			89.25		
AT&T	TELEPHONE/COMMUNICATIONS	2,071.01			156.21	1,287.88	626.92
CALIFORNIA WATER SERVICE	UTILITIES	64.96					64.96
CALPERS	PAYROLL DEDUCTION PAYABLE	21,265.69	21,265.69				
CALPERS SUPPLEMENTAL INCOME	PAYROLL DEDUCTION PAYABLE	6,243.00	6,243.00				
CINTAS CORPORATION	HAZWOPHER TRAINING	1,395.00					1,395.00
CLARK PEST CONTROL	CONTRACTUAL SERVICES	75.00					75.00
CNA SURETY DIRECT BILL	INSURANCE PREMIUM	604.80			604.80		
COASTSIDE COUNTY WATER DIST	UTILITIES	12,931.40				12,931.40	
COASTSIDE.NET	TELEPHONE/COMMUNICATIONS	399.00				399.00	
COMCAST	TELEPHONE/COMMUNICATIONS	145.79			145.79		
FEDEX	CONTRACTUAL SERVICES	14.35		14.35			
GARDA CL WEST, INC.	CONTRACTUAL SERVICES	281.12				137.56	143.56
GOPHER BUSTERS	CONTRACTUAL SERVICES	495.00				495.00	
HALF MOON BAY REVIEW	ADVERTISING EXPENSE	155.00		155.00			
BRENT H. IVES	CONTRACTUAL SERVICES-PROFESSIONAL	5,949.00			5,949.00		
KONICA MINOLTA	EQUIPMENT RENT	709.65			346.13	363.52	
MARINE LIEN SALE SERVICE	LIEN SALE/COLLECTION EXPENSE	450.00				50.00	400.00
NXTEL COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	142.10					142.10
PG&E	UTILITIES	404.07					404.07
BENJAMIN PLATT	REFUND DEPOSIT	357.63				357.63	
CHARLES QUEST	REFUND DEPOSIT	409.50				409.50	
JOHN REYNEN	REFUND DEPOSIT	384.09				384.09	
JAMES SHERMAN	REFUND DEPOSIT	285.70				285.70	
CARY SMITH	REIMBURSE UNIFORM EXPENSE	140.35				140.35	
STAPLES ADVANTAGE	OFFICE SUPPLIES	312.23				312.23	
VANTAGEPOINT TRANSFER AGENTS	PAYROLL DEDUCTION PAYABLE 6/5 PAY PD	1,800.00	1,800.00				
VANTAGEPOINT TRANSFER AGENTS	PAYROLL DEDUCTION PAYABLE 6/19 PAY PD	1,800.00	1,800.00				
DANA WILKINS	REFUND DEPOSIT	13.76					13.76
TOTAL HANDCHECKS		59,501.25	31,108.69	169.35	7,403.98	17,553.86	3,265.37
TOTAL BILLS & CLAIMS		287,386.32	84,512.69	65,878.75	51,389.33	58,635.02	26,970.53
			PAYROLL	COMM	ADMIN	PPH	OPM

Memo

To: Board of Harbor Commissioners
 From: Glenn Lazof, Interim General Manager
 Date: June 25, 2015; covering the period June 11- June 25
 Re: July 1, 2015 Activity Report

Administration:

Metaphorically, I would categorize my first month on site as putting out fires, but not quite as fast as new fires were appearing. I'd characterize the current period as putting out fires just slightly ahead of the rate new fires appear. Therefore improved, but not quite improved enough. The list of administrative tasks and demands is greater than our resources to complete these tasks, so prioritization continues. Tasks are not always addressed in order of importance; sometimes it is better to grab the "low hanging fruit" and make easy progress when we can. Thanks to the added resources beginning the second week of July, expect to see improvement in the August GM reports.

Meetings:

Doing our best to be prepared for meetings of Commissioners and assist with meeting legal requirements has to take precedence over much of our work. Below is a list of planned public meetings where preparation, support, and/or attendance occurred during this period:

Board of Harbor Commissioners:

- Special Meeting June 11, 2015
- Special Meeting June 17, 2015 (immediately preceding regular meeting)
- Regular Meeting June 17, 2015
- Special Meeting June 23, 2015
- Special Meeting June 29, 2015
- Regular Meeting July 1, 2015

Finance Committee:

- Cancellation of Regular Meeting June 25

Other Board Mandated- Time Sensitive Activities:

- Administrative Office Move:
 - Obtaining estimates for "Space Planners" to assist in determining feasibility of engagement of these services.
 - Forwarded mail started arriving by June 17. Post Office employees informed our staff that no mail had been returned to sender.

Legal Mandates/Issues:

- Public Records Act – One request

Working environment, long term health of District:

As an Interim General Manager one of my most important goals is to make as much progress as possible towards creating a work environment that will support the recruitment and retention of a successor of the highest quality and professionalism.

- LAFCO MSR mostly preparations for materials described or included in Agenda Packets

These are tasks that can be described as completed:

- Release of Forensic IT Audit Report
- PPH Public Restroom Doors Requisition Approval
- Finalizing Contract with Labor Negotiator
- Initiating additional services with Regional Government Services as approved June 17. The Public Information/ Transparency Officer and Human Resources support will be on site first full week in July, but has started some urgent (related exposure to liability) tasks
- California Canoe and Kayak Permit Issued

These are tasks where adequate progress was made during this period:

- Planning to implement Cost Accounting for Public Facilities and Enterprise Activity for 15 -16 Fiscal year
- Increase use of Resolutions for Board of Commissioners Actions
- Maverick's event, ongoing effort to finalize 2015 2016 permit and conditions
- Reestablishing workflow and accountability for non-urgent staff reports for meeting Agenda's.
 - Adjustments to process – lessons learned from previous packet
 - Adequate deadlines allowing for review

These are items in which some progress was made, but not as much as we would like:

- Reviews of routine financial and personnel documentation, prior to authorization
- Preparations for beginning Labor Negotiations
- Preliminary review of feasibility of refinancing of Department of Boating and Waterways loan
- Preparations to begin Labor Negotiations
- Revising Fees for Fiscal Year 2015 2016
- Refinance of Department of Boating and Waterways Loan
- Committees: Listing of Standing and Ad Hoc Committees, Membership, Scope and regular meeting schedule
- Belated response to request from City of San Mateo regarding subordination of pass through to bond payments

These are items in which some progress was made, but far less than is required to limit exposures and forestall future issues:

- Updating District's Reserve Policies

These are tasks in which no progress was made (there are probably others where no progress has been made perhaps because the IGM has not had time to discover they need to be done):

- Mavericks Store Lease- end date is June 30
- Response to Grand Jury
- Reviewing potential Oyster Point Bait Shop Lease terms
- Proposal for Social Media Plan development
- Review of Pillar Point restaurant lease regarding any requirement to conduct business in leased area
- Development of Five Year Capital Improvement Plan (CIP)
- Review of Fees and Charges for increased revenue coverage of District costs including consideration of proposing:
 - Fees/ permits for Large Truck Impact on Johnson Pier
 - Greater clarity between market rates fees and those limited by law to cost of service
 - Consistency between fees for similar services
 - Environmental Fee
- Reviews and updates of all Policies and Procedures

- Policy binders didn't include the items that were passed by Board Resolution subsequent to 2004, so research needs to be done.

These are tasks which have been paused, either due to other priorities, and other reasons as described herein:

- Previously Reported:
 - Four responses received to the RFP legal services, prior to my appointment. Additional reasons for pause: complex pending and potential legal matters need to proceed with labor negotiations. Also it seems appropriate to wait to take this up after the successful recruitment of a new GM, permitting his or her participation in these important selections
- Strategic Plan is on hold until the appointment of the new GM. (Payment is being made to Lisa Wise Consulting for portion of work deemed complete (60%), per contract

Personnel:

- Ongoing matters requiring confidentiality, (2 significant)
- The IGM will be on vacation July 2 and July 3. Per the RGS MOU there is no charge to District for any type of leave taken
- Assist in Preparations for Initial Meetings with Operating Engineers and Teamsters
- I am sad to note that Emily Cooper will also be leaving us the second week of July, for an exciting new opportunity. We will miss her hard work and good cheer, and wishing her the best in her new career

Transparencies:

- List of Committees and members included, also meeting schedule of regular meetings is included in this Agenda Packet
- The expectation is that this year's Mavericks permit will be executed within the next few days. Staff plans to post the permit on the District web site following execution
- Commissioner Brennan forwarded information to the President about "Open Gov". Open Gov is an interactive web service that gives very functional public access to the local government financial information. My experience working with Open Gov in City of Oroville was very positive. This is a good project for our new Public Information/ Transparency /Officer. I will add it to the list of her tasks. Open Gov does charge for this service. Look for further updates. In the meantime feel free to view the Oroville site (below)

https://orovilleca.opengov.com/transparency#/324/breakdown=7B2E099DB6BF41C49B9CD4DDA0E34549&accountType=expenses&graph=pie&selection=42DB6619DA0BE6FBE6389CA103BA261B&legendSort=desc&saved_view=null&selectedDataSetIndex=5&fiscal_start=earliest&fiscal_end=latest

Debbie Nixon

Subject: FW: SMC Sea Level Rise Vulnerability Assessment Study

[Informational in next packet](#)

From: Dave Pine [<mailto:dpine@smcgov.org>]
Sent: Monday, June 15, 2015 9:43 AM
To: Dave Pine
Subject: Fwd: SMC Sea Level Rise Vulnerability Assessment Study

On Friday, June 5th we held the kick-off meeting for the San Mateo County Sea Level Rise Vulnerability Assessment Study. The purpose of this California Coastal Conservancy funded study is to identify and assess the community assets and natural resources that will be most affected by sea level rise and storm events along the San Mateo County bayshore and coastline from Half Moon Bay north.

For those of you who were able to join us, we appreciate the time you took to participate and your help in making this event a success. We had 125 people in attendance, including staff and elected officials from 19 of the 20 cities in San Mateo County, and representatives from over 30 agencies, special districts, businesses and other organizations.

If you were not available to attend, a video of the event and the PowerPoint slides will be posted shortly on our new website: <http://seachangesmc.com/>. This site will serve as a central resource for our work around the County on sea level rise and flood control, and will include links to important studies and reports.

The vulnerability assessment study is the first step in taking action to prepare for future sea level rise and storm events. During the mapping exercise at the kickoff meeting, we identified many important community assets and natural resource areas at risk from sea level rise and flooding.

At the event, we also introduced San Mateo County's new Climate Resiliency Specialist, Hilary Papendick, who will be overseeing the vulnerability assessment study. If you have any questions about the study, please contact Hilary at: hpapendick@smcgov.org or 650-363-4194.

We look forward to working with you to complete the vulnerability assessment study and to identify options to prepare the County for sea level rise and storm events.

Thank you.

Dave

Dave Pine
Supervisor, District 1
San Mateo County Board of Supervisors
400 County Center, 1st Floor
Redwood City, CA 94063
(650) 363-4571 (w)
(650) 814-3103 (m)
dpine@smcgov.org

Debbie Nixon

From: Glenn Lazof
Sent: Tuesday, June 16, 2015 6:45 PM
To: Debbie Nixon
Subject: FW: 2015 San Mateo Successor Agency TABs Refinancing
Attachments: Adopt POS-2015 SA TABs-6-15-15.pdf; Ltr-Grindy-SM CountryHarborDistrict.pdf

Please include this information and the attachments in the July 1 Packet

From: Kathleen VonAchen [mailto:kvonachen@cityofsanmateo.org]
Sent: Tuesday, June 16, 2015 8:37 AM
To: Glenn Lazof
Cc: Debra Galarza; jgalvan@joneshall.com; William Euphrat; Gary Kitahata
Subject: RE: 2015 San Mateo Successor Agency TABs Refinancing

Glenn,

You are correct that you will be receiving more money, although not in pass-thru payments but rather in increased "residual" Redevelopment Property Tax Trust Fund (RPTTF) payments.

The purpose of the subordination letter is to allow the San Mateo Successor Agency to submit requests to the DOF (through the ROPS process) for the entire principle and interest debt service together at one time for the February 1st payment, rather than twice throughout the fiscal year with all the principle and ½ of interest on August 1st and ½ interest on February 1st. This request doesn't increase your pass-thru payment but rather changes the timing of the amount your district will receive within the fiscal year, with less in the period for January-June and more in July-December.

The additional amount your district will receive as a result of savings from the refinancing to a lower interest rate of the old 2005 RDA bonds is in additional "residual" RPTTF of \$10,340 over the next 17 years, or \$608 annually. It's not much for your district because your percentage of the property tax rate is small - only 0.3% - but the other affected taxing entities will greatly benefit, especially the schools and college districts. Below is a calculation of the refinancing savings based on market conditions as of May 28, 2015.

Redevelopment Bond Refunding Savings by Taxing Entity			
Affected Taxing Entities (ATE)	% of Property Tax Rate	(\$ in thousands)	
		Total Dollar Savings	Total NPV Savings
Foster City Elementary School District	20.5%	\$ 729,530	\$ 540,041
County of San Mateo	19.5%	694,943	514,438
San Mateo Union High School District	14.2%	506,677	375,073
San Mateo County Community College District	5.6%	198,963	147,284
San Mateo Office of Education	2.9%	103,404	76,545
Peninsula Hospital District	0.8%	27,099	20,060
San Mateo County Harbor District	0.3%	10,340	7,655
Bay Area Air Quality Management District	0.2%	6,062	4,487
San Mateo County Mosquito & Vector Control District	0.2%	5,705	4,223
Sub-Total	64.0%	\$ 2,282,721	\$ 1,689,807
City of San Mateo	36.0%	1,282,916	949,691
Total	100.0%	\$ 3,565,638	\$ 2,639,498
		\$ 3,565,638	2,639,498
		\$ (0)	\$ (0)

Estimated Annual Refunding Savings by Taxing Entity	
Affected Taxing Entities (ATE)	Annual Dollar Savings
Foster City Elementary School District	\$ 42,914
County of San Mateo	40,879
San Mateo Union High School District	29,805
San Mateo County Community College District	11,704
San Mateo Office of Education	6,083
Peninsula Hospital District	1,594
San Mateo County Harbor District	608
Bay Area Air Quality Management District	357
San Mateo County Mosquito & Vector Control District	336
Sub-Total	\$ 134,278
City of San Mateo	75,466
Total	\$ 209,743

For your review, I have attached the agenda item for last night where the San Mateo Successor Agency approved the draft Preliminary Official Statement (POS). This draft POS is written up in case we do not gain approval for subordinations from our affected taxing entities, and will be modified once we have received them all in. You might refer to the graph on page 11 of the document (or page 26 of the PDF) to understand the Dissolution Act flow of funds.

I hope this information is helpful.

Kathleen VonAchen

Interim Finance Director, City of San Mateo
 330 W. 20th Avenue, San Mateo, CA 94403
 (650) 522-7104, kvonachen@cityofsanmateo.org

From: Glenn Lazof [<mailto:glazof@smharbor.com>]
Sent: Monday, June 15, 2015 6:23 PM
To: Kathleen VonAchen
Cc: Debra Galarza; jgalvan@joneshall.com
Subject: FW: 2015 San Mateo Successor Agency TABs Refinancing
Importance: High

Kathleen,

Sorry for this late response, I am new to the position and have only seen the request today.

Debbie Nixon

From: Glenn Lazof
Sent: Tuesday, June 23, 2015 4:13 PM
To: Debbie Nixon
Subject: FW: South San Francisco's Economic Outlook is Bright - City will focus on public safety and maintenance in FY 2015-16

General Information for July 1 packet

From: Arroyo, Leslie [<mailto:Leslie.Arroyo@ssf.net>]
Sent: Tuesday, June 23, 2015 1:24 PM
Subject: South San Francisco's Economic Outlook is Bright - City will focus on public safety and maintenance in FY 2015-16



City of South San Francisco PRESS RELEASE

For Immediate Release

Contact: Leslie Arroyo, Communications Director
Phone: (650) 829-6603
Email: Leslie.Arroyo@ssf.net

South San Francisco's Economic Outlook is Bright

With new budget the City will focus on public safety and maintenance

SOUTH SAN FRANCISCO, Calif., June 23, 2015 – The City of South San Francisco prides itself on being fiscally prudent and accountable, with balanced budgets that fund services important to the community and maintain a great quality of life. Even though the local economy has emerged from the Great Recession, as reflected by an 11% increase in revenues, the City remains conservative in its spending, focusing on public safety and maintenance of roads and parks.

"For years, the City has deferred maintenance in parks and streets in order to keep the budget balanced during difficult economic times," said City Manager Mike Futrell. "Revenues may be up but it's not a surplus. We are pleased that the improved economy is allowing us to start catching up on the backlog of parks and street maintenance."

This Wednesday, the South San Francisco City Council will review next year's revenues and expenditures, which calls for adding a number of new positions including a crime analyst, librarian and two new preschool teachers, funds to allow Orange Memorial Park pool to expand operating hours, and to address deferred parks maintenance projects.

In addition, the City has increased its reserves from \$16 million to \$16.7 million. "This reserve allows the City to weather the ups and downs of the economy and it's critical for our future well-being," says Finance Director

Richard Lee. "For example, during the Great Recession in 2009-10, the City relied on its reserves to continue to provide essential services."

The City's General Fund revenues are expected to be \$84.6 million for FY 2015-16, which is an 11 percent increase over last year. Expenditures are expected to be \$84.5 million next year with 56 percent allotted for the Police and Fire Departments. Another 17 percent will be allotted for the Parks and Recreation Department, which includes the expansion of the Monte Verde Before and After School Learning Program to accommodate up to 150 students per day, which is a 67 percent increase in the number of students instructed daily.

Total new appropriations in the Capital Improvement Project for FY2015-16 are \$21.1 million. Among the projects:

- \$745,000 for park renovation and maintenance projects, including Buri Buri Park, Francisco Terrace Park, Winston Manor Park and Clay Park;
- \$5.2 million for street and traffic improvements;
- \$875,000 for storm drain improvements;
- \$1.8 million for maintenance of city buildings, including renovation of the Grand Avenue Library and improvements to the Magnolia Senior Center; and
- \$12.4 million for sewer pipe rehabilitation and sewer replacement projects.

To understand the priorities of residents and help set budget priorities, the City recently conducted community outreach, including eight town hall meetings, obtaining feedback from more than 1,200 residents. The feedback showed that residents value the following services:

- Maintaining emergency response times and neighborhood police patrols;
- Maintaining streets and repairing potholes;
- Crime and gang prevention programs;
- After school and summer programs for youth and teens; and
- Maintaining library hours and library programs for youth

This new budget will allow the City to keep public safety as its number one priority. "It's critical that we maintain essential city services to effectively serve our residents, including public safety and after-school programs that help keep youth and teens safe and off the streets, out of trouble and away from drugs and crime," says Police Chief Jeff Azzopardi.

The City Council is set to review the budget this Wednesday.

###

About the City of South San Francisco

The City of South San Francisco proudly remains *The Industrial City*, a reflection of its steel mill and ship building past, redefined to reflect the innovative, entrepreneurial and industrious spirit which has made South San Francisco the Biotech Capital of the World, with 207 active biotech companies and growing. A vibrant community of 65,700 residents, South San Francisco enjoys a high quality of life with an extensive public parks system, active library and learning programming and a dynamic, engaged community making South San Francisco a great place to live, learn, work and play.

Leslie Arroyo
Communications Director
City of South San Francisco
400 Grand Avenue

San Mateo County Harbor District:
2015 Harbor Commission Committee Assignments

Standing Committees

- 1)* **Finance Committee – Brennan, Mattusch**
Public Member: Bud Ratts
Meets the fourth Thursday of the month

- 2)* **Beach Replenishment Committee – David, Parravano**
Meets the third Tuesday of the month

- 3) * **Water Quality and Public Safety Committee – David, Mattusch**
Meets the second Thursday of the month

- 4)* **Communications and Marketing Committee – Bernardo, Brennan**
Public Member: Jim Anderson
Meets the third Monday of the month

*** The above Committees need agendas and need to meet the 72-hour public notice requirement.**

Ad-Hoc Committees

- 1) **Executive Search Committee - David, Mattusch**

- 2) **Strategic Planning Committee - Bernardo, Mattusch**

- 3) **Administration Office Committee - Brennan, Mattusch**

Debbie Nixon

From: City of South San Francisco <leslie.arroyo@ssf.net>
Sent: Wednesday, June 24, 2015 12:42 PM
To: harbordistrict
Subject: News Release

Media Contact:
Leslie Arroyo
Communications Director
leslie.arroyo@ssf.net



For Immediate Release

South San Francisco Conference Center Named Best Meetings and Conference Center in North America

South San Francisco Conference Center offers ideal location for doing business in.

SOUTH SAN FRANCISCO, Calif., June 24, 2015 - The *Business Destinations* Travel Awards, now in its sixth year, has named the South San Francisco Conference Center as North America's Best Meeting and Conference Center.

The *Business Destination* Travel Awards gather together the leading lights in business travel - from airports and conference centers to luxury hotels and apartment complexes. The awards are voted for by business travelers from across the globe - a diverse cross section of corporate travel executives and high-end commuters from Fortune 500 companies, MICE solution providers, and members of the ACTE; as well as other influential members of the business travel community.

"We're honored that our business travelers have voted our Conference Center

as the Best Meetings and Conference Center in North America," said Dean Grubl, South San Francisco Conference Center Executive Director. "We have a great team internally that makes sure all of our events run smoothly and successfully, so I'm proud that they are being recognized for the work they do."

South San Francisco's Conference Center is north of San Francisco International Airport and only 15 minutes away from Silicon Valley, which makes getting to it simple. The center offers complimentary parking, as well as a free weekday shuttle to and from the South San Francisco BART station and CalTrain station. In addition, visitors have access to over 3,000 hotel rooms and motel lodgings.

The Center has 20,500 square feet of meeting space and an additional 3,600 square feet of pre-function space surrounding its ballroom. In addition, in November 2011, the Convention Center became the first business in the region to earn The Bay Area Green Business Certification.

"Not only is it important for us to offer our customers top notch service and support, but it's also important that we are acting in a sustainable manner," continue Grubl.

As stated in the *Business Destinations* magazine, "Equipped with some of the world's most advanced business technology, superb green credentials and a team possessing impressive local knowledge, it is unsurprising that the center has been voted Best Meetings and Conference Center, North America."

About South San Francisco

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City of South San Francisco | 650.877.8500 | CityInfo@ssf.net | ssf.net

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STAFF REPORT

FROM: Debra Galarza, Director of Finance

DATE: July 1, 2015


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.
- Procurement Policy and Procedure meeting with PPH Staff.
- Finance Department meeting for year-end and audit assignments.
- Worked with tenants on payment plans.
- Work with Financial Software IT to initiate "paperless" requisition system.
- Rates and Fees discussion and document preparation with Harbor Master and General Manager.
- Cal Card Administration.
- Review and summarize lease information for every lease assignment.
- Reviewed new credit card processing requirements and gather information on new credit card processing machines.
- Completed physical inventory of assets at OPM and PPH. We "tagged" OPM assets and will tag PPH assets next.
- Worked with ADP payroll processing software on cost accounting setup procedures.



STAFF REPORT

TO: San Mateo County Harbor District Commissioners
VIA: Glenn Lazof, Interim General Manager
FROM:  Marcia Schnapp, Interim Administrative Resources Manager
DATE: July 1, 2015
SUBJECT: General Report to Board

The Administrative Resources Manager is responsible for: human resources issues, IT (computer, phones, office machines), benefits, risk management/insurance, the office move, labor issues, and other administrative duties as required. Below is a status update of any activities related to the categories mentioned above.

Office Move/Status

The District Administration is fully functional in the El Granada, even though being able to use the space efficiently is still pending. This is due to a need to have a more comprehensive review of the physical space and requirements. Staff has been requesting proposals from professional office space planners and will have the results of those proposals shortly. Once an inventory of the actual items and needs of the office are reviewed and a plan created, Staff will be able to present options to the Board for their review.

As soon as the Grand Jury has completed its report, staff will also be able to present a list of items normally scheduled for destruction to the Board for approval based upon the District's retention policy. This will improve the usability of the space as well.

IT Services

The District was without an IT vendor as of the end of March. The Board approved a budget for IT for the office move only. The IT equipment was moved and installed and the IT move budget has been exhausted. The District once again finds itself in need of IT services for day-to-day maintenance of its existing IT equipment and software (Oyster Point Marina is still having challenges with consistent IT internet connectivity and uptime). Until a permanent IT vendor has been identified from an RFP process, a draft of which will be coming before the Board soon, Staff is requesting an interim IT budget.

Addition to District's Policies – California Paid Sick Leave Law

In 2014 the California State Legislature passed the California Paid Sick Leave Law which requires that temporary or part-time employees who work 30 hours a week or more who are not covered by the District's current leave benefits be given up to 24 hours (3 days) a year of sick leave benefits. This law is a mandatory benefit and takes effect on July 1, 2015. A policy has been drafted and included in this Board packet for Board approval and adoption.

Insurance Renewal

The FY2015-16 insurance renewal has been submitted to the District's insurance broker. Staff expects to have the insurance binders for the next fiscal year shortly.

Turbo Data Citation 5-Year Contract Renewal

The Turbo Data contract has been signed and sent off to Turbo Data for counter-signature.

Staffing

The District will be experiencing some open positions due to upcoming staff departures from retirements and turnover. Over the next several months, Staff will be advertising for applications for the positions affected, and creating certified lists, to allow the District to hire replacement staff as indicated, with as minimal disruption as possible, to District operations.

Memo

To: Board of Harbor Commissioners
 From: Scott Grindy, Harbor Master
 CC: Glenn Lazof, Interim General Manager
 Date: June 23, 2015

Oyster Point Marina/Park

Construction Update & General Status Updates

- Misc. maintenance work in progress throughout the Marina.

OPM Miscellaneous

- Spirit of Sacramento is now in a US Marshal Arrest mode at OPM. Federal court process with due process in the works.

Pillar Point Harbor

Construction Update & General Status Updates

- Misc. maintenance work in progress through-out the Marina.
- Replacement electrical work to ABC main feeder panel complete.
- Awaiting Coastal Commission written response to West Trail repairs.

PPH Miscellaneous

- Working on initial efforts with USGS for a Tsunami Monitoring Station.
- Vandalism and wear and tear to pier restroom shower doors, replacement in process. (Requisition and estimated completion by early July).
- Fuel Dock gasoline supply hose being replaced, no gas available till approx. July 1st due to replacement.
- Emergency repairs to central sewer sump pump near harbor office.

Occupancy Overview (May-June)

PPH

- Total occupancy (inner harbor) –93% (this includes slips, end ties and walk way)
- Berth occupancy (inner Harbor)- 93% (345 slips out of 369 are occupied)
- Moorings (Outer Harbor) – 18% (7 out of 38 moorings occupied)

OPM

- Total Berth Occupancy 63% (268 out of 428 are occupied)

Calendar Reminder Items of District Events and Activities

None at this time-Have a Safe Holiday July 4th

EMS-Clean Marina Activities-District Wide

- PPH/OPM-Vessel Annual Inspections and new vessel inspections on going
- PPH-Waste Fish Monofilament Fishing Line clean up stations now installed (see attachment)

Search and Rescue Activity Highlights & Urgent Need Activities, totals to be provided in the July 15th report.



Reel In And Recycle!



Monofilament
Recycling Bin



Keep our waterways
tangle-free

Please recycle your used
monofilament fishing line here!

For more information on monofilament
recycling visit www.boatus.com/foundation

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SAN MATEO COUNTY HARBOR DISTRICT

— INCIDENT REPORT —

Report Number

Time of Report

To: General Manager
6/23/2015

From: **Tyler Finch D.H.M.**

Date:

I. DESCRIPTION OF VESSEL OR VEHICLE INVOLVED

Name of Vessel: wind surfboard		License or Identification/Document : na			Model/Make na
Year	Propulsion	Gross Tonnage	Hull Material	Length	Draft
n/a	sail	n/a	n/a	n/a	n/a
Radio/Radar/Navigational Aids: n/a					POB: n/a
Operator Name: n/a		Phone n/a	Address n/a		
Registered Owner Name Chi Dang		Phone 408-354-6536	Address		

II. DESCRIPTION OF INCIDENT

Date of Occurrence 6/23/2015	Location of Occurrence, Relate to Fixed Objects windsurf launch ramp				
Witness: n/a		Witness Address: n/a			
Time: 1730	Wind: 20mph	Visibility: fair	Sea: n/a	Swell: n/a	
Road Conditions: n/a			Traffic Conditions: n/a		
Type or Nature of Incident: Injury			Operation Engaged in at Time of Incident: Windsurfing		
Physical Damage Sustained, Brief Description: Windsurfer sustained several fractured ribs			Forms Completed (check) DNOD A-1 <input type="checkbox"/> DOT CG 2\2694 <input type="checkbox"/> DOT CG 924E <input type="checkbox"/> CLETS <input type="checkbox"/>		
Diagram if Necessary and/or Describe and Explain Incident: At 1730 Jim Smith and Tyler Finch responded to assist south san francisco fire department and provide medical assistance to injured wind surfer Chi Dang. Chi had jibed on approach to the windsurfing ramp at the south east side of the marina and ran aground at high speed. The fire department set a neck brace on Chi to prevent any further potential for c-spine injury. After installing the neck brace the fire department put Chi on a stretcher and brought him to the hospital for further treatment. Chi's windsurfboard and sail were taken behind the maintenance shop for safe keeping when he is released from the hospital.					
Billed for Services	yes <input type="checkbox"/>	no <input checked="" type="checkbox"/>	Signed		Reviewed By

Informational Staff Report

EMERGENCY FUEL & ICE PLAN PILLAR POINT HARBOR DRAFT

Background

In late October 2014 after the temporary shutdown of the fuel dock at Pillar Point Harbor for various inspection activities, staff began working on developing an Emergency Fuel Plan. Presently the San Mateo County Harbor District has a lease operator of the Pillar Point Harbor fuel dock. Though the fuel dock is managed and operated by others, it has been determined that an emergency plan for both disaster planning, and or similar urgent shut downs for extended periods be developed and regularly reviewed. This plan would be to serve as a backup operational plan when and if a fuel dock shut down occurred for an extended period of time. The Ice portion of this plan has not been developed.

Analysis

Present users of the Pillar Point Fuel dock include Commercial Fisherman, Recreational Boaters, San Mateo County Sheriff, United States Coast Guard and various other regulatory, and or governmental agencies and are the only fuel service for the San Mateo County Coast. Continued and an environmentally safe fuel service is critical for any and all boaters.

Fiscal Impact

Operationally there is no present fuel shut down emergency. Financial involvement and participation in the “Emergency Fuel Plan” is limited to making sure if an emergency occurred that the district does not hamper the present fuel provider from providing alternate fueling options, and by district staff obtaining all emergency actions needed to fast track a secondary fuel source. Staff time would be the major fiscal impact, unless the district board deems that there is no other option but to have the district purchase and sell fuel and ice during the emergency condition.

For the San Mateo County Harbor District to provide alternate fueling sales such as off a fuel truck via the Johnson Pier, the district would be responsible for all environmental approvals, providing mandatory booming of vessels, establishing a location safe to fuel vessels without impacting commerce of the pier. Additionally, via the SMCHD ordinance code regulations, the Harbor District Board of Commissioners would also need to take emergency action to change the following: ***From ordinance code for fueling. 3.24.080 Petroleum products. Bulk gasoline, diesel oil, lubricating oils and related petroleum products shall be handled and dispensed only in the area or areas at, in or within the District designated by the Board of Harbor Commissioners and only by the person or persons duly franchised by the District. (Prior code § 5.407) (Amended through codification process of 1995, Ordinance 74-96)***

Conclusion

The Emergency Fuel and Ice Plan is a living document that will continue to be updated and modified as vendors and conditions change and updates will be provided to the board when major changes occur.



San Mateo County Harbor District

Board of Harbor Commissioners

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

Glenn Lazof, Interim General Manager

ADDITIONAL INFORMATION

HOME (/) / NEWS (/NEWS/) / PRESS RELEASES (/NEWS/PRESS/)
/ NOAA REPORT SHOWS ECONOMIC BENEFITS OF REC. FISHING IN CA SANCTUARIES

FOR IMMEDIATE RELEASE
June 22, 2015


Contacts:

Sarah Marquis (mailto:sarah.marquis@noaa.gov), 949-222-2212

New NOAA report shows significant economic benefits of recreational fishing in California's national marine sanctuaries

Anglers spent approximately \$156 million on saltwater recreational fishing in California's four national marine sanctuaries on average, which generated more than \$200 million in annual economic output and supported nearly 1,400 jobs, according to a new NOAA report released today. The peer-reviewed report cited data ranging from 2010-2012, the most recent years for which this data is available, from the California Department of Fish and Wildlife.



Mason Nunn visiting from Colorado gets a little help from his dad on a big fish while fishing in Channel Islands National Marine Sanctuary. Credit: Sanctuary Classic 

The findings highlight the positive effects and economic value of recreational fishing in the four California sanctuaries--Channel Islands, Greater Farallones, Cordell Bank and Monterey Bay--which are managed to ensure the health of our most valued ocean places. Approximately 13.4 percent of all saltwater recreational fishing in California from 2010 to 2012 took place in national marine sanctuaries, the report states. During the study period, the Greater Farallones sanctuary was called the Gulf of the Farallones; it was renamed earlier this month.




"This report underscores the value of national marine sanctuaries as focal points for recreation and local economic development," said Bob Leeworthy, chief economist for NOAA's Office of National Marine Sanctuaries. "It also highlights the important role sanctuaries play in protecting the health and integrity of critical marine ecosystems, including places cherished by recreational saltwater anglers."

The Economic Impact of the Recreational Fisheries on Local County Economies in California National Marine Sanctuaries, 2010, 2011 and 2012, was produced by the Office of National Marine Sanctuaries. Among the findings:

- Based on a three-year average from 2010 to 2012, the total economic impact from recreational fishing in California national marine sanctuaries--the so-called "ripple effect"--totaled \$213.1 million.
- Communities served by a national marine sanctuary, on average, saw an additional \$74.4 million in income to business owners and employees as a result of recreational fishing in the sanctuary.
- Of the places anglers fish, national marine sanctuaries accounted for 13.4 percent of the total person-days of recreational fishing in California each year on average.
- Land-based shore fishing in the sanctuaries accounted for an average of 9.9 percent of shore fishing person-days in California; charter and passenger fishing vessels (CPFV) in the sanctuaries accounted for 22.3 percent of all CPFV person-days in California; and private/rental boat fishing in the sanctuaries accounted for 25.8 percent of all private/rental boat person-days in California.
- Anglers spent \$79.7 million on trip-related expenses, with fuel one of the largest expenditures for anglers. Non-residents had higher trip-related expenditures for auto rental and lodging. Anglers spent an additional \$75.9 million on durable goods purchases, with the highest expenditures for rods and reels, tackle and boat storage.





The complete California recreational fishing economic impacts study, along with earlier national marine sanctuary socioeconomic reports, can be found at sanctuaries.noaa.gov/science/socioeconomic/pdfs/california_rec_sanctuaries.pdf (/science/socioeconomic/pdfs/california_rec_sanctuaries.pdf).

NOAA's mission is to understand and predict changes in the Earth's environment, from the depths of the ocean to the surface of the sun, and to conserve and manage our coastal and marine resources. Join us on Facebook, (<http://sanctuaries.noaa.gov/exit.php?url=https%3A%2F%2Fwww.facebook.com%2FNOAAOfficeofNationalMarineSanctuaries>)  Twitter (<http://sanctuaries.noaa.gov/exit.php?url=https%3A%2F%2Ftwitter.com%2Fsanctuaries>) , Instagram (<http://sanctuaries.noaa.gov/exit.php?url=http%3A%2F%2Finstagram.com%2Fnoaasanctuaries>)  and our other social media channels (<http://www.noaa.gov/socialmedia>).

Full Report
(MAILTO:? SUBJECT=NEW NOAA REPORT SHOWS SIGNIFICANT ECONOMIC BENEFITS OF RECREATIONAL FISHING IN CALIFORNIA'S NATIONAL MARINE SANCTUARIES&BODY= HTTP://SANCTUARIES.NOAA.GOV/NEWS/PRESS/2015/REC-FISHING-CALIFORNIA.HTML) (HTTP://SANCTUARIES.NOAA.GOV/EXIT.PHP? URL=HTTPS%3A%2F%2FWWW.FACEBOOK.COM%2FSHARER.PHP%3FU%3DHTTP%3A%2F%2FSANCTUARIES.NOAA.GOV%2FNEWS%2FPRESS%2F2015%2FREC-FISHING-CALIFORNIA.HTML) (HTTP://SANCTUARIES.NOAA.GOV/EXIT.PHP? URL=HTTP%3A%2F%2FHOME%3FSTATUS%3DNEW%20NOAA%20REPORT%20SHOWS%20SIGNIFICANT%20ECONOMIC%20BENEFITS%20OF%20RECREATIONAL%20FISHING%20IN%20CALIFORNIA'S%20NATIONAL%20MARINE%20SANCTUARIES%20BY%20NOAA) (HTTP://SANCTUARIES.NOAA.GOV/EXIT.PHP? URL=HTTPS%3A%2F%2FPLUS.GOOGLE.COM%2FSHARE%3FURL%3DHTTP%3A%2F%2FSANCTUARIES.NOAA.GOV%2FNEWS%2FPRESS%2F2015%2FREC-FISHING-CALIFORNIA.HTML) (HTTP://SANCTUARIES.NOAA.GOV/EXIT.PHP? URL=HTTPS%3A%2F%2FNEWS.PRESS%2F2015%2FREC-FISHING-CALIFORNIA.HTML) (HTTP://SANCTUARIES.NOAA.GOV/EXIT.PHP? URL=HTTPS%3A%2F%2FNEWS.PRESS%2F2015%2FREC-FISHING-CALIFORNIA.HTML)

Economic Impacts of Recreational Fishing by Sanctuary

- Channel Islands (/science/socioeconomic/channelislands/rec_fishing.html) 
- Cordell Bank (/science/socioeconomic/cordellbank/rec_fishing.html) 
- Greater Farallones (/science/socioeconomic/farallones/rec_fishing.html)
- Monterey Bay (/science/socioeconomic/montereybay/rec_fishing.html)

 indicates a link leaves the site. Please view our [Link Disclaimer \(/disclaimer.html\)](/disclaimer.html) for more information. Revised June 22, 2015 by Sanctuaries Web Team (mailto:sanctuaries@noaa.gov) | 
Contact Us (/contact.html)

PILLAR POINT HARBOR-EMERGENCY PLANNING/FUEL & ICE

GOAL: A strategic review with action plan for loss of standard fueling abilities via the Johnson Pier Fuel Dock & Pillar Point Harbor.

PRIORITIES: *A*-Continuation of Emergency Vessel Response, *B*-Restoration of Commerce, *C*-Restoration of Recreational Fueling Services

FUELING LEVEL 1: All services available, no disruption or restrictions to supply, service and or access.

FUELING LEVEL 2: Minor Damage to Fuel Dock and Harbor *, Fuel Dock Closed 1-2 Days for inspections and minor repairs. Or fuel dock down for repairs and corrections due to equipment failure and or inspection requirements.

FUELING LEVEL 3: Fuel Dock with Major Damage*, Restoration of Fuel Dock up to 10 days. The Ice Plant Off, No ETA for repairs. No Electricity to Johnson Pier, broken docks and fingers, some boats adrift, and or overturned, fuel on water and fire potential HIGH. The Loss of life under 10 persons in harbor.

FUELING LEVEL 4: Fuel Dock down with Major Damage*, Pier Damaged with limited access to boats and services. Restoration 2 weeks to 6 months.(plus levels 2 + 3) Loss of life above 20 people. The Boat Ramp still in limited & restricted use.

FUELING LEVEL 5: Fuel Dock Lost, Johnson Pier Lost and or beyond use, Marina lost, Fire, Explosions, High loss of life, ground level businesses all destroyed. Boat Ramp also lost. Restoration of Pier, docks and services including fuel, 1.5 -2.5 years.

*earthquake, tsunami, fire, explosion or equal

Fueling Level (damage index)	Fuel Dock	Pier Electricity & Utilities	ICE PLANT	BOAT RAMP	INFRASTRUCTURE (pier accessibility)	PIER TANKER DIESEL, FUELING	TANKER GAS, FUELING	FUEL FROM BOAT RAMP AREA or Other Location
1	OPEN	ON	ON-OPEN	Open	Operational	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
2	CLOSED	ON	ON-OPEN	Open	Operational	REQUIRED	REQUIRED	NOT REQUIRED
3	CLOSED	OFF -NO	OFF-CLOSED	Open	RESTRICTED ACCESS	NO ACCESS	NO ACCESS	REQUIRED
4	CLOSED	OFF-NO	OFF-CLOSED	Open	RESTRICTED ACCESS	NO ACCESS	NO ACCESS	REQUIRED
5	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED

FUELING REGULATIONS

Which Agency	EMERGENCY CONTACT PHONE	REGULAR CONTACT PHONE	EMAIL	Point of Contact-Name(s)	RULE/CODE/LAW
United States Coast Guard	415-399-3300	415-399-3547			
State of California					
San Mateo County					
San Mateo County Harbor District	650-515-7792	650-515-7792	sgrindy@smharbor.com	Scott Grindy	
Department of Environmental Health		650-372-6200			
San Mateo County Public Health		650-573-2346			
Resource Conservation District		650-712-7765			
National Spill Response	800-424-5788				
USCG Office of Pollution Responce		415-399-3543			

FUEL SUPPLIERS-Diesel

(Suppliers who are pre-approved, and or carry appropriate insurance for over the dock fueling purposes.)

Which Agency	EMERGENCY CONTACT PHONE	REGULAR CONTACT PHONE	EMAIL	Point of Contact-Name(s)	Type of Truck
flyersenergy.com	650-873-8200				Tanker Truck
info@huntsons.com	888-496-7689				
Chevronmarineproducts.com	925-842-3790				Tanker Truck
KNProperties	650-726-4402				
Others?					
Ramos Oil	707-425-5780				Tanker Truck
General Petroleum	510-223-9002				Tanker Truck
Jankovich Company	1-800-836-5355				Tanker Truck

FUEL SUPPLIERS-Gas

(Suppliers who are pre-approved, and or carry appropriate insurance for over the dock fueling purposes.)

Which Company	EMERGENCY CONTACT PHONE	REGULAR CONTACT PHONE	EMAIL	Point of Contact-Name(s)	Type of Truck
flyersenergy.com	650-873-8200				Tanker Truck
info@huntsons.com	888-496-7689				
Chevronmarineproducts.com	925-842-3790				Tanker Truck
KNProperties	650-726-4402				
Others? Foss	510-307-0171				Tug / Barge
Ramos Oil	707-425-5780				Tanker Truck
General Petroleum	510-223-9002				Tanker Truck
Jankovich Company	1-800-836-5355				Tanker Truck

SPILL EQUIPMENT SUPPLIERS

(Suppliers who can provide, and deliver Fueling Booms, Absorbents and Related Products 24/7)

Which Company	EMERGENCY CONTACT PHONE	REGULAR CONTACT PHONE	EMAIL	Point of Contact-Name(s)	Type of Truck
Environmental Logistics	888-641-3940	510-670-9901			
NRC	800-337-7455	510-749-4121			

SPILL RESPONSE SUPPLIERS

(Suppliers who can provide, and deliver teams for emergency spill response needs 24/7)

Which Company	EMERGENCY CONTACT PHONE	REGULAR CONTACT PHONE	EMAIL	Point of Contact-Name(s)	Type of Services
Marine Spill Response Co.	www.msrg.org	Must be a member			
National Response Company	1-800-548-3800			www.nrcc.com	
Clean Harbors	1-800-645-8265				
AMPD	310-519-8411				

Alternate Fuel Suppliers (FUELING BARGE, & VESSELS)

(Suppliers who can fuel by the water side versus shore side)

Which Company	EMERGENCY CONTACT PHONE	REGULAR CONTACT PHONE	EMAIL	Point of Contact-Name(s)	Type of Services
Foss	510-307-0171				Tug and Barge

EMERGENCY ICE SUPPLIERS

(Suppliers who can provide, and deliver by truck ICE 24/7)

Which Company	EMERGENCY CONTACT PHONE	REGULAR CONTACT PHONE	EMAIL	Point of Contact-Name(s)	Type of Services
Glacier Ice Co		510-656-2230			
Larry Furtado					
John Dooly					

EMERGENCY ELECTRICITY SUPPLIERS-Generators and Electric Utilities

(Suppliers who can provide, and deliver ELECTRICAL GENERATORS & Associated Portable Power Cables 24/7)

Which Company	EMERGENCY CONTACT PHONE	REGULAR CONTACT PHONE	EMAIL	Point of Contact-Name(s)	Type of Services
A-1 Equipment Rental		650-369-2992			Rental
Hertz Equipment Rental		415-865-4444			Rental
United Rentals		415-642-1300			Rental

REFRIGERATED RENTAL EQUIPMENT SUPPLIERS

(Suppliers who can provide, and deliver Refrigerated Trucks, Containers 24/7)

Which Company	EMERGENCY CONTACT PHONE	REGULAR CONTACT PHONE	EMAIL	Point of Contact-Name(s)	Type of Equipment

Government EMERGENCY SERVICES POINTS OF CONTACT

(24/7 Points of Contact for Support, Mutual Aid)

Which Agency	EMERGENCY CONTACT PHONE	REGULAR CONTACT PHONE	EMAIL	Point of Contact-Name(s)	Type of Provider	Mutual Aid Agreement on File
OES-HMB	911					
Fire	911					
Police/Sheriff	911					
Medical	911					
California National Guard		916-854-3000				
FEMA		202-646-2500				
State of Cal. Emergency Services						
Local Hospital Seaton	650-563-7107					
Airport Half Moon Bay		650-573-3700				

OTHER HARBOR /MARINA CONTACTS FOR ALTERNATE HARBOR OF REFUGE

(For Emergency Fuel Supplies, Docking and Refuge if PPH Is Closed)

Which Company	EMERGENCY CONTACT PHONE	REGULAR CONTACT PHONE	EMAIL	Point of Contact-Name(s)	Boat Size Capacity
Santa Cruz Port District	831-212-4261	831-475-6161			80 foot +
Moss Landing		831-633-5417		Linda McIntyre	110 Foot +
Spud Point Marina		707-875-3535			148 Foot +
Clipper Yacht Harbor		415-332-3500			
Monterey Harbor	831-594-7760	831-646-3950		Steve Scheiblaue	75 Foot

Miscellaneous Points of Contact In Half Moon Bay, Moss Beach, El Granada Area for Supply and Support

(Businesses who can provide food, shelter and assistance)

Which Company	EMERGENCY CONTACT PHONE	REGULAR CONTACT PHONE	EMAIL	Point of Contact-Name(s)	Type of Help/Service
Hasset Hardware		650-726-5505			
Half Moon Bay Yacht Club		650-728-2120			
American Red Cross		888-443-5722			

S.M.C.H.D. Pillar Point Harbor – EMERGENCY FUEL PLAN – DRAFT #1

Points of Contact for Harbor Area Business's, both regular and emergency

Which Company	EMERGENCY CONTACT PHONE	REGULAR CONTACT PHONE	EMAIL	Point of Contact- Name(s)	Type of Business
Ketch Joanne		650-728-3747		Albert	Restaurant / Bar
Princeton Seafood	650-868-0330	650-726-2722		Marty	Restaurant
HMB Sport Fishing	510-825-5535	510-825-5535		Bob	Charters
Mavericks Surf Shop	949-303-8998	510-305-6262		Jeff	Surf Shop
HMB Kayak	650-773-6101	650-773-6101		Chris / Doug	Kayak rentals

Emergency plan

In the event of a major earthquake or other emergency, notify the Harbormaster and take the following steps:

1. Shut off power mains if there is danger of shock, explosion or fire.
2. Shut off fuel supply to fuel dock. (confirm with the fuel dock)
3. Check gas lines and shut offs at meters if necessary. The meters are located behind Ketch Joanne, Princeton Seafood.
4. Check Harbormaster's office for safety of operation. Activate emergency generator, if necessary. Ensure that all communication system are operational.
5. Check structural integrity, hanging glass ect.
6. Check all harbor buildings for safety, structural integrity. Evacuate buildings if necessary.
7. Check all down ramps and pier for structural damage.
8. Check for injuries and call for assistance if necessary.
9. Check with OES.

In the event of a Tsunami Warning:

1. Check with OES.
2. Walk all docks and notify all boaters of warning, location of temporary shelter and best route to shelter, if boaters leave the harbor with their vessels inform them to call harbor before reentry.
3. Evacuate all persons from harbor.
4. Move all harbor vehicles to high ground.
5. Take patrol vessel off shore until threat of tsunami is over.