



**Item 1  
Corrected**

**Staff Report**

**TO:** Board of Harbor Commissioners

**FROM:** Kin Yip Chan, Accounting Technician

**DATE:** September 19, 2018

**SUBJECT:** Review Bills and Claims in the Amount of \$481,852.24

Total Disbursements being submitted for your review: **\$481,852.24**

<b>Dept. Code</b>	<b>Description</b>	<b>Amount</b>
103	Administration & Commissioners	\$ 67,555.99
201	Pillar Point Harbor	\$ 244,226.33
301	Oyster Point Marina	\$ 52,163.91
	Employee Deductions	\$ 29,417.51
	Payroll / Benefits	\$ 88,488.50
<b>Total Bills &amp; Claims for Review:</b>		<b>\$ 481,852.24</b>

**Pre-Approved Payroll Notes:**

Payroll Paydate 8/24/18	\$ 117,831.20
Payroll Paydate 9/7/18	\$ 113,852.27
<b>Total Payroll for Period:</b>	<b>\$ 231,683.47</b>

Background: The Board Pre-Approved Bills and Claims up to \$350,000 for this month and all payroll related claims. Actual Bills and Claims paid for the period of \$276,028.57 are hereby submitted, with \$205,823.67 awaiting approval.

**Recommended Motion:**

- 1) Accept Bills and Claims in the amount of \$481,628.24, including \$276,028.57 pre-approved on August 15, 2018 and \$205,823.67 approved on September 19, 2018.
- 2) Pre-Approve \$350,000 in Bills and Claims until next meeting date.

**Attachments:**

Bills and Claims  
CAL-Card Top 5  
Legal Fees

BILLS AND CLAIMS

BILLS AND CLAIMS FOR 9/19/18 BOARD MEETING			PAYROLL	PAYROLL	ADMIN &	PILLAR	OYSTER
VENDOR	DESCRIPTION	AMOUNT	EMPLOYEES	BENEFITS	COMM	POINT	POINT
			DEDUCTION	RELATED	103	201	301
DO-WRITE IMAGING	OFFICE SUPPLIES	500.07			500.07		
GAETANI REAL ESTATE	ADMIN OFFICE RENT	7,900.00			7,900.00		
HANSON BRIDGETT, LLP	LEGAL SERVICES	163,630.00			19,917.50	124,753.30	18,959.20
HOLMAN PROFESSIONAL COUNSELING CENTERS	EMPLOYEE ASSISTANCE PROGRAM SERVICES	289.00			96.35	103.74	88.91
MOFFATT & NICHOL ENGINEERS, INC	CONTRACTUAL SERVICES	17,333.18				16,955.18	378.00
RECOLOGY OF THE COAST	GARBAGE SERVICES	10,843.65				10,843.65	
ROBERT HALF INTERNATIONAL, INC (OFFICE TEAM)	CONTRACTUAL SERVICES	4,550.29			2,238.29	1,156.00	1,156.00
RYDIN	OPERATING SUPPLIES	227.00				227.00	
SPRINT/NEXTEL COMMUNICATIONS TECHNOLOGY, ENGINEERING CONSTRUCTION, INC	TELEPHONE/COMMUNICATIONS REPAIRS & MAINTENANCE	155.48					155.48
ZAPANTIS MARINE SERVICE	REPAIRS & MAINTENANCE	270.00					270.00
<b>SUB-TOTAL OF PAYMENTS TO BE PROCESSED 9/19/2018</b>		<b>205,823.67</b>	<b>-</b>	<b>-</b>	<b>30,652.21</b>	<b>154,038.87</b>	<b>21,132.59</b>
8X8, INC	TELEPHONE/COMMUNICATIONS	1,012.97			543.53	120.29	349.15
ADP, LLC	PAYROLL PROCESSING	1,873.84			560.37	689.95	623.52
AIRGAS USA, LLC	OPERATING SUPPLIES	115.50				115.50	
AMERICAN DEBRIS BOX SERVICE, INC	CONTRACTUAL SERVICES	1,619.43				1,619.43	
ARAMARK UNIFORM SERVICES	UNIFORM SERVICES	1,182.26					1,182.26
ASSOCIATION OF BAY AREA GOVERNMENTS	MEMBERSHIPS & SUBSCRIPTIONS	500.00			500.00		
AT&T	TELEPHONE/COMMUNICATIONS	252.27				257.15	(4.88)
CALIFORNIA ASSOCIATION OF HARBOR MASTERS & PORT CAPTAINS	CONFERENCES & MEETINGS	395.00				197.50	197.50
CALIFORNIA WATER SERVICE CO	UTILITIES	4,404.10					4,404.10
CALPERS	PAYROLL DEDUCTION PAYABLE	32,842.07		32,842.07			
CALPERS SUPPLEMENTAL INCOME 457 PLAN	PAYROLL DEDUCTION PAYABLE	21,153.61	21,153.61				
CASPIAN IT GROUP	CONTRACTUAL SERVICES-IT	4,200.00			1,400.00	1,507.69	1,292.31
CHEYENNE MFG INC	REPAIRS & MAINTENANCE	2,072.00				2,072.00	
CINTAS CORPORATION	SAFETY EQUIPMENTS	220.47				220.47	
CITY OF HALF MOON BAY	PERMITS/LICENSE FEE	4.00			4.00		
CLARK PEST CONTROL	CONTRACTUAL SERVICES	82.00					82.00
COASTSIDE COUNTY WATER DISTRICT	UTILITIES	10,161.09				10,161.09	
COASTSIDE.NET	WIFI EXPENSES	359.10				359.10	
CODE PUBLISHING INC	CONTRACTUAL SERVICES	341.80			341.80		
COLEMAN SECURITY INDUSTRIES, INC	CONTRACTUAL SERVICES	8,659.48					8,659.48
COMCAST	INTERNET EXPENSES	628.75			191.16	81.16	356.43
COUNTY OF SAN MATEO PUBLIC SAFETY COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	61.65				61.65	
DAMITZ, BRADLEY SCOTT	CONTRACTUAL SERVICES	1,750.00				1,750.00	
DE MEO ELECTRIC	REPAIRS & MAINTENANCE	4,880.29				4,880.29	
DIGITAL DEPLOYMENT, INC/ STREAMLINE	CONTRACTUAL SERVICES-IT	200.00			200.00		
DRIFTWOOD LUMBER & HARDWARE	REPAIRS & MAINTENANCE	873.07				873.07	
DUNN, ROBERT	REIMB MILEAGE	224.00				224.00	
FASTENAL COMPANY	REPAIRS & MAINTENANCE	22.90					22.90
GARDA, CL WEST, INC	CONTRACTUAL SERVICES	364.57				169.45	195.12
GARNISHMENT	PAYROLL DEDUCTION PAYABLE	1,379.06	1,379.06				
GENERAL CREDIT FORMS INC	OFFICE SUPPLIES	139.57				139.57	
GHD, INC	CONTRACTUAL SERVICES	964.00				964.00	
GLOBAL DIVING & SALVAGE INC	DEMOLITION	18,188.00				18,188.00	
GOPHER BUSTERS	CONTRACTUAL SERVICES	495.00				495.00	
GRAINGER	REPAIRS & MAINTENANCE	1,014.33					1,014.33
HALF MOON BAY REVIEW	ADVERTISING EXPENSES	1,074.00			970.00	104.00	
HASSETT HARDWARE/BLUETRAP CREDIT SERVICES	REPAIRS & MAINTENANCE	188.80				188.80	
HENDERSON MARINE SUPPLY, INC	REPAIRS & MAINTENANCE	213.52					213.52
HOLMAN PROFESSIONAL COUNSELING CENTERS	EMPLOYEE ASSISTANCE PROGRAM SERVICES	289.00			101.54	97.65	89.81
HUE & CRY, INC	CONTRACTUAL SERVICES	222.39					222.39
HYDRO HOIST MARINE GROUP	REPAIRS & MAINTENANCE	3,723.81				3,723.81	
IRON MOUNTAIN, INC	CONTRACTUAL SERVICES	217.65			217.65		
JOBS AVAILABLE	ADVERTISING EXPENSES	45.00			45.00		
JOHN MATTHEWS ARCHITECTS	CONTRACTUAL SERVICES	2,340.17				2,340.17	
JOHNSON, ROBERT	REIMB HEALTH INSURANCE PREMIUMS	804.00		804.00			
LENAO CORPORATION/BLUE RIBBON SUPPLY COMPANY	JANITORIAL SUPPLIES	4,383.48			117.23	3,206.37	1,059.88
LIEBERT CASSIDY WHITMORE	LEGAL SERVICES	1,981.00			1,981.00		
MARINE LIEN SALE SERVICE	LIEN SALES	640.00				320.00	320.00
MILWARD, LORI	REIMB MILEAGE	8.72			8.72		
MISSION LINEN & UNIFORM SUPPLY	UNIFORM SERVICES	1,424.89				1,424.89	
MOFFATT & NICHOL ENGINEERS, INC	CONTRACTUAL SERVICES	4,449.87				4,449.87	

**BILLS AND CLAIMS**

BILLS AND CLAIMS FOR 9/19/18 BOARD MEETING			PAYROLL	PAYROLL	ADMIN &	PILLAR	OYSTER
VENDOR	DESCRIPTION	AMOUNT	EMPLOYEES	BENEFITS	COMM	POINT	POINT
			DEDUCTION	RELATED	103	201	301
NAVIA BENEFIT SOLUTIONS	PAYROLL DEDUCTION PAYABLE	1,145.50	1,095.50		50.00		
NEXTREQUEST CO	CONTRACTUAL SERVICES	4,125.00			4,125.00		
OPERATING ENGINEERS TRUST	HEALTH INSURANCE PREMIUMS	40,746.00		40,746.00			
OPERATING ENGINEERS UNION LOCAL 3	PAYROLL DEDUCTION PAYABLE	1,323.00	1,323.00				
O'REILLY AUTOMOTIVE INC	REPAIRS & MAINTENANCE	123.97				123.97	
ORKIN SERVICES OF CALIFORNIA, INC	CONTRACTUAL SERVICES	135.00					135.00
PACIFIC FIRE SAFE INC	SAFETY EQUIPMENTS	844.12				844.12	
PACIFICA COMMUNITY TELEVISION	CONFERENCES & MEETINGS	1,750.00			1,750.00		
PENINSULA PUMP & EQUIPMENT INC	REPAIRS & MAINTENANCE	2,200.00				2,200.00	
PG&E	UTILITIES	12,015.85				12,015.85	
PITNEY BOWES, INC/ PURCHASE POWER	POSTAGE REPLENISHMENT	269.13				261.09	8.04
PRINCETON FISHING GEAR	SAFETY EQUIPMENTS	25.81				25.81	
RAUCH COMMUNICATION CONSULTANTS INC	CONTRACTUAL SERVICES	168.75			168.75		
READY REFRESH BY NESTLE	OFFICE SUPPLIES	115.64					115.64
RECOLOGY OF THE COAST	GARBAGE SERVICES	442.30				442.30	
REDISTRICTING PARTNERS LLC	CONTRACTUAL SERVICES	7,500.00			7,500.00		
REGIONAL GOVERNMENT SERVICES	CONTRACTUAL SERVICES	2,481.50			2,481.50		
RELIABLE FIRE EXTINGUISHER CO	SAFETY EQUIPMENTS	533.37					533.37
ROBERT HALF INTERNATIONAL, INC (OFFICE TEAM)	CONTRACTUAL SERVICES	15,840.88			8,598.20	3,621.34	3,621.34
ROBERTSON, JOSEPH	REIMB MILEAGE	26.38					26.38
SAFETY KLEEN SYSTEMS, INC	USED OIL PICK UP EXPENSES	310.00				310.00	
SAN MATEO DAILY JOURNAL	ADVERTISING EXPENSES	1,848.00			1,848.00		
SMITH, CARY	REIMB MILEAGE	224.00				224.00	
SOUTH SAN FRANCISCO SCAVENGER CO	GARBAGE SERVICES	2,517.20					2,517.20
SPECIAL DIST RISK MANAGEMENT AUTHORITY	HEALTH INSURANCE PREMIUMS	8,955.18		8,955.18			
SPRINT/NEXTEL COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	155.55					155.55
STANDARD INSURANCE COMPANY	LIFE & LTD INSURANCE	4,560.25		4,560.25			
STAPLES ADVANTAGE	OFFICE SUPPLIES	365.29			213.49	151.80	
TEAMSTERS UNION LOCAL 856	PAYROLL DEDUCTION PAYABLE	581.00		581.00			
TURBO DATA SYSTEMS, INC	CITATION PROCESSING	90.57				88.26	2.31
U.S. BANK-CAL CARD	CAL-CARD EMPLOYEE PURCHASES	7,546.11			2,506.44	1,673.88	3,365.79
VANTAGEPOINT TRANSFER AGENTS	PAYROLL DEDUCTION PAYABLE	4,466.34	4,466.34				
VERIZON WIRELESS	TELEPHONE/COMMUNICATIONS	637.60			480.40	131.94	25.26
WEST MARINE PRO	REPAIRS & MAINTENANCE	689.95				689.95	
ZERO WASTE USA	OPERATING SUPPLIES	429.56				429.56	
ZUMAR INDUSTRIES INC	REPAIRS & MAINTENANCE	1,947.57				1,947.57	
BROCKMAN, DON	REFUND DEPOSIT	532.57				532.57	
CAMILI, LUIS	REFUND DEPOSIT	541.06				541.06	
COLOMY, JIM	REFUND DEPOSIT	261.30				261.30	
HOWELL, ARTHUR	REFUND DEPOSIT	245.62					245.62
KIM, KWAN	REFUND DEPOSIT	386.67				386.67	
LOURENCO, PAUL	REFUND DEPOSIT	769.00				769.00	
NORRIS, JOHN	REFUND DEPOSIT	261.30				261.30	
SCANGARELLO, RICHARD	REFUND DEPOSIT	453.37				453.37	
TUTTLE, RYAN	REFUND DEPOSIT	314.20				314.20	
VILLAREAL, JOE	REFUND DEPOSIT	484.63				484.63	
<b>TOTAL HANDCHECKS</b>		<b>276,028.57</b>	<b>29,417.51</b>	<b>88,488.50</b>	<b>36,903.78</b>	<b>90,187.46</b>	<b>31,031.32</b>
<b>TOTAL BILLS &amp; CLAIMS</b>		<b>481,852.24</b>	<b>29,417.51</b>	<b>88,488.50</b>	<b>67,555.99</b>	<b>244,226.33</b>	<b>52,163.91</b>

5 LARGEST PAYMENTS ON THE CAL CARD			PAYROLL	PAYROLL	ADMIN &	PILLAR	OYSTER
VENDOR	DESCRIPTION	AMOUNT	EMPLOYEES	BENEFITS	COMM	POINT	POINT
			DEDUCTION	RELATED	103	201	301
AGUNDIS TIRE SHOP	REPAIRS & MAINTENANCE	929.65					929.65
CALIFORNIA SPECIAL DISTRICT ASSOCIATION	CONFERENCES & MEETINGS	825.00			825.00		
DAILY POST	ADVERTISING EXPENSES	750.00			750.00		
CALIFORNIA SPECIAL DISTRICT ASSOCIATION	CONFERENCES & MEETINGS	600.00			600.00		
PARK PRESIDIO MARINE	REPAIRS & MAINTENANCE	441.38					441.38
<b>TOTAL</b>		<b>3,546.03</b>	<b>-</b>	<b>-</b>	<b>2,175.00</b>	<b>-</b>	<b>1,371.03</b>