

San Mateo County Harbor District
Board of Harbor Commissioners
1st Amended Meeting Agenda

April 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

Roll Call

Commissioners

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

Staff

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

A.) 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.

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.

B.) Staff Recognition-

C.) 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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 *Special Meeting February 18, 2015***
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

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

- 3 TITLE: **Application for Public Members Appointed to Committees**
 REPORT: Draft application
 PROPOSED ACTION: Approval

D.) New Business

- 4 TITLE: **Presentation from LAFCo**
 REPORT: Martha Poyatos
 PROPOSED ACTION: Information only

- 5 TITLE: **Immediate Technology Procurement**
 REPORT: Galarza, Memo, Well Connected Office
 PROPOSED ACTION: Approve an amount not to exceed \$39,500 for Technology consulting and equipment with the Well Connected Office

- 6 TITLE: **Presentation from Phondini Partners LLS *regarding Fishline Community Program***
 REPORT: Joe Falcone, Letter
 PROPOSED ACTION: To be determined

- 7 TITLE: **Draft Preliminary Operating and Capital Budget for Fiscal Year 2015/16**
 REPORT: Draft Preliminary Budget, Memo
 PROPOSED ACTION: Information only

- 8 TITLE: **Draft District Rates and Fees Schedule for FY2015/16 for Pillar Point Harbor**
REPORT: Galarza, Memo
PROPOSED ACTION: To be determined
- 9 TITLE: **Draft District Rates and Fees Schedule for FY2015/16 for Oyster Point Marina/Park**
REPORT: Galarza, Memo
PROPOSED ACTION: To be determined
- 10 TITLE: **Suspension of Hiring Freeze and Possible Hiring of One or More Temporary Employees for a Six Month Period to Complete Immediate Tasks**
REPORT: Galarza, Memo
PROPOSED ACTION: Suspend the hiring freeze in order to hire temporary staff to complete immediate tasks
- 11 TITLE: **Committee Assignment: *Oyster Point Marina Liaison Committee***
REPORT: Brennan, Memo
PROPOSED ACTION: Appoint two (2) Harbor District *Commissioners* to the Liaison Committee with the City of South San Francisco (City) pursuant to the Joint Powers Agreement with the City
- 12 TITLE: **Adoption of List of Norms for the San Mateo County Harbor District as follow-up to the Board Dynamics Workshop**
REPORT: Parravano, Memo
PROPOSED ACTION: Adopt the list of norms
- 13 TITLE: **Framework for Potential Water Quality Monitoring Efforts**
REPORT: David
PROPOSED ACTION: Approve water quality monitoring framework for inclusion in the FY 2015/16 budget
- 14 TITLE: **Bills and Claims in the Amount of \$141,044.20**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$141,044.20 to cover payment of Bills and Claims

E.) Staff Reports: a) Administration and Finance

- 15 **Acting General Manager – Grindy**
- 16 **Director of Finance & Human Resources – Galarza**

F.) b) Operations

17 **Oyster Point Marina/Park – Merlo**

18 **Pillar Point Harbor – Draper**

G.) Board of Harbor Commissioners

19 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

20 **TITLE:** **Conference with Real Property Negotiators. California Government Code Section 54956.8.**

PROPERTIES:

- **504 Avenue Alhambra, El Granada, CA 94018**
- **400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080**
- **270 Capistrano Road, Half Moon Bay, CA 94019**
- **985 Marina Blvd., South San Francisco, CA 94080**

DISTRICT NEGOTIATORS: **Scott Grindy and Randy Kinghorn**

NEGOTIATING PARTIES:

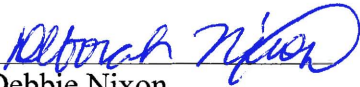
- **Working Dirt LLC, Abraham Farag**
- **Cushman and Wakefield, Scott Ennis**
- **Point Pillar Properties Developers LLC, Keet Nerhan**
- **San Mateo County Harbor District, Scott Grindy**

UNDER NEGOTIATION: **Price and terms of payment**

Adjournment

The next scheduled meeting will be held on April 15, 2015 at the **Oyster Point Yacht Club, 911 Marina Blvd., South San Francisco** at 6:00 p.m.

1st Amended Agenda Posted As Required:
March 27th at 9:30 a.m.


Debbie Nixon
Deputy Secretary

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

**February 18, 2015
5:00 p.m.**

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

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

Roll Call

Commissioners

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

Staff

Scott A. Grindy, Acting General Manager &
Treasurer
Steve Miller, District Counsel

Public Comments/Questions – None.

Closed Session

- 1 **TITLE:** **Conference with Real Property Negotiators. California Government Code Section 54956.8.**
- PROPERTY:** **504 Avenue Alhambra, El Granada, CA 94018**
 225 S. Cabrillo Highway, Half Moon Bay, CA 94019
- DISTRICT**
 NEGOTIATOR: **Scott Grindy and Randy Kinghorn**
- NEGOTIATING**
 PARTY: **Working Dirt LLC, Billy Daniels**
 Castro Partners LLC, Marcus Wood
- UNDER**
 NEGOTIATION:
- Price and terms of payment**
- 2 **TITLE:** **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
 – Government Code Section 54957(b) – Acting General
 Manager

There was no reportable action from closed session.

Adjournment

The next regular scheduled meeting will be held on February 18, 2015 at the Municipal Services Building, 33 Arroyo Drive, South San Francisco at 6:30 p.m.

Debbie Nixon
Deputy Secretary

Sabrina Brennan
President

**San Mateo County Harbor District
Board of Harbor Commissioners
Meeting Minutes****February 18, 2015
6:30 p.m.****Municipal Services Building
Butterfly Room
33 Arroyo Drive
South San Francisco, Ca. 94080**

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Roll Call**Commissioners**

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

Staff

Scott A. Grindy, Acting General Manager &
Treasurer
x Debra Galarza, Director of Finance
Marietta Harris, Human Resource Manager
Charles White, Acting Harbor Master - OPM
John Draper, Acting Harbor Master - PPH
Debbie Nixon, Deputy Secretary
Steve Miller, District Counsel

x-absent

Public Comments/Questions — Charlsetta Micallef spoke regarding her temporary employment with the Harbor District. **(1:35)**

Staff Recognition — None

Grindy pulled Item 7 from the agenda. **(5:25)**

Urgency Item (5:30)

Action: Motion by Mattusch, second by David to add the urgency item to the Agenda. The motion passed.

TITLE: **Vessel Abatement Activity Oyster Point Marina**
REPORT: Memo
PROPOSED ACTION: Authorize the Acting General Manager to approve the purchased services for the removal of 4 vessels from Oyster Point Marina

Action: Motion by Bernardo, second by Mattusch to approve vessel removal services for a total of four (4) boats at Oyster Point Marina in the amount of \$17,150 to the company Windward Cay Marine. The motion passed.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

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.

(7:55)

1 **TITLE:** **Minutes of Meeting January 21, 2015**
REPORT: Draft minutes
PROPOSED ACTION: Approval

Action: Motion by David, second by Parravano to approve the consent calendar. The motion passed.

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

Item 2 was pulled from the consent calendar.

New Business

(9:01)

3 **TITLE:** **Presentation from LAFCo**
 REPORT: Martha Poyatos
 PROPOSED ACTION: Information only

Martha Poyatos made a presentation.

(37:45)

2 **TITLE:** **Standing Committee By-Laws**
 REPORT: Brennan, Attachment
 PROPOSED ACTION: Adopt Standing Committee By-Laws

Brennan presented the item.

Public Comment: Leonard Woren stated the Committees are advisory and not decision making Committees; therefore, the Form 700 and Brown Act issues do not apply to advisory Committees. (44:22)

Action: Motion by David, second by Mattusch to adopt the Standing Committee By-Laws. The motion passed.

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

(51:03)

4 **TITLE:** **Special Event Permit for Dolphin South End Runners**
 REPORT: Harris, Memo, Application
 PROPOSED ACTION: Waive fee for Athletic Event Permit for non-profit organization Dolphin South End Runners for two (2) race events at Oyster Point Marina/Park on June 14, 2015 and September 6, 2015

Harris presented the item.

Action: Motion by Parravano, second by David to waive fee for Athletic Event Permit for non-profit organization Dolphin South End Runners for two (2) race events at Oyster Point Marina/Park on June 14, 2015 and September 6, 2015. The motion passed.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(52:38)

- 5 **TITLE:** **Letter to Coastal Regional Sediment Management Plan**
 REPORT: David, Letter
 PROPOSED ACTION: Approve Letter and authorize Acting General Manager to
 send

David presented the item.

Public Comment: Leonard Woren stated he supported anything that would help solve the problem with Surfer's Beach. (57:48)

Action: Motion by Parravano, second by Bernardo to approve the letter and authorize the Acting General Manager to send the letter with the changes made. The motion passed.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(1:06:19)

- 6 **TITLE:** **Travel and Attendance at the California Harbor Master &**
 Port Captains Board Meeting: Lake Tahoe, NV for the
 Acting General Manager or Designee
 REPORT: Grindy, Memo
 PROPOSED ACTION: Approve attendance for the California Harbor Masters and
 Port Captains Board meeting

Grindy presented the item.

Action: Motion by Parravano, second by David to approve attendance for the California Harbor Masters and Port Captains Board meeting. The motion passed.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

- 7 **TITLE:** **Acting General Manager Compensation**
 REPORT: Harris, Memo
 PROPOSED ACTION: Approve compensation increase for Acting General Manager

This item was pulled from the Agenda.

(1:10:31)

- 8 TITLE: **Mid-Year Budget Review for Period Ending December 31, 2014**
 REPORT: Grindy, Budget Review
 PROPOSED ACTION: To be determined

Action: Motion by Brennan, second by David to postpone consideration of the item until a future meeting at which point staff could provide the appropriate personnel qualified to answer questions. The motion passed.

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

(1:21:32)

- 9 TITLE: **Bills and Claims in the Amount of \$631,857.83**
 REPORT: Bills and Claims Detailed Summary
 PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$631,857.83 to cover payment of Bills and Claims

Action: Motion by Mattusch, second by Bernardo to approve Bills and Claims for payment and a transfer in the amount of \$631,857.83 to cover payment of Bills and Claims. The motion passed.

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

Staff Reports: a) Administration and Finance

10 Acting General Manager – Grindy (1:26:12)

Grindy presented the item.

11 Director of Finance – Galarza (1:27:35)

Harris presented the item for the Director of Finance.

12 Human Resources Manager – Harris (1:27:55)

Harris presented the item. She also gave notice that her last day working for the Harbor District would be on March 6, 2015.

b) Operations

13 Oyster Point Marina/Park – White (1:28:36)

White presented his item.

14 Pillar Point Harbor – Draper (1:30:58)

Draper presented his item.

Board of Harbor Commissioners

15 A. Committee Reports (1:32:58)

David corrected the date for the Executive Search Committee meeting from Thursday, January 29th, 2015 to Monday, January 26th, 2015.

David stated the Standing Committee for the Water Quality and Public Safety meeting was held on February 12th, 2015.

Brennan stated there was a Communication and Marketing Committee held on Monday, February 16th, 2015 at 7 p.m. at the Half Moon Bay Yacht Club.

B. Commissioner Statements and Requests (1:48:55)

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

Parravano stated he has not been notified of what the process was for calling Committee meetings. He requested that all Commissioners be notified of what the process is for a special meeting.

Parravano stated it is the time of year where the State and Federal government start the annual review for the 2015 Recreational and Commercial Salmon season. He stated there is an informational meeting on February 26, 2015 which will be held at the Santa Rosa Water Agency from 9-6 p.m. Parravano mentioned there are two Federal Government meetings. The first one will take place in Vancouver, Washington, the week of March 9th, 2015, and will consist of three strategies for Salmon season. The second one will take place in Rohnert Park, the week of April 11th, 2015 and the final decision for the final Salmon season will be made. Parravano stated that Salmon season has not been doing well the last few years, and public

support for establishing seasons is greatly appreciated. He also mentioned the decrease in salmon is hindering revenue for the District and raises a concern.

Parravano stated an observation from the night's meeting that the Committee Meeting's topics and agendas are coast side-centered. He asked to look into venues for the Committee Meetings for both Oyster Point Marina and Pillar Point Harbor in order to provide equal jurisdiction, engagement and involvement in the public process.

Bernardo stated he had the pleasure of working with Mrs. Harris since he was elected in 2010. He stated she has not only worked as a Human Resources Manager but also worked on IT, Public Record's Requests, many agenda reports as well as other duties. Bernardo personally thanked Harris for all the work she has done.

David stated she met with the RV leaseholders and a member of the Midcoast Community Council and addressed two out of the four concerns by the Midcoast Community Council, which were coastal views and glaring lights. She stated the leaseholder agreed to use dimmer lightbulbs and to change them soon, as well as look into options for shading the existing story light fixtures. David also stated the leaseholder agreed to trim the trees along the fence line and plant California native shrubs.

Brennan stated there are a few outstanding Committees that the retired General Manager was designated to represent the District. She stated at some point there needs to be an update and designate someone new.

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

Action: Motion by Parravano, second by Bernardo to place an item on the agenda for the next meeting that allows the commission to revisit the decision of the RFP for legal services for the Harbor District, which was Item 13 on the January 21, 2015 meeting. The motion passed.

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

Action: Motion by Parravano, second by Bernardo to place an item on the next agenda for a proclamation for Marietta Harris.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

Action: Motion by David, second by Bernardo to agendize a draft proposal for water quality monitoring for discussion on either the March 4th or March 18th, 2015 meeting.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

Action: Motion by Brennan, second by Mattusch to have staff provide a list of future agenda items in the Board packets.

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

Adjournment

Action: Motion by Brennan, second by Parravano to adjourn the meeting. The motion passed at 8:41 p.m.

Agenda Posted As Required:
February 12th at 1:00 p.m.

Debbie Nixon
Deputy Secretary

Sabrina Brennan
President

Committee Member Application Form

At the March 18, 2015 Harbor District Board meeting the Board of Commissioners decided to appoint a member of the public to the Communications and Marketing Committee with the requirement of a completed committee member application form.

The motion was made by David and seconded by Parravano. Commissioners Parravano and David have drafted an application form that is attached for approval by the Board.

San Mateo County Harbor District
Committee Member Application Form

Name: _____

City and state of residence:

Phone number (optional) _____

E-Mail (optional) _____

I am interested in being considered for appointment to the following Harbor District

Committee: _____

Name of Commissioner making the appointment: _____

How did you learn of this committee? _____

Please explain your interest in this committee: _____

My areas of expertise are: _____

Professional Experience: _____

Other Experiences/Activities: _____

Do you (or other family members) have any contracts, permits or agreements with the San Mateo County Harbor District?

Yes _____ No _____

If yes, please explain. _____

Are you (or other family members) a member of an(y) organization(s) that does business at either facility of the San Mateo County Harbor District? Yes _____ No _____

If yes, please explain. _____

By serving on this committee would you have any conflicts of interest? Yes _____ No _____

If yes, please explain _____

Thank you for your willingness to serve on this committee. Your input provides value and expertise to the mission of the San Mateo County Harbor District.

This appointment is valid for the current calendar year and can be extended or terminated by the Commissioners on the Committee.

Signature: _____

Date: _____

Please mail or email a copy of this completed form to

Debbie Nixon
400 Oyster Point Blvd. Suite 300
So. San Francisco, Ca 94080
dnixon@smharbor.com



San Mateo County Harbor District

ITEM 4

**Board of Harbor
Commissioners**

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

Scott Grindy, Acting General Manager & Treasurer

PRESENTATION

STAFF REPORT

IMMEDIATE TECHNOLOGY PROCUREMENT

Recommendation

Approve work orders with the Well Connected Office in amount not to exceed \$39,500 for Technology Consulting and Equipment

Background

The District's Administration has 41 working days in which it might move its office from South San Francisco to an undisclosed office in Half Moon Bay. This task must be completed during Staff's Budget and Workshop due dates stipulated by Policy and Procedure and Harbors & Navigation Code Section 6093.3.

The District must remain intact during this period. A "finance desk" set up at the Pillar Point Harbor Master's office would enable the processing of payroll, payments, and other required work to continue during this time frame. It would also allow staff to work at the Harbor Master's office during busy times and allow them to assist the Accounting Technician as needed.

In addition, Oyster Point Marina/Park receives its internet service from an "wireless bridge antenna" taped to the General Manager's office at the Districts' current administration office. Oyster Point Marina/Park must procure their own firewalls with VPN capability prior to May 31st, 2014. Oyster Point Marina/Park also needs to complete Wifi services.

In order for the new Administration Office, Pillar Point Harbor, and Oyster Point Marina/Park to share information, there must be a purchase of new firewall and software. This enables the facilities computers separate networks to function as one network which is necessary to provide accurate and efficient responses to the public, employees, and the Board.

Pillar Point Wifi needs to be accessible to all docks at the facility. Currently commercial docks cannot receive the signal.

In addition, all District phones are internet based phones. The IT consultant must disconnect AT&T services since new internet phones have been installed.

Analysis

The District provides services to their tenants, vendors, employees, general public and employees. The District owns two servers which can be installed at Oyster Point Marina and the new Administrative office. In order for these services to continue uninterrupted they need to be upgraded and the District must act immediately. Currently the District has procured IT services since 2010 from the Well Connected Office. They are competitive at \$75 per hour and are the preferred vendor as they have knowledge of District specific needs and there is simply no time to do an RFP. Below is an excerpt from the Harbor District Ordinance code which enables the Board to accept the proposal without and RFP.

2.35.020 Requests for proposals.

 SHARE

A. Before the District enters into independent contracts for engineering services, architectural services, management consultants or similar one (1) time professional assistance to accomplish specified projects, requests for proposals shall be obtained if the expense of the contract is estimated to exceed five thousand dollars (\$5,000.00). The request for proposal shall be in accordance with administrative procedures promulgated by the General Manager.

B. The Board of Harbor Commissioners may waive any of the provisions of this chapter which require requests for proposals in any situation where the Board of Harbor Commissioners determines that the best interest of the District would be served without the necessity of requests for proposals. [Amended through codification process of 1995, Ord. 74-96. Code 1996 § 2.7.2; prior code § 4.102.]

Fiscal Impact

- IT Services for office move = \$3,270.00
- Computers for: OPM Warehouse, PPH Service Desk = \$2,571.00
- PPH Finance Desk = \$1,308.00
- Wifi extension to Commercial Docks at Pillar Point=\$3,000.00
- OPM Office Internet=\$200.00
- OPM Wifi extension to Docks=\$2,500.00
- Internet Phone conversion=\$500
- Purchase Fire Wall and Software for Server sharing
Option 1 - \$14,482.00, Option 2 - \$17,261.50, Option 3 - \$21,872.20

Total increase to the budget by \$10,500-\$39,500 depending of the Boards decision after Well Connected Office presentation at the April 1, 2015 Board Meeting.

Conclusion

Accept proposal to enable the District's employees to provide continued service to its Board, Other Agencies, Tenants, and the General Public.

Quotation

Date	Quote #
3/30/2015	104

Name / Address
San Mateo County Harbor District Attn: Accounts Payable 400 Oyster Point Blvd Suite 300 South San Francisco, CA 94080



Project
Office Move

Item	Description	Qty	Unit Price	Total
Installation	Office move from one physical location to another, including: Secure, shock resistant packaged move of computer equipment from the office location at 400 Oyster Point Blvd to a new office location within 35 miles of the old location. Includes, shutting down all computer equipment, disconnecting network, printer, and other peripherals from the computers, packing and moving the computers, and set up in the new location. Renummer the IP addresses from the plaza (admin office) location so as to coincide with the other IP numbering at the current location at Pillar Point Harbor, and the future stand-alone location at Oyster Point Marina. Set up the new network and insure that communication with the Pillar Point Harbor location remains intact. Assist users in acclimating themselves to their new locations and make sure that there are no obvious ergonomic problems with their new workstations. Please note that this is a rough estimate, actual numbers may vary down as much as \$1,000 or up as much as \$2,000, making the range of this quote between \$2,000 and \$5,000 depending on how much difficulty is involved in the project. However, the project will not exceed \$5,000 in any case. Note that the specification of this job is limited in scope by the statement above and items that come up in addition to what is stated above may be charged additionally. If a representative of The Well Connected Office is asked to perform duties outside the scope of this project, they will so inform the representative of the San Mateo County Harbor District and allow them to approve or decline the additional work and charges. Sales Tax - South San Francisco, CA	1	3,000.00	3,000.00T
			9.00%	270.00

Thanks for thinking of me when you need things done!	Total	\$3,270.00
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Unless otherwise specified, this quotation is valid for up to 30 days after the Quotation date. Please note that quotations typically do not include labor and shipping charges. All prices shown for labor and shipping, if shown, are estimates only and may change. The Well Connected Office is not responsible for loss of business, loss of profits, downtime, or other items beyond our reasonable control due to the purchase/use of these items. Please note that items are typically under the support of the manufacturer for a period of 90 days post purchase, and any additional support beyond that period should be arranged before the expiration of the 90 day warranty period. Longer warranties will be noted on the individual items shown.

Quotation

Date	Quote #
3/30/2015	110

Name / Address
San Mateo County Harbor District Attn: Accounts Payable 400 Oyster Point Blvd Suite 300 South San Francisco, CA 94080



Project
PPH and OPM computers

Item	Description	Qty	Unit Price	Total
Custom PC model 61	Well Connected Custom PC featuring In-Win Desktop/Tower case with 4 front USB ports (2 USB3.0 and 2 USB2.0) 300 Watt Internal Power supply and super-quiet internal fan, Asus Z97M-plus LGA1150 motherboard with DVI, VGA, and HDMI video outputs, 6 rear USB ports, 1 combo keyboard/mouse port, Intel HD audio and Intel HD Graphics support (Max res 4096 x 2160 via HDMI and up to 3 simultaneous display support and AMD QuadGPU CorssFireX support), 8GB 1600Mhz RAM, Samsung 250GB 850 EVO SSD drive with SATA 3 6Gb/s support and 540MB/s read / 520Mb/s write speed, Intel Corei5 4590 processor running at 3.30Ghz, Lite-On DVD+/-RW drive, Windows 7 x64 Professional Installed with CD & License	2	950.00	1,900.00T
Installation	Installation configuration and testing, including moving documents from existing computers to the new computer and making sure that the staff knows where to look for their documents. Note that the specification of this job is limited in scope by the statement above and items that come up in addition to what is stated above may be charged additionally. If a representative of The Well Connected Office is asked to perform duties outside the scope of this project, they will so inform the representative of the San Mateo County Harbor District and allow them to approve or decline the additional work and charges.	2	250.00	500.00
	Sales Tax - South San Francisco, CA		9.00%	171.00

Thanks for thinking of me when you need things done!	Total	\$2,571.00
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Quotation

Date	Quote #
3/30/2015	105

Name / Address
San Mateo County Harbor District Attn: Accounts Payable 400 Oyster Point Blvd Suite 300 South San Francisco, CA 94080



Project
PPH Finance Desk

Item	Description	Qty	Unit Price	Total
Custom PC model 61	Well Connected Custom PC featuring In-Win Desktop/Tower case with 4 front USB ports (2 USB3.0 and 2 USB2.0) 300 Watt Internal Power supply and super-quiet internal fan, Asus Z97M-plus LGA1150 motherboard with DVI, VGA, and HDMI video outputs, 6 rear USB ports, 1 combo keyboard/mouse port, Intel HD audio and Intel HD Graphics support (Max res 4096 x 2160 via HDMI and up to 3 simultaneous display support and AMD QuadGPU CorssFireX support), 8GB 1600Mhz RAM, Samsung 250GB 850 EVO SSD drive with SATA 3 6Gb/s support and 540MB/s read / 520Mb/s write speed, Intel Corei5 4590 processor running at 3.30Ghz, Lite-On DVD+/-RW drive, Windows 7 x64 Professional Installed with CD & License	1	950.00	950.00T
Installation	Setup, Installation, configuration and testing Note that the specification of this job is limited in scope by the statement above and items that come up in addition to what is stated above may be charged additionally. If a representative of The Well Connected Office is asked to perform duties outside the scope of this project, they will so inform the representative of the San Mateo County Harbor District and allow them to approve or decline the additional work and charges.		250.00	250.00T
	Sales Tax - South San Francisco, CA		9.00%	108.00

Thanks for thinking of me when you need things done!	Total	\$1,308.00
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Quotation

Date	Quote #
3/30/2015	106



Name / Address
San Mateo County Harbor District Attn: Accounts Payable 400 Oyster Point Blvd Suite 300 South San Francisco, CA 94080

Project
WiFi extension to live-abord docks at ...

Item	Description	Qty	Unit Price	Total
Installation	Installation and configuration of 6 additional wireless mesh access points at Pillar Point Harbor to extend the new guest wireless to the live-aboard docks at Pillar Point Harbor. This quote is based on electrical power being available at the locations specified in the document prepared in June of 2013 entitled "Wireless Feasibility Study." No electrical work is included in the quote above, other than basic patching in to existing circuits. The quote could vary depending on the work involved and the cost of rental equipment needed to mount the devices but will not exceed \$5,000 for the work defined in the statement above. Note that the specification of this job is limited in scope by the statement above and items that come up in addition to what is stated above may be charged additionally. If a representative of The Well Connected Office is asked to perform duties outside the scope of this project, they will so inform the representative of the San Mateo County Harbor District and allow them to approve or decline the additional work and charges.		3,000.00	3,000.00
	Sales Tax - South San Francisco, CA		9.00%	0.00
Total				\$3,000.00

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Quotation

Date	Quote #
3/30/2015	107



Name / Address
San Mateo County Harbor District Attn: Accounts Payable 400 Oyster Point Blvd Suite 300 South San Francisco, CA 94080

Project
OPM Office Internet

Item	Description	Qty	Unit Price	Total
Installation	Verify and test the reliability of the installed Comcast Internet Circuit at Oyster Point Marina. Note that the specification of this job is limited in scope by the statement above and items that come up in addition to what is stated above may be charged additionally. If a representative of The Well Connected Office is asked to perform duties outside the scope of this project, they will so inform the representative of the San Mateo County Harbor District and allow them to approve or decline the additional work and charges. Sales Tax - South San Francisco, CA	1	200.00	200.00
			9.00%	0.00

Thanks for thinking of me when you need things done!	Total	\$200.00
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Quotation

Date	Quote #
3/30/2015	108

Name / Address
San Mateo County Harbor District Attn: Accounts Payable 400 Oyster Point Blvd Suite 300 South San Francisco, CA 94080



Project
OPM Public WiFi extension

Item	Description	Qty	Unit Price	Total
Installation	Install 6 additional wireless access points at Oyster Point Marina to extend the existing wireless access for the public to the docks on either side of the Harbormaster's office. This quote is based on electrical power being available at the locations specified in the document prepared in June of 2013 entitled "Wireless Feasibility Study." No electrical work is included in the quote above, other than basic patching in to existing circuits. The quote could vary depending on the work involved and the cost of rental equipment needed to mount the devices but will not exceed \$5,000 for the work defined in the statement above. Note that the specification of this job is limited in scope by the statement above and items that come up in addition to what is stated above may be charged additionally. If a representative of The Well Connected Office is asked to perform duties outside the scope of this project, they will so inform the representative of the San Mateo County Harbor District and allow them to approve or decline the additional work and charges. Sales Tax - South San Francisco, CA	1	2,500.00	2,500.00
			9.00%	0.00
Total				\$2,500.00

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Quotation

Date	Quote #
3/30/2015	109



Name / Address
San Mateo County Harbor District Attn: Accounts Payable 400 Oyster Point Blvd Suite 300 South San Francisco, CA 94080

Project
Complete Phone Conversion to 8x8

Item	Description	Qty	Unit Price	Total
Installation	Convert existing numbers from AT&T to 8x8, set up automated attendants, and re-train staff on the new features and functions of the 8x8 system. Note that the specification of this job is limited in scope by the statement above and items that come up in addition to what is stated above may be charged additionally. If a representative of The Well Connected Office is asked to perform duties outside the scope of this project, they will so inform the representative of the San Mateo County Harbor District and allow them to approve or decline the additional work and charges. Sales Tax - South San Francisco, CA	1	500.00	500.00
			9.00%	0.00

Thanks for thinking of me when you need things done!	Total	\$500.00
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Quotation

Date	Quote #
3/30/2015	113

Name / Address
San Mateo County Harbor District Attn: Accounts Payable 400 Oyster Point Blvd Suite 300 South San Francisco, CA 94080



Project
Firewall Option 3

Item	Description	Qty	Unit Price	Total
FG-200D-BDL-950-12	FortiNet FortiGate 200D Network Security Appliance with 24x7 FortiCare and FortiGuard Unified Threat Management Bundle, 1 year software, Includes Hardware Unit, Advanced Hardware Replacement (Next Business Day), Firmware and General Upgrades, 24X7 Comprehensive Support, Antivirus, IPS/Application Control, Web Content Filtering and Antispam.	3	4,100.00	12,300.00T
SHIPPING Installation	Shipping	3	25.00	75.00
	Installation and configuration for 3 physical locations.	1	1,000.00	1,000.00
	This is an additional consideration for the office Firewall replacement. It is not a stand-alone quote and only one of the 3 options will need be chosen. The other two options are the Quotes Number 111 and 112. Note that the specification of this job is limited in scope by the statement above and items that come up in addition to what is stated above may be charged additionally. If a representative of The Well Connected Office is asked to perform duties outside the scope of this project, they will so inform the representative of the San Mateo County Harbor District and allow them to approve or decline the additional work and charges Sales Tax - South San Francisco, CA		9.00%	1,107.00
Total				\$14,482.00

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Quotation

Date	Quote #
3/30/2015	111



Name / Address
San Mateo County Harbor District Attn: Accounts Payable 400 Oyster Point Blvd Suite 300 South San Francisco, CA 94080

Project
Firewall Option 2

Item	Description	Qty	Unit Price	Total
ASA5512-IPS-K9	ASA 5512-X IPS Edition - 3DES/AES Encryption Includes: 250 IPsec VPN peers, 2 SSL VPN peers, Firewall services, 6 copper Gigabit Ethernet data ports, 1 copper Gigabit Ethernet management port, 1 AC power supply, 3DES/AES license	3	4,950.00	14,850.00T
SHIPPING	Shipping	3	25.00	75.00
Installation	Installation and configuration -- 3 office locations	1	1,000.00	1,000.00
	This is an additional consideration for the office Firewall replacement. It is not a stand-alone quote and only one of the 3 options will need be chosen. The other two options are the Quotes Number 112 and 113. Note that the specification of this job is limited in scope by the statement above and items that come up in addition to what is stated above may be charged additionally. If a representative of The Well Connected Office is asked to perform duties outside the scope of this project, they will so inform the representative of the San Mateo County Harbor District and allow them to approve or decline the additional work and charges.			
	Sales Tax - South San Francisco, CA		9.00%	1,336.50

Thanks for thinking of me when you need things done!	Total	\$17,261.50
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Quotation

Date	Quote #
3/30/2015	112

Name / Address
San Mateo County Harbor District Attn: Accounts Payable 400 Oyster Point Blvd Suite 300 South San Francisco, CA 94080



Project
Firewall Option 1

Item	Description	Qty	Unit Price	Total
PAN-PA-500-2G	Palo Alto Networks PA-500 advanced Router and Firewall with 2GB Memory	3	3,235.00	9,705.00T
PAN-PA-500-TP	Palo Alto Networks Threat Prevention Subscription year 1 for PA-500 advanced Router / Firewall	3	800.00	2,400.00T
PAN-PA-500-URL4	Palo Alto Networks PANDB URL filtering subscription year 1, PA-500 advanced router / Firewall	3	800.00	2,400.00T
PAN-PA-500-WF	Palo Alto Networks Wildfire subscription for PA-500 advanced Router / Firewall - year 1	3	800.00	2,400.00T
PAN-SVC-PREM-500	Palo Alto Networks Premium support year 1, PA-500 advanced Router / Firewall	3	725.00	2,175.00T
SHIPPING	Shipping	3	25.00	75.00
Installation	Installation and configuration for 3 office locations	1	1,000.00	1,000.00
	This is an additional consideration for the office Firewall replacement. It is not a stand-alone quote and only one of the 3 options will need be chosen. The other two options are the Quotes Number 111 and 113. Note that the specification of this job is limited in scope by the statement above and items that come up in addition to what is stated above may be charged additionally. If a representative of The Well Connected Office is asked to perform duties outside the scope of this project, they will so inform the representative of the San Mateo County Harbor District and allow them to approve or decline the additional work and charges.			
	Sales Tax - South San Francisco, CA		9.00%	1,717.20

Thanks for thinking of me when you need things done!	Total	\$21,872.20
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PHONDINI
it's like magic...

Phondini Partners
PO Box 157
Half Moon Bay, CA 94019
Mobile 650.759.9553
Fax 888.279.4753

Sabrina Brennan
President, San Mateo County Harbor District
400 Oyster Point Blvd
South San Francisco, CA 94080

Dear Ms. Brennan,

In October of 2013 we started discussions with the District about a mutually-beneficial partnership between the District and Phondini Partners regarding the use of our services to improve communications between the District and its tenants, constituents and visitors. Our goal is to provide the Harbor District with a ready-made solution for 21st century outreach to citizens who use Smartphones, Tablets or Social Media leveraging the nearly 40,000 users of our apps that cover services and events in San Mateo County, including FishLine, FarmLine, iCoastside, iPumpkin and Pacific Coast Dream Machines.

To that end, we would like to make a brief presentation to a meeting of the Board of Commissioners at your earliest convenience to:

- Describe the accomplishments of the FishLine Community Program since its establishment in 2012
- Outline the benefits of a partnership with the District around the FishLine Community Program
- Answer questions about the FishLine Community Program and Phondini Partners

Phondini Partners is a local business, headquartered in Half Moon Bay and employing individuals residing in San Mateo County.

Please let us know when we may be able to present at a meeting of the Board of Commissioners.

Best regards,

Joseph R. Falcone
CEO, Phondini Partners LLC



STAFF REPORT

FROM: Debra Galarza, Director of Finance

DATE: April 1, 2015

SUBJECT: Responses to March 18th DRAFT Preliminary Budget Questions

Attached is the Draft Preliminary Capital and Operating Budget from the March 18, 2015. No revisions have been made. Below are responses to the questions received.

Jim Steele, Assistant City Manager, South San Francisco

1. The Contractual Services budget amount goes from \$185K to \$79K. What is the reason for the decrease? Is there a degradation of service?

Answer: Last year's contractual service budgeted included cost allocations for the remaining balance of Strategic Business Plan and Facilities Condition Study. Those were one time expenditures that will not be repeated in Fiscal Year 15-16.

2. "I'm not used to seeing depreciation expense as a budget item. It's a non-cash item. Depreciation is something the accountants put on the expenditure statements at the end of the year. So, if budgeting for capital projects and depreciation, it seems like your're kind of double dipping, since they reflect the same assets".

Answer: Capital Project expenditure reflects the projected expenditures for the next fiscal year for projects that have yet to be added to the District's assets, so are not included in current depreciation expense line item.

Depreciation expense reflects the loss in value each year of current District assets for capital projects completed in prior years. The two items are unrelated.

GFOA recommends that the budget document clearly define the basis of accounting used for budgetary purpose. The District is an Enterprise Fund and budgets on an accrual basis, not on a modified accrual basis as cities do.

3. It would really be nice to see a change in reserves discussion, beginning balance, change to reserves and ending balance.

Answer: In the next revision of the Budget I will add a section with reserve information.



STAFF REPORT

Tom Mattusch, Harbor Commissioner

4. The amount was questioned about the \$17.5K in memberships, dues, and subscriptions; in particular, what are the current District's memberships. Additionally he would LIKE to add \$500 to each Oyster Point Marina and Pillar Point Harbor for membership to California Boating Officer's Safety Association for membership, conferences and training.

Answer: Mr. Mattusch was supplied with the invoices for last year's memberships which totaled approximately \$14K. I will add the \$500 to memberships for Pillar Point and Oyster point in the next revision of the Budget.

Sabrina Brennan, Harbor Commissioner

5. A history of District spending on California Harbormaster and Port Captain's and California Boating Officer's Safety Association membership dues was requested.

Answer: The District records show that from 2000 they have paid for membership dues for Harbor Masters for the California Harbormaster and Port Captains Association. There are no records of the District paying for any other employee for this association. From 2002-2011 the District did pay membership dues for all Harbor Patrol for the California Boating Officer's Safety Association. It currently does not pay or reimburse the Harbor Patrol for this membership. However, for Fiscal Year 2015-16, Mr. Mattusch has requested that the District reestablish this practice.

6. Is the West Trail budgeted amount sufficient to cover costs of erosion?

Answer: The engineering and permitting, once complete, will give a better idea of costs needed to repair the trail. Budgets are just estimates and may change over time given new information.

General Discussion

7. There was a request for information on Termination Benefits for Commissioners.

Answer: Sally Campbell was the last outgoing Commissioner who qualified for the Termination Benefit. No other Commissioner/s is eligible for the benefit after 2012. The benefit was for the employee or qualified dependent. Ms. Campbell is deceased



STAFF REPORT

and her qualified dependent, as of July 1, 2015, will have 35 months' worth of benefit remaining. This benefit is no longer offered to any existing or future Commissioners.

Leonard D Woren, Via Email

- 8. Reviewing the draft budget, it appears that the benefits/salary ratio at PPH is 75% and at OPM is 85%, which is quite excessive. Common is a bit below 50%, and anything above 50% is generally considered too high. I would like to see a detail breakdown analysis of those benefits costs in order to have transparency regarding the high ratios. I.e., what are all of the various district-paid benefits costs as separate line items?***

Answer: Exhibit A at the end of this memo is a table of the details of benefit costs for our employees. Keep in mind that as new employees start they are at the lowest wage scale and have some similar benefits to seasoned employees. The ratio would be higher simply because the denominator was lower. The current ratio is 48%. Other line items in the Benefits section are not current employee costs. In addition, I erroneously entered \$70,000 for OPM life insurance instead of \$7,000 in the DRAFT Preliminary Budget. This will be corrected in the next revision.

- 9. In particular, are the employees paying their share of retirement benefits, or is the employer still covering all of the employee's share? A recent change to California law mandates a phase out over the next few years of employers paying employees' share of retirement costs. Is the SMCHD abiding by this law?***

Answer: SMCHD abides by all laws and legislation. The District is contracted with CalPERS. Currently there are 19 employees in which the District pays 7% of the Employee share; 2 employees in which the District pays 2% of the Employee share; and 7 employees who are PEPRAs in which the District pays 0% of the Employee share. The District pays the entire Employer share. Currently the District's employees benefit structure is part of their MOU's. Those contracts expire June 30, 2015. The Pension Reform Act of 2013 details new requirements for employer cost sharing. That legislation will direct the retirement portion of the MOU negotiations.



STAFF REPORT

EXHIBIT A	<u>Pillar Point</u>	<u>Oyster Point Marina</u>
Base Salary	\$ 1,132,591	\$ 730,999
<u>Benefits:</u>		
Retirement-EE Portion	\$ 58,546	\$ 34,998
Retirement-ER Portion	\$ 207,212	\$ 128,735
Social Security	\$ 1,860	\$ -
Medicare Tax	\$ 14,636	\$ 10,375
Health Insurance	\$ 245,000	\$ 142,800
Health Insurance Pay Out	\$ 4,746	\$ 20,910
Life Insurance	\$ 9,725	\$ 70,000
Life Insurance Adjustment for revision		\$ (63,000)
Long Term Disability	\$ 6,300	\$ 4,500
Sub-Total Employee Benefits:	\$ 548,025	\$ 349,318
 Benefit Ratio for Current Employees	 48%	 48%
<u>Other Benefits in Benefit Summary:</u>		
Health Insurance-Retirees	\$ 37,500	\$ 45,000
Life Insurance-Retirees	\$ 1,250	\$ 1,700
Termination Benefit	\$ 175,844	\$ 80,972
Workers Comensation Insurance	\$ 79,300	\$ 67,000
Employee Assistance Plan	\$ 1,300	\$ 1,100
Auto Allowance	\$ 8,400	\$ 8,400
Sub-Total Other Benefits:	\$ 303,594	\$ 204,172
 Total Benefits in Budget	 \$ 851,619	 \$ 553,490
		(includes pending adj)

SAN MATEO COUNTY HARBOR DISTRICT

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



DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET FISCAL YEAR ENDING JUNE 30, 2016 Presented on March 18, 2015

Board of Harbor Commissioners

**Scott Grindy
Acting General Manager**

**Debra Galarza
Director of Finance**

**John Draper
Acting Harbor Master**

**Charles White
Acting Harbor Master**



San Mateo County Harbor District
Board of Harbor Commissioners

<u>TITLE</u>	<u>NAME</u>	<u>TERM EXPIRES</u>
PRESIDENT	Sabrina Brennan	December 31, 2016
VICE PRESIDENT	Tom Mattusch	December 31, 2016
SECRETARY	Nicole David	December 31, 2018
COMMISSIONER	Pietro Parravano	December 31, 2016
COMMISSIONER	Robert Bernardo	December 31, 2018

**PRELIMINARY OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2016**

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SAN MATEO COUNTY HARBOR DISTRICT

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



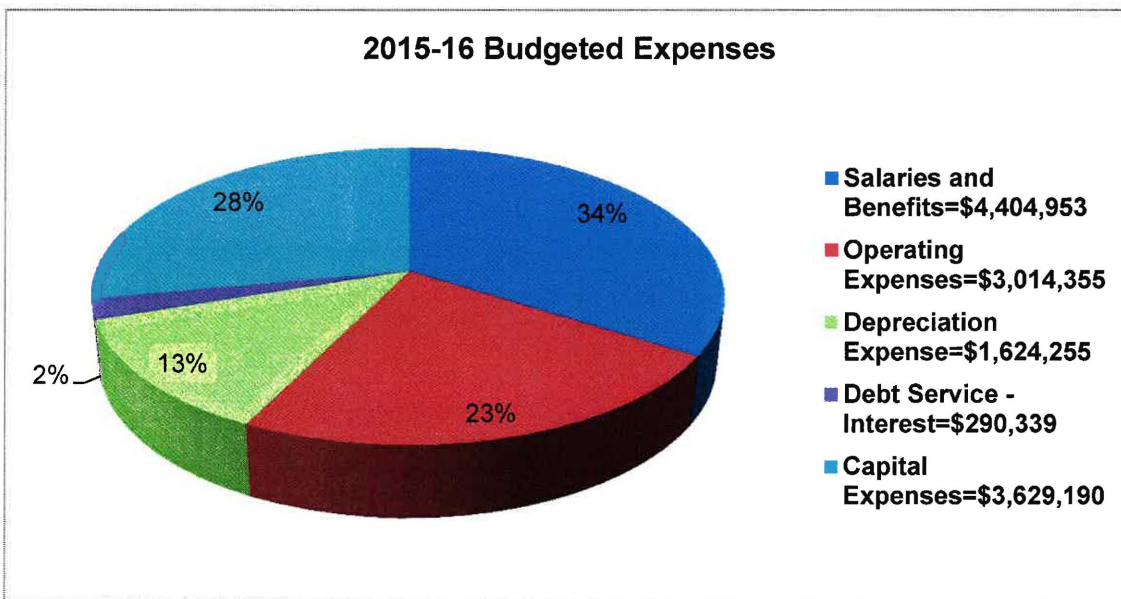
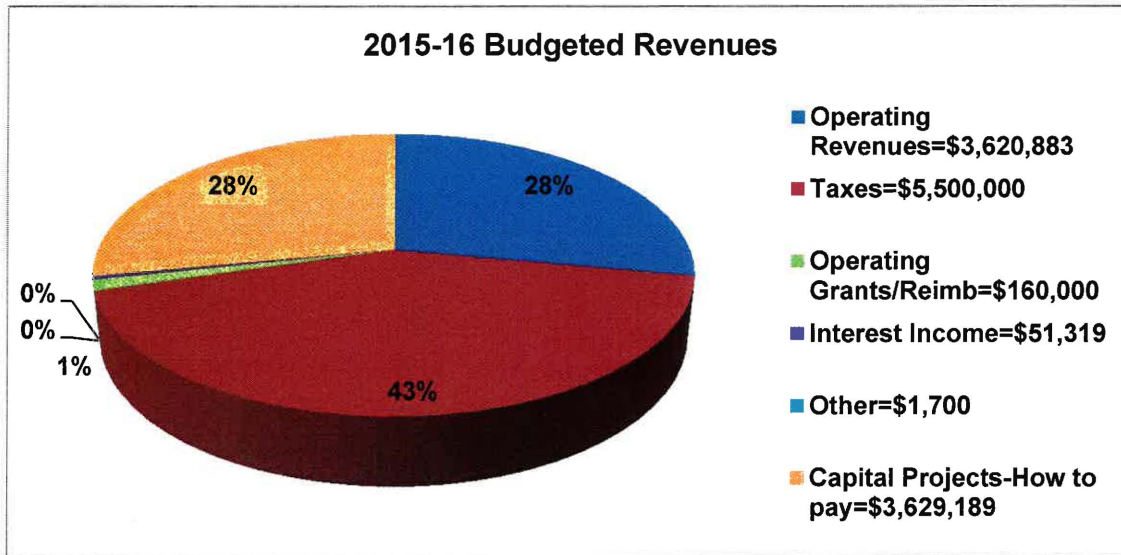
BUDGET SUMMARY

DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2016

BUDGET SUMMARY

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/14	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET
Operating Revenues	4,272,223	3,788,250	2,064,792	3,760,319	3,780,883
Non-Operating Revenues	7,438,059	5,117,300	2,469,203	5,391,003	5,553,019
TOTAL REVENUES	11,710,282	8,905,550	4,533,994	9,151,322	9,333,902
Operating Expenses	6,545,252	8,244,724	4,480,141	7,573,229	7,419,308
Non-Operating Expense	2,635,898	1,934,426	0	1,873,821	1,914,593
TOTAL EXPENSES	9,181,149	10,179,150	4,480,141	9,447,050	9,333,902
<i>NET INCREASE(DECREASE)</i>	<i>2,529,133</i>	<i>(1,273,600)</i>	<i>53,853</i>	<i>(295,728)</i>	<i>0</i>
Total Capital Projects Expense	1,436,415	777,686	156,749	-	3,629,190
TOTAL EXPENSES WITH CAPITAL	10,617,565	10,956,836	4,636,890	9,447,050	12,963,092
TOTAL INCREASE(DECREASE) INCLUDING CAPITAL	1,092,718	(2,051,286)	(102,896)	(295,728)	(3,629,190)

Total Revenues & Expenses



TOTAL SOURCES: \$12.9 MILLION = TOTAL USES: \$12.9 MILLION

Budget Summary

Fiscal Year Ending June 30, 2016

1. This year's budget Operating and Non-Operating Revenue are balanced to the Operating and Non-Operating Expenses. This was attainable because several repairs and maintenance projects had been completed in previous years, attrition of senior staff at higher salaries and benefits are being replaced with new staff who have lower salaries and benefits, and it is estimated that new lease negotiations on three lease renewals will enhance revenues.
2. Capital costs will need to be funded by reserves. Other financing should be researched but is limited to the restrictions put in place by DBAW.
3. Capital projects in the amount of \$3,629,290 are made up of \$2,638,257 in new projects and \$355,933 in carryovers from FY2014-15. Review of the Facilities study, meetings with Harbor Masters and Acting General manager enabled the discussion of necessary capital projects. Capital projects are evaluated by necessity due to health and safety issues (i.e. Johnson Pier electrical repairs), items that may create legal issues (i.e. Romeo Pier), and projects that would generate revenue (i.e. Sidewalk project via higher percentage rents).

DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2016

BUDGET SUMMARY

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
OPERATING REVENUE:					
Berth Fees	1,588,500	1,102,083	0	0	2,690,583
Mooring Fees	41,000	0	0	0	41,000
Launch Ramp Fees	81,500	16,750	0	0	98,250
Dock Boxes	0	6,500	0	0	6,500
Misc. Fees	47,100	10,550	0	0	57,650
Rents & Concessions	430,000	205,000	0	0	635,000
RV Parking (Fishing)	50,450	0	0	0	50,450
Event Fees	22,750	500	0	0	23,250
Commercial Activity Permits	9,000	1,500	0	0	10,500
Sales	6,500	1,200	0	0	7,700
State- DBAW - Abandoned Vessel	75,000	85,000	0	0	160,000
Total Operating Revenues	2,351,800	1,429,083	0	0	3,780,883
NON-OPERATING REVENUE:					
Taxes	0	0	5,500,000	0	5,500,000
Interest Income	0	0	51,319	0	51,319
Miscellaneous Revenues	0	0	1,700	0	1,700
Total Non-Operating Revenues	0	0	5,553,019	0	5,553,019
TOTAL REVENUES	2,351,800	1,429,083	5,553,019	0	9,333,902

DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2016

BUDGET SUMMARY

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
SALARIES AND BENEFITS:					
Salaries and Wages Expense:					
Base Salary and Wages	1,091,591	689,999	730,057	36,000	2,547,647
Overtime	16,000	16,000	8,000	0	40,000
Other Pay	25,000	25,000	0	0	50,000
Total Salaries and Wages	1,132,591	730,999	738,057	36,000	2,637,647
Benefits Expense:					
Pension Contributions	265,758	163,733	135,778	0	565,270
Health Insurance Costs - Current Employees	249,746	163,710	102,174	40,769	556,399
Worker's Compensation Insurance	79,300	67,000	5,444	400	152,144
Other Insurance - Current Employees	16,025	74,500	14,100	300	104,925
Insurance Costs - Retirees	38,750	46,700	0	21,315	106,765
Social Security and Taxes	16,496	10,375	20,507	2,832	50,209
Auto Allowance	8,400	8,400	8,400	0	25,200
Employment Assistance Program	1,300	1,100	670	600	3,670
Liability for Termination Benefit	175,844	80,972	(27,709)	(26,382)	202,725
Total Benefits	851,619	616,490	259,363	39,834	1,767,306
TOTAL SALARY AND PAYROLL BURDEN	1,984,211	1,347,489	997,420	75,834	4,404,953

DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2016

BUDGET SUMMARY

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
OPERATING EXPENSES:					
Advertising	11,200	8,000	2,500	8,000	29,700
Bad Debt Expense	45,000	50,000	0	0	95,000
Communications	21,000	13,100	12,500	0	46,600
WiFi Services	4,440	6,500	0	0	10,940
Computer - Hardware and software	11,750	5,000	7,500	0	24,250
Postage	9,000	4,000	9,000	100	22,100
Meetings/Travel/ Training	6,600	5,300	6,500	9,800	28,200
Auto Mileage Reimbursement	500	400	1,500	200	2,600
Memberships/ Exams/ Subscriptions	400	250	17,500	0	18,150
Personnel Tests	1,100	1,150	2,500	0	4,750
Property & Casualty Insurance	135,000	139,200	0	14,935	289,135
Fuel	12,000	6,400	0	0	18,400
Operating Supplies	67,900	31,500	0	0	99,400
Office Supplies	7,500	5,400	13,600	1,800	28,300
Uniform Expenses	9,000	7,500	0	0	16,500
Legal Services	55,000	15,000	100,000	150,000	320,000
Contractual Services-IT	10,500	13,000	21,000	4,000	48,500
Contractual Services-Professional	50,000	79,800	75,000	0	204,800
Outside Contractual Services	105,900	127,080	33,150	21,500	287,630
Special Events Expense	6,500	6,500	0	0	13,000
Bank & Credit Card Fees	16,400	22,300	750	0	39,450
Office Space and Equipment Rentals	0	4,500	99,000	0	103,500
Repair and Maintenance	467,000	131,500	0	0	598,500
Garbage Collections	158,300	26,500	0	0	184,800
Harbor/ Marina Equipment	17,150	5,000	0	0	22,150
Vessel Destruction	65,000	75,000	0	0	140,000
Water and Electrical Utility Expenses	168,500	108,000	0	0	276,500
LAFCO Fees	0	0	7,500	0	7,500
Property Tax Admin. Fee	0	0	29,000	0	29,000
Employee Appreciation Dinner	0	0	0	5,000	5,000
Total Operating Expenses	1,462,640	897,880	438,500	215,335	3,014,355
Total All Operating, Salary and Benefit Expenses	3,446,851	2,245,369	1,435,920	291,169	7,419,308
NON-OPERATING EXPENSES:					
Depreciation Expense	558,065	1,054,626	11,563	0	1,624,255
Interest Expense - DBAW Loan	129,869	160,470	0	0	290,339
Total Non-Operating Expenses	687,934	1,215,096	11,563	0	1,914,593
TOTAL OE&E EXPENSE	4,134,785	3,460,465	1,447,483	291,169	9,333,902

DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2016

BUDGET SUMMARY

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
CAPITAL PROJECTS (2015-2016 BUDGET APPROPRIATION ONLY):					
Oyster Point Marina:					
Correct Flooding Issues	0	25,000	0	0	25,000
Trash Compactor	0	40,000	0	0	40,000
Dock 12 Referishment	0	500,000	0	0	500,000
Pillar Point Harbor:					
Mooring Replacements	25,000	0	0	0	25,000
Leasee Sidewalk	300,000	0	0	0	300,000
Rip Rap Fishing Pier Repair	300,000	0	0	0	300,000
Johnson Pier Electrical Feed Power	173,000	0	0	0	173,000
Dock Fingers	580,257	0	0	0	580,257
Radon Boat Replacement or Repair	120,000	0	0	0	120,000
Harbor Office Remodel	200,000	0	0	0	200,000
Romeo Pier	650,000	0	0	0	650,000
Trench Drains at Boat Launch Ramp	40,000	0	0	0	40,000
Launch Ramp Restroom Design	250,000	0	0	0	250,000
Inner Harbor Dredging	70,000	0	0	0	70,000
Total Capital Projects (2015-16 Appropriations)	2,708,257	565,000	0	0	3,273,257
CAPITAL PROJECTS (CARRYOVER):					
Pillar Point Harbor:					
West Trail - Fix Erosion	355,933	0	0	0	355,933
Total Capital Projects (Carryover Appropriations)	355,933	0	0	0	355,933
Total All Capital Projects	3,064,190	565,000	0	0	3,629,190
TOTAL ALL COSTS	7,198,974	4,025,465	1,447,483	291,169	12,963,091
TOTAL REVENUES LESS TOTAL EXPENSES					(3,629,190)

SAN MATEO COUNTY HARBOR DISTRICT

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



REVENUES

DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET
 FISCAL YEAR ENDING JUNE 30, 2016

DESCRIPTION	COMBINED REVENUES				
	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/14	FY 14-15 PROJECTED ANNUAL	FY 15-16 FINAL BUDGET
Operating Revenues	4,272,223	3,788,250	2,064,792	3,760,319	3,780,883
Non-Operating Revenues	7,438,059	5,117,300	2,469,203	5,391,003	5,553,019
TOTAL REVENUES	11,710,282	8,905,550	4,533,994	9,151,322	9,333,902

DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2016

PILLAR POINT HARBOR REVENUES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET
OPERATING REVENUE:					
Berth Fees	1,644,761	1,674,000	883,620	1,563,092	1,588,500
Mooring Fees	42,346	41,000	18,475	40,075	41,000
Launch Ramp Fees	88,325	81,500	69,495	81,306	81,500
Misc. Fees	77,447	37,900	28,377	45,439	45,600
Crab Pot Storage Fee	5,050	5,800	1,200	1,500	1,500
Rents & Concessions	457,280	433,000	298,776	429,108	430,000
RV Parking (Fishing)	37,311	35,000	35,430	50,430	50,450
Event Fees	0	22,100	9,130	22,730	22,750
Commercial Activity Permits	18,685	9,000	3,600	9,000	9,000
Sales	13,359	6,500	3,328	6,500	6,500
Operational Grants					
State- DBAW - Abandoned Vessel	0	30,000	0	75,000	75,000
Total Operating Revenues	2,384,566	2,375,800	1,351,431	2,324,180	2,351,800

Pillar Point Harbor

Fiscal Year Ending June 30, 2016

1. The fishing season was again robust in FY2014-15 and Pillar Point was 100% occupied for most of the commercial crab fishing season. It was approximately 96% occupied during salmon season. The Department of Fish and Wildlife have forecasted that the Salmon season this coming year will surpass last year despite the drought conditions. This will have a positive effect on revenues.
2. Budgeted revenue from lease rents and concessions is expected to increase as a result of CPI lease rent adjustments, percentage rents, and offloading fees. As the economy improves, it is hoped that foot traffic to the harbor and related patronage of the harbor and lessee facilities will increase.
3. Grant monies received from Division of Boating and Waterways Grant for Abandoned Vessel Abatement are expected to continue to be received and Pillar Point will continue to remove and salvage abandoned vessels as necessary even though grant funding from the State will not completely cover the costs of abatement. The District will consider alternative methods of cost recovery if/when grants are not available.

DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2016

OYSTER POINT MARINA PARK REVENUES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET
OPERATING REVENUE:					
Berth Fees	1,189,745	1,098,400	570,551	1,099,839	1,102,083
Dock Boxes	6,380	6,400	3,150	6,300	6,500
Launch Ramp Fees	21,748	17,850	8,085	16,500	16,750
Misc. Fees	18,077	19,200	5,457	10,450	10,550
Rents & Concessions	371,029	235,000	120,708	225,000	205,000
Event Fees	0	500	85	1,500	500
Commercial Activity Permits	7,037	3,200	400	350	1,500
Sales	2,222	1,900	591	1,200	1,200
Operational Grants					
State- DBAW - Abandoned Vessel	21,420	30,000	4,334	75,000	85,000
Reimbursements on Projects(Dock 8)	2,000,000	0	0	0	0
Federal - DBAW - Guest Dock	250,000	0	0	0	0
Total Operating Revenues	3,887,658	1,412,450	713,361	1,436,139	1,429,083
NON-OPERATING REVENUE:					
Reimbursements on Projects	0	0	0	0	0
Total Non-Operating Revenues	0	0	0	0	0

Oyster Point Marina/Park

Fiscal Year Ending June 30, 2016

1. Operating revenues for FY2015-16 are projected to decrease from FY2014-15. This projection is the net result of flat berth rentals and decreases in grant reimbursements. However, new developments in the Oyster Point area are beginning due to increase demands from Biotech companies which may bring more foot traffic to the Marina/Park in the future.
2. Grant monies received from a Division of Boating and Waterways Grant for Abandoned Vessel Abatement are not expected to fully cover the costs of abatement. Oyster Point will continue to remove and salvage abandoned vessels as necessary despite the lack of grant funding from the State. The District will consider alternative methods of cost recovery if/when grants are not available.

DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET
 FISCAL YEAR ENDING JUNE 30, 2016

ADMINISTRATION REVENUES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET
NON-OPERATING REVENUE:					
Taxes	5,265,173	5,050,000	2,412,700	5,303,964	5,500,000
Interest Income	76,179	66,200	21,156	51,200	51,319
State Mandated Cost Grant	0	0	34,739	34,739	0
Miscellaneous Revenues	96,708	1,100	608	1,100	1,700
Total Non-Operating Revenues	5,438,059	5,117,300	2,469,203	5,391,003	5,553,019

Administration

Fiscal Year Ending June 30, 2016

1. For FY2015-16, interest income is projected to be \$50 thousand. Interest income is expected to increase slightly as the Federal Reserve is expected to raise the Fed Funds Rate mid-2015.
2. Property tax revenues are projected to be \$4.6 million. The FY2015-16 property tax revenue estimate is an increase from current year projections. This estimate is based upon current trends in property values plus information received from the San Mateo County Assessor's Office.
3. Excess "ERAF" (Educational Revenue Augmentation Fund) was included in last year's budget for the first time. ERAF distributions received have been a consistent revenue source and this budget includes the expected ERAF revenue of \$850K. "RDA" (Redevelopment Agency) monies are not included in the property tax estimate as they are uncertain and dependent on State Budget policy decisions.

SAN MATEO COUNTY HARBOR DISTRICT

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



EXPENSES

DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2016

COMBINED EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/14	FY 14-15 PROJECTED ANNUAL	FY 14-15 PRELIMINARY BUDGET
SALARIES AND BENEFITS:					
Salaries and Wages Expense	2,306,175	2,432,350	1,234,446	2,365,639	2,620,520
Benefits Expense	1,546,185	1,750,548	1,255,446	1,804,130	1,767,306
Total Salary and Payroll Burden	3,852,360	4,182,898	2,489,892	4,169,769	4,387,826
OPERATING EXPENSES	2,692,892	4,061,826	1,990,250	3,403,460	3,014,355
NON-OPERATING EXPENSES	2,635,898	1,934,426	0	1,873,821	1,914,593
Total Expenses without Capital Outlay	9,181,149	10,179,150	4,480,141	9,447,050	9,316,774
CAPITAL PROJECTS	950,521	777,686	156,749	0	3,804,190
TOTAL OPERATING EXPENSES & CAPITAL	10,131,671	10,956,836	4,636,890	9,447,050	13,120,964

DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2016

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
SALARIES AND BENEFITS:					
Salaries and Wages Expense:					
Base Salary and Wages	928,556	999,850	498,940	952,400	1,091,591
Overtime	14,238	16,500	2,344	5,500	16,000
Other Pay	0	15,000	15,943	25,000	25,000
Total Salaries and Wages	942,795	1,031,350	517,227	982,900	1,132,591
Benefits Expense:					
Pension Contributions	225,332	252,100	118,600	264,028	265,758
Health Insurance Costs - Current Employees	211,766	211,500	119,944	239,888	249,746
Worker's Compensation Insurance	72,787	79,300	54,522	79,300	79,300
Other Insurance - Current Employees	15,820	16,025	10,221	17,562	16,025
Insurance Costs - Retirees	36,861	24,150	18,690	37,432	38,750
Social Security and Taxes	14,374	15,969	7,869	16,229	16,496
Auto Allowance	4,400	8,400	2,100	4,400	8,400
Employment Assistance Program	1,246	1,300	623	1,300	1,300
Liability for Termination Benefit	218,844	185,125	317,446	175,884	175,844
Total Benefits	801,429	793,869	650,015	836,023	851,619

DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2016

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET
OPERATING EXPENSES:					
Advertising	10,076	11,204	5,344	10,688	11,200
Bad Debt Expense	20,944	65,000	0	65,000	45,000
Communications	25,140	22,600	12,876	22,600	21,000
Wifi Services	0	9,600	1,116	4,800	4,440
Computer Hardware and Software	3,969	11,750	436	11,750	11,750
Postage	6,919	30,100	4,030	8,800	9,000
Meetings/Travel/ Training	1,219	6,300	2,830	4,575	6,600
Auto Mileage Reimbursement	256	500	162	500	500
Memberships/ Dues/ Subscriptions	138	200	262	400	400
Recruitment and Personnel Tests	80	2,000	108	450	1,100
Property & Casualty Insurance	112,167	137,830	123,652	125,000	135,000
Fuel	11,708	12,500	5,220	10,600	12,000
Operating Supplies	67,400	85,288	25,908	59,600	67,900
Office Supplies	12,191	12,000	2,618	6,500	7,500
Office Equipment	0	0	0	0	0
Uniform Expenses	9,721	12,500	3,693	8,000	9,000
Special Events Expense	5,887	6,500	3,250	6,500	6,500
Legal Services	7,735	20,000	17,992	38,000	55,000
Contractual Services-IT	0	18,500	2,261	6,500	10,500
Contractual Services-Professional	43,162	181,982	42,087	90,000	50,000
Outside Contractual Services	133,167	157,008	70,617	148,300	105,900
Bank & Credit Card Fees	17,520	16,400	9,022	16,040	16,400
Repair and Maintenance	356,987	486,010	98,235	409,000	467,000
Garbage Collections	146,579	154,300	75,857	153,750	158,300
Trash Compactor	54,678	0	0	0	0
Harbor/ Marina Public Access	0	0	0	0	0
Harbor/ Marina Equipment	56,259	25,300	0	5,000	17,150
Vessel Destruction	6,573	83,427	6,293	75,000	65,000
Water and Electrical Utility Expenses	174,316	168,000	106,883	68,203	168,500
Total Operating Expenses	1,284,789	1,736,799	620,752	1,355,556	1,462,640
NON-OPERATING EXPENSES:					
Depreciation Expense	821,391	603,178	0	558,065	558,065
Interest Expense - DBAW Loan	170,412	168,627	0	123,587	129,869
Total Non-Operating Expenses	991,803	771,805	0	681,652	687,934

DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2016

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET
CAPITAL PROJECTS:					
Rip Rap Repair - Fishing Pier					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	0	0	0	0	300,000
Dock Fingers					
Carry Over Money	15,407	0	0	0	580,257
2015-16 Budget Appropriation	0	0	0	0	0
Johnson Pier Repairs					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	121,484	1,370	0	0	173,000
West Trail - Fix Erosion					
Carry Over Money	0	0	0	0	355,933
2015-16 Budget Appropriation	15,402	408,309	46,669	0	0
PPH Leasee Sidewalk					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	0	0	0	0	300,000
Trench Drains at Boat Launch Ramp					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	0	0	0	0	40,000
Add'l 71 Berths, Bulkhead					
Carry Over Money	15,994	3,316	0	0	0
2015-16 Budget Appropriation	0	0	0	0	0
North HMB Shoreline (Surfers Beach)					
Carry Over Money	91,159	89,316	89,316	0	0
2015-16 Budget Appropriation	0	0	0	0	0
Pay Station Parking PPH					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	0	50,000	0	0	0
Dredge Launch Ramp					
Carry Over Money	322,917	1,830	0	0	0
2015-16 Budget Appropriation	0	0	0	0	0
Patrol Boat-Repairs					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	0	0	0	0	120,000

DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET
 FISCAL YEAR ENDING JUNE 30, 2016

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET
CAPITAL PROJECTS:					
Harbor Office Remodel					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	0	9,279	8,299	0	200,000
Restroom-West Basin					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	116,240	0	0	0	0
Tenant Sewer Project					
Carry Over Money	241,968	12,441	193	0	0
2015-16 Budget Appropriation	0	0	0	0	0
Mooring Replacements					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	9,950	0	0	0	25,000
Restrooms - Launch Ramp Pre Cast					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	0	25,000	0	0	250,000
Post Office Lot					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	0	0	6,660	0	0

DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2016

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET
CAPITAL PROJECTS:					
Removal of Romeo Pier					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	0	61,200	5,404	0	650,000
Inner Harbor Dredging					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	0	70,000	0	0	70,000
Total Capital Projects	950,521	752,061	156,541	0	3,064,190
TOTAL EXPENSES	4,971,338	5,085,884	1,944,534	3,856,131	7,198,974

Pillar Point Harbor

Fiscal Year Ending June 30, 2016

1. For FY2015-16, the Pillar Point Harbor budget for salaries and payroll related expenses are expected to increase by approximately \$120 thousand over FY2014-15 projections not including Termination Benefit expense (see #2) due to an increase of one Deputy Harbormaster and additional temporary administrative staff budgeted to assist during fishing seasons. This is due to an expected cost of living adjustment for all employees. The cost of living adjustment, based on the December 31, 2014 Labor CPI for San Francisco-Oakland-San Jose, is 2.1%.
2. The budget includes annual Termination Benefit expense of \$175,844 based on the estimated accrued liability for employees who have worked 12 years or more for the District and have been hired prior to July 1, 2009. The reason for the increase is due to cost increase for health care and the fact that two employees will vest for this benefit this fiscal year. This benefit expires as follows (example: Employee works 15 years and leaves District. The employee is entitled to 7.5 years of health benefits only.)
3. The FY2015-16 budget for other operating expenses is \$107,084 greater than FY2014-15 projected expenses. FY2015-16 has several deferred repairs and maintenance projects that needed to be addressed and those repairs and maintenance projects focus on safety and immediately needed repairs. The largest repair is a \$100,000 cost for asphalt repairs in and around the facility.
4. Interest payments to the Division of Boating and Waterways (DBAW) have been included in this budget at \$169 thousand as set in the Loan Agreement with the DBAW.
5. Capital expenditures in the FY2015-16 budget total \$ 2.7 million of which \$355,933 are carryover funds. Current projects include design for the Launch Ramp restrooms, Mooring replacements, Rip Rap Fishing Pier Repair, Johnson Pier Electrical Power Feed Repair, Flow Meters for sewer lift station, Radon Boat repair, design for Harbor Office remodel, Dock Finger repair, Romeo Pier engineering engagement, trench drains at boat launch ramp, inner harbor dredging and an emergency repair for the erosion at the West Trail.

DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2016

OYSTER POINT MARINA PARK EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET
SALARIES AND BENEFITS:					
Salaries and Wages Expense:					
Base Salary and Wages	679,097	668,300	352,577	670,739	689,999
Overtime	10,669	17,000	7,334	16,000	16,000
Other Pay	0	20,000	0	25,000	25,000
Total Salaries and Wages	689,766	705,300	359,911	711,739	730,999
Benefits Expense:					
Pension Contributions	154,377	189,000	74,856	162,999	163,733
Health Insurance Costs - Current Employees	140,507	145,354	71,874	139,910	163,710
Worker's Compensation Insurance	54,479	55,000	37,563	67,000	67,000
Other Insurance - Current Employees	12,630	11,400	17,150	11,250	74,500
Insurance Costs - Retirees	33,293	35,700	21,405	42,887	46,700
Social Security and Taxes	10,015	23,200	5,247	10,241	10,375
Auto Allowance	4,400	8,400	2,100	6,150	8,400
Employment Assistance Program	1,030	1,100	515	1,030	1,100
Liability for Termination Benefit	29,891	136,168	108,486	80,972	80,972
Total Benefits	440,621	605,322	339,196	522,439	616,490

DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2016

OYSTER POINT MARINA PARK EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET
OPERATING EXPENSES:					
Advertising	5,116	8,000	5,383	8,000	8,000
Bad Debt Expense	49,259	65,000	0	65,000	50,000
Communications	14,452	12,800	8,635	12,800	13,100
Wifi Expense	0	8,000	2,564	6,500	6,500
Computer Hardware and Software	5,813	5,000	528	4,750	5,000
Postage	3,053	4,000	1,792	3,800	4,000
Meetings/Travel/ Training	2,286	6,300	1,052	2,550	5,300
Auto Mileage Reimbursement	117	400	136	250	400
Memberships/ Dues/ Subscriptions	138	200	183	250	250
Personnel Tests	80	1,100	101	550	1,150
Property & Casualty Insurance	112,167	137,800	123,652	137,500	139,200
Fuel	5,327	6,800	2,383	5,400	6,400
Operating Supplies	40,299	32,188	9,820	29,550	31,500
Office Supplies	8,903	7,000	2,172	4,500	5,400
Uniform Expenses	6,748	8,000	3,339	7,000	7,500
Special Events Expense	2,946	6,500	4,083	6,500	6,500
Legal Services	22,332	10,000	3,724	10,000	15,000
Contractual Services-IT	0	13,000	5,515	12,500	13,000
Contractual Services-Professional	23,903	185,822	41,579	114,400	79,800
Outside Contractual Services	133,652	136,689	67,406	121,700	127,080
Bank & Credit Card Fees	17,869	22,250	9,655	19,400	22,300
Office Space and Equipment Rentals	3,828	4,200	1,718	3,500	4,500
Repair and Maintenance	46,061	131,825	36,706	111,500	131,500
Garbage Collections	21,655	26,500	12,033	25,500	26,500
Harbor/ Marina Equipment	37,509	5,000	0	5,000	5,000
Vessel Destruction	24,120	65,880	66,495	75,000	75,000
Water and Electrical Utility Expenses	87,487	128,300	45,045	113,000	108,000
Total Operating Expenses	675,118	1,038,554	455,702	906,400	897,880
NON-OPERATING EXPENSES:					
Depreciation Expense	1,449,319	988,195	0	1,054,626	1,054,626
Interest Expense - DBAW Loan	180,204	160,470	0	123,587	160,470
Total Non-Operating Expenses	1,629,524	1,148,665	0	1,178,213	1,215,096

DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2016

OYSTER POINT MARINA PARK EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET
CAPITAL PROJECTS:					
West Restroom Remodel					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	3,507	0	0	0	0
Refurbishment Dock 12					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	0	0	0	0	500,000
Replacement of Guest Dock					
Carry Over Money	48,424	0	0	0	0
2015-16 Budget Appropriation	0	0	0	0	0
East Basin Restroom Renovation					
Carry Over Money	251,123	0	0	0	0
2015-16 Budget Appropriation	0	0	0	0	0
Trash Compactor					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	0	0	0	0	40,000
Correct Flooding Issues					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	0	25,000	0	0	25,000
Dock 11					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	170,966	0	0	0	0
Electrical Pad for Kayak					
Carry Over Money	0	0	0	0	0
2015-16 Budget Appropriation	11,875	625	207	0	0
Total Capital Projects	485,894	25,625	207	0	565,000
TOTAL EXPENSES	3,920,922	3,523,466	1,155,017	3,318,791	4,025,465

Oyster Point Marina/Park

Fiscal Year Ending June 30, 2016

1. For FY2015-16, the Oyster Point Marina budget for salaries and payroll related expenses are expected to increase by approximately \$27 thousand higher than FY2014-15 projections not including OPEB expense (see #2). This is due to an expected cost of living adjustment for all employees. The cost of living adjustment, based on the December 31, 2014 Labor CPI for San Francisco-Oakland-San Jose is 2.1%.
2. The budget includes annual Termination Benefit expense of \$80,972 based on the estimated accrued liability for employees who have worked 12 years or more for the District and have been hired prior to July 1, 2009. This benefit expires as follows (example: Employee works 15 years and leaves District. The employee is entitled to 7.5 years of health benefits only.)
3. Interest payments to the Division of Boating and Waterways (DBAW) have been included in this budget at \$123,587 thousand as set in the Loan Agreement with the DBAW.
4. Capital projects budgeted at \$565,000 include repair of Dock 12, a new trash compactor, and engineering to correct flooding at the Harbor Master's office during high tide.

DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2016

ADMINISTRATION EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET
SALARIES AND BENEFITS:					
Salaries and Wages Expense:					
Base Salary and Wages	631,951	654,200	353,266	630,000	730,057
Overtime	5,664	5,500	2,242	5,000	8,000
Total Salaries and Wages	637,615	659,700	355,508	635,000	738,057
Benefits Expense:					
Pension Contributions	133,037	154,200	71,397	147,000	135,778
Health Insurance Costs - Current Employees	91,398	94,000	46,299	100,974	102,174
Worker's Compensation Insurance	4,031	4,800	3,087	4,650	5,444
Other Insurance - Current Employees	10,177	10,100	7,415	13,281	14,100
Social Security and Taxes	12,542	11,595	6,681	11,608	20,507
Auto Allowance	8,400	8,400	4,200	4,200	8,400
Employment Assistance Program	570	670	325	650	670
Liability for Termination Benefit	1,061	10,300	68,402	73,000	-27,709
Total Benefits	261,216	294,065	207,806	355,363	259,363

DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2016

ADMINISTRATION EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET
OPERATING EXPENSES:					
Advertising	1,899	2,500	127	127	2,500
Communications	10,321	12,500	5,460	5,460	12,500
Computer Hardware and Software	1,691	9,000	2,749	7,000	7,500
Postage	5,896	32,474	3,619	8,000	9,000
Meetings/Travel/ Training	3,285	6,500	1,027	6,500	6,500
Auto Mileage Reimbursement	1,048	1,500	1,084	1,084	1,500
Memberships/ Dues/ Subscriptions	12,976	15,000	16,454	17,500	17,500
Recruitment and Personnel Tests	1,520	2,500	841	1,500	2,500
Office Supplies	17,325	20,126	5,851	13,100	13,600
Office Equipment	0	-15,000	0	0	0
Legal Services	53,447	50,000	36,128	75,000	100,000
Contractual Services-IT	0	21,000	7,912	28,000	21,000
Contractual Services-Professional	45,075	110,158	25,108	110,000	75,000
Outside Contractual Services	42,976	33,150	10,112	32,150	33,150
Bank & Credit Card Fees	560	750	252	750	750
Office Space and Equipment Rentals	95,063	101,970	45,148	97,500	99,000
LAFCO Fees	5,516	7,500	6,182	6,182	7,500
Building Procurement Fees			102,116		
Property Tax Admin. Fee	45,131	29,000	23,218	28,322	29,000
Total Operating Expenses	343,730	440,628	293,390	438,175	438,500
NON-OPERATING EXPENSES:					
Depreciation Expense	14,571	13,956	0	13,956	11,563
Total Non-Operating Expenses	14,571	13,956	0	13,956	11,563
TOTAL EXPENSES	1,257,131	1,408,349	856,704	1,442,494	1,447,483

Administration

Fiscal Year Ending June 30, 2016

1. For FY2015-16, the Administration budget for salaries and payroll expenses are is \$70 thousand higher than FY2014-15 projections. This partly is due to an expected cost of living adjustment for all employees. The cost of living adjustment, based on the December 31, 2014 Labor CPI for San Francisco-Oakland-San Jose is 2.1%. In addition General Manager salary has been estimated at half a year at \$125/hour for an interim position. This estimated temporary position would not include any District benefits. The remaining half a year is estimated at the normal salary and benefit schedule for the permanent replacement.
2. The budget includes annual Termination Benefit expense of negative \$27,709 because a vested employee is now drawing the benefit and reducing the cost and liability. This benefit is based on the estimated accrued liability for employees who have worked 12 years or more for the District and have been hired prior to July 1, 2009. This benefit expires as follows (example: Employee works 15 years and leaves District. The employee is entitled to 7.5 years of health benefits only.)
3. Other operating expenses are budgeted to remain flat over the FY2014-15 projections. However, the District may move their Administration office to a facility with a rent cost savings which has not been included in these estimates.

DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2016

HARBOR COMMISSION EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET
SALARIES AND BENEFITS:					
Salaries and Wages Expense:					
Base Salary and Wages	36,000	36,000	1,800	36,000	36,000
Total Salaries and Wages	36,000	36,000	1,800	36,000	36,000
Benefits Expense:					
Pension Contributions	0	0	0	0	0
Health Insurance Costs - Current Employees	44,112	52,900	24,456	40,656	40,769
Worker's Compensation Insurance	228	400	150	350	400
Other Insurance - Current Employees	310	320	107	250	300
Insurance Costs - Retirees	19,656	20,300	9,828	20,300	21,315
Social Security and Taxes	3,121	3,122	1,744	3,200	2,832
Employment Assistance Program	542	550	271	550	600
Liability for Termination Benefit	(25,050)	(20,300)	21,872	25,000	(26,382)
Total Benefits	42,919	57,292	58,429	90,306	39,834
OPERATING EXPENSES:					
Advertising	19,546	26,500	2,451	7,500	8,000
Election Expense	188,487	650,000	513,378	513,378	0
Postage	17	250	21	100	100
Meetings/Travel/ Training	5,498	9,500	4,772	9,300	9,800
Auto Mileage Reimbursement	0	200	0	200	200
Memberships/ Dues/ Subscriptions	433	0	0	0	0
Property & Casualty Insurance	14,456	17,545	14,398	14,500	14,935
Office Supplies	1,328	1,700	1,365	1,600	1,800
Legal Services	137,951	110,000	64,599	130,000	150,000
Contractual Services-IT	0	4,000	64	500	4,000
Contractual Services-Professional	0	0	0	0	0
Outside Contractual Services	17,605	21,351	19,094	21,451	21,500
Employee Appreciation Dinner	3,934	4,800	265	4,800	5,000
Total Operating Expenses	389,255	845,846	620,406	703,329	215,335
TOTAL EXPENSES	468,174	939,138	680,635	829,635	291,169

Harbor Commission

Fiscal Year Ending June 30, 2016

1. For FY2015-16, the Commission budget for salaries and payroll expenses are is \$76 thousand versus \$126 thousand projected for FY2014-15, due to a decrease in termination benefits. Only one Commissioner became eligible for the termination benefit during her term. No other Commissioners are eligible for this benefit.
2. Total Commission budget for FY2015-16 is \$ 829,635 thousand compared with \$276,169 thousand projected for FY2014-15 mostly due to a non-election year. However, legal fees are estimated at \$150K or 15% higher than FY2014-15 projected due to anticipated increased in legal costs.

SAN MATEO COUNTY HARBOR DISTRICT

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



CAPITAL IMPROVEMENT PROJECTS

DRAFT PRELIMINARY OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2016

Capital Improvement Projects

	<u>Budgeted Projects</u>	<u>Estimated Carryover</u>	<u>Combined Projects</u>
Oyster Point Marina:			
Correct Flooding Issues	25,000	-	25,000
Compactor	40,000	-	40,000
Dock 12 Referbishment	500,000	-	500,000
Total Oyster Point Marina	565,000	-	565,000
Pillar Point Harbor:			
Mooring Replacements	25,000	-	25,000
Leasee Sidewalk	300,000	-	300,000
Rip Rap Fishing Pier Repair	300,000	-	300,000
Johnson Pier Electrical Feed Power	173,000	-	173,000
Flow Meters for Sewer Lift Station	580,257	-	580,257
Radon Boat Replacement or Repair	120,000	-	120,000
Harbor Office Remodel	200,000	-	200,000
Romeo Pier	650,000	-	650,000
Trench Drains at Boat Launch Ramp	40,000	-	40,000
Launch Ramp Restroom Design	250,000	-	250,000
Inner Harbor Dredging	70,000	-	70,000
West Trail-Fix Erosion	0	355,933	355,933
	2,638,257	355,933	3,064,190
TOTAL DISTRICT	3,203,257	355,933	3,629,190

SAN MATEO COUNTY HARBOR DISTRICT

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



GLOSSARY

Accrued Liabilities – Unpaid liabilities

Administrative Budget Adjustment –

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

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

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

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

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

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

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

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

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

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

Capital Improvement Projects – Listing of intended capitalized expenditures.

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

DBAW – California Department Boating and Waterways.

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

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

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

Encumbrances – Commitments for unperformed contracts for goods and services.

EMS – Environmental Management Systems

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

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

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

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

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

GAAP – Generally Accepted Accounting Principles.

GASB – Governmental Accounting Standards Board

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

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

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

HMB – Half Moon Bay

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

JPA – Joint Powers Agreement.

LAFCO – Local Agency Formation Commission

LED – Light- Emitting Diode

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

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

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

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

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

PTO – Paid Time Off.

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

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

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

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

RDA – Redevelopment Agencies

SSF – South San Francisco


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

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

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



STAFF REPORT


FROM: Debra Galarza, Director of Finance
DATE: April 1, 2015
SUBJECT: Rates & Fees Discussion Items-Pillar Point Harbor

Verbal Report from Acting General Manager Scott Grindy and Acting Harbor Master John Draper

ATTACHED ARE THE CURRENT RATES AND FEES FOR REFERENCE IN DISCUSSION

The 2014 Bay Area Slip Survey Summary provided by Doug Furman, Harbor Master, Westpoint Harbor, LLC did not include Pillar Point's surrounding competition. Staff is currently gathering information on Santa Cruz, Moss Landing, Bodega Bay and Fort Bragg facilities. It will be sent to staff, the Board, and posted on the website once the survey is completed.

Discussion items are listed below:

Rates in general

Environmental Fee - \$3-5 dollars a month

Newly manufactured boats are wider and when berthed can take up to two slips. The boat is so wide it fills the berth and the hangover is such that it renders the next space unserviceable. Do we charge tenant for two slips?

Increase Launch Ramp Fee \$2 dollars

Exhibit A
San Mateo County Harbor District
Pillar Point Harbor Rates and Fees Schedule
Effective: August 7, 2014 – June 30, 2015

Service	Pillar Point Harbor																														
Berth Transfer Fee – Customer Initiated	\$30.00 fee per vessel transferred																														
Berth Waiting List - Must be paid annually to maintain position on wait list	\$25.00 annual fee																														
Berthing – Monthly Rates Vessels will be charged based on the size of the berth unless the vessel exceeds the length of the berth, in which case the vessel will be charged the fee for a berth that is large enough to fully accommodate the vessel.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Berth Size</th> <th style="text-align: center;">Dock D-H</th> <th style="text-align: center;">Dock A-C</th> </tr> </thead> <tbody> <tr> <td>30'</td> <td style="text-align: right;">273.00</td> <td style="text-align: right;">278.25</td> </tr> <tr> <td>35'</td> <td style="text-align: right;">315.00</td> <td style="text-align: right;">320.25</td> </tr> <tr> <td>40'</td> <td style="text-align: right;">357.00</td> <td style="text-align: right;">362.25</td> </tr> <tr> <td>45'</td> <td style="text-align: right;">404.50</td> <td style="text-align: right;">409.50</td> </tr> <tr> <td>50'</td> <td style="text-align: right;">441.00</td> <td style="text-align: right;">446.25</td> </tr> <tr> <td>55'</td> <td style="text-align: right;">483.00</td> <td style="text-align: right;">488.25</td> </tr> <tr> <td>65'</td> <td style="text-align: right;">567.00</td> <td style="text-align: right;">572.25</td> </tr> <tr> <td>65' +</td> <td style="text-align: right;">\$8.80/ft</td> <td style="text-align: right;">\$8.90/ft</td> </tr> <tr> <td>Skiffs*</td> <td style="text-align: right;">52.50</td> <td style="text-align: right;">78.75</td> </tr> </tbody> </table> <p style="font-size: small;">* and watercraft 16' and under in approved areas only. No charge for skiff 12' or less owned by the berth renter and contained totally within the berth renter's berth. Multi-hull rate is 150% of the single hull rate.</p>	Berth Size	Dock D-H	Dock A-C	30'	273.00	278.25	35'	315.00	320.25	40'	357.00	362.25	45'	404.50	409.50	50'	441.00	446.25	55'	483.00	488.25	65'	567.00	572.25	65' +	\$8.80/ft	\$8.90/ft	Skiffs*	52.50	78.75
Berth Size	Dock D-H	Dock A-C																													
30'	273.00	278.25																													
35'	315.00	320.25																													
40'	357.00	362.25																													
45'	404.50	409.50																													
50'	441.00	446.25																													
55'	483.00	488.25																													
65'	567.00	572.25																													
65' +	\$8.80/ft	\$8.90/ft																													
Skiffs*	52.50	78.75																													
Berthing – Discount	1 Month free with 1 year paid in advance Berth Discount for Full Time Commercial and Sport fishing Vessels (applies to monthly and transient):15%. Not retroactive and requires annual application.																														
Berthing –Transient	\$0.75 per foot of boat per day – multi-hulled rate is 150%.																														

Exhibit A
San Mateo County Harbor District
Pillar Point Harbor Rates and Fees Schedule
 Effective: August 7, 2014 – June 30, 2015

Service	Pillar Point Harbor
Bid Package	District cost – non refundable
Boat Wash	\$1.25 per 5 minutes – coin operated – quarters only
CEQA Review – Initial Study	Base fee = \$150.00 Plus District in-house and out-of pocket costs
CEQA Review – Negative Declaration	Base fee = \$100.00 Plus District in-house and out-of pocket costs
Collections	District costs
Commercial Activity Permit	\$250.00 annual fee Veterans may be eligible for waiver of fee, subject to documentation acceptable to District. No retroactivity available. Other fees may apply.
Commercial Services Activity Permit	\$50.00 annual fee
Crab Pot Storage Deposit	Single Stall - \$200 deposit Double stall - \$300 deposit; Deposits of \$300 for single stall and \$450 for double stall for transient vessels of less than 6 months. If pallets used NO REFUND of deposit.
Credit Check/Tenant Screening	District cost – not to exceed \$50.00 per name
Day Use Parking	As designated at specific locations
Dock Box Rental	Not available

Exhibit A
San Mateo County Harbor District
Pillar Point Harbor Rates and Fees Schedule
 Effective: August 7, 2014 – June 30, 2015

Service	Pillar Point Harbor
Electricity	Amount, adjusted monthly, equal to amount paid by District for the electricity (including all associated charges and fees).
Emergency Pump Out Dockside	Actual labor (see Labor Charges) - \$100.00 minimum
Events	See Events Policy
Faxing Service	\$0.25 per page in/out – minimum \$1.00 fee
Fish Sales Permit – Retail	\$250.00 annual fee
Hoist – Public	\$40.00 per hour. Fees are prorated for partial hours with a \$10.00 minimum
Key Sale	\$10.00 per key
Labor Charge	\$100.00 per hour – regular time \$150.00 per hour – overtime
Late Charge – Monthly Berth Rentals	Interest charged at 0.834% per month (10% per annum) on all balances not paid by the 10 th of the month
Launch Ramp – Commercial Use Only	Commercial Activity Permit required
Launch Ramp – Recreational Use Only	\$13.00 per launch, in and out. <ul style="list-style-type: none"> - Annual permit \$200.00 valid at all District operated launch ramps. - 20% discount on annual permit to Senior owner over 65 years of age or 20% discount on annual permit to person with disability displaying disabled placard or plate on towing vehicle.

Exhibit A
San Mateo County Harbor District
Pillar Point Harbor Rates and Fees Schedule
 Effective: August 7, 2014 – June 30, 2015

Service	Pillar Point Harbor
Live Aboard Permit	\$350.00 monthly fee \$350.00 security deposit <ul style="list-style-type: none"> - 1 Month Free with 1 year paid in advance. - Senior (age 65 and older) discount of \$35.00. Discount available at time of request and eligibility confirmation, and is not retroactive.
Mailed Notices, including: <ul style="list-style-type: none"> - Postage - Individual notices - Agendas - Minutes - Audio Recording 	District cost \$.050 per page - \$5.00 minimum Payable in advance by cash, check or credit card. Refund with mailing, if applicable
Memorial Bench	General public - \$3,500.00 5-year berth holders or fishers taken by the sea - \$2,500.00
Mooring Fee for Active Privately Owned Mooring	\$1.60 per foot per month – \$48.00 minimum
Mooring Fee for District-Owned Mooring	Monthly: \$4.25 per foot (LOA) per month – \$105.00 per month minimum with signed agreement Transient: \$10.50 per day
Mooring Permit – Initial One-Time Fee for Issuance of Private Mooring Permit	Governed by District Mooring Policy
NEPA Review – Initial Study	Base fee = \$150.00 Plus District in-house and out-of-pocket costs
NEPA Review – Negative Declaration	Base fee = \$100.00 Plus District in-house and out-of-pocket costs

Exhibit A
San Mateo County Harbor District
Pillar Point Harbor Rates and Fees Schedule
Effective: August 7, 2014 – June 30, 2015

Service	Pillar Point Harbor
Oil Absorbent Pads (Heavy Weight)	Free – limit of six (excluding emergencies)
Passenger Fee – Commercial Sport Fishing and Other Charters	\$2.25 per passenger
Photocopy	Paper copy - \$0.25 per page – counter or meter used to determine usage. Electronic copy – \$1.00 per document
Plaque on Existing Bench	General public - \$500.00 5-year berth holders or fishers taken by the sea – optional donation
Proposals, Filing and Evaluation of Proposers, Proposers Credit Check	District cost – minimum \$500.00 per proposal
Recreational Vehicle Parking (only for Commercial Fishermen)	\$45/ day or \$450/ month All RV's must be self-contained
Recreational Vehicle Parking (only for Recreational Fishermen)	\$45/ day includes launch ramp fee for recreational fishermen. All RV's must be self-contained
Refloating Sunken Vessels	Minimum fee \$450.00 – actual costs at District rates or, if using outside salvage company, at salvage company rates.
Returned Checks (Non-Sufficient Funds)	\$30.00 per item
Security Deposit – monthly vessel berthing	Fee equal to 1 month's berthing
Temporary Vessel Storage Fee – Up to 30 days – no live aboard privileges	Equivalent to monthly berth rental fee for the appropriately sized berth.

Exhibit A
San Mateo County Harbor District
Pillar Point Harbor Rates and Fees Schedule
Effective: August 7, 2014 – June 30, 2015

Service	Pillar Point Harbor
Towing – Applicable for all towing services except for towing that is required by the District to enable the District to perform maintenance or other necessary harbor operations.	\$200.00 per hour. Equipment fuel surcharge may be applied.
Trash Compactor – Use of	\$100 for use of compactor. In addition, labor charge of at least one hour will apply for drop off and pick up of compactor. \$100/hr for regular time \$150/hr for overtime
Vehicles – Use of	\$85 per hour. Personnel charges additional.
Vessel Removal Fees	Actual costs incurred for staff time, equipment and materials. Cost recovery for District staff time associated with removing vessel from assigned berth and/or from the facility as a result of non-payment of fees which results in cancellation of the berth rental agreement or failure to pay transient dockage as charged.



STAFF REPORT

FROM: Debra Galarza, Director of Finance
DATE: April 1, 2015
SUBJECT: Rates & Fees Discussion Items-Oyster Point Marina

Verbal Report from Acting General Manager Scott Grindy and Acting Harbor Master James Merlo

ATTACHED ARE THE CURRENT RATES AND FEES FOR REFERENCE IN DISCUSSION

In addition, you will find the 2014 Bay Area Slip Survey Summary provided by Doug Furman, Harbor Master, Westpoint Harbor, LLC.

Discussion items are listed below:

Rates in general

Environmental Fee - \$3-5 dollars a month

Kayak Storage Fee- \$1 dollar a day/\$30-month

30' Rates and below-Charge a per foot base for vessels less than 30' to fill vacancies at the Marina

Broker Fee

Increase Launch Ramp Fee \$2 dollars

Exhibit A

San Mateo County Harbor District

Oyster Point Marina Park Rates and Fees Schedule

Effective: October 1, 2014 – June 30, 2015

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

Exhibit A

San Mateo County Harbor District

Oyster Point Marina Park Rates and Fees Schedule

Effective: October 1, 2014 – June 30, 2015

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

Exhibit A

San Mateo County Harbor District

Oyster Point Marina Park Rates and Fees Schedule

Effective: October 1, 2014 – June 30, 2015

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

Exhibit A

San Mateo County Harbor District

Oyster Point Marina Park Rates and Fees Schedule

Effective: October 1, 2014 – June 30, 2015

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

Exhibit A

San Mateo County Harbor District

Oyster Point Marina Park Rates and Fees Schedule

Effective: October 1, 2014 – June 30, 2015

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

Exhibit A

San Mateo County Harbor District

Oyster Point Marina Park Rates and Fees Schedule

Effective: October 1, 2014 – June 30, 2015

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

Name of Marina	TTL Slips			Oyster Point Marina			Coyote Point Marina			Brisbane Marina			South Beach Harbor		
Contact				Scott Grindy			Ed Hallett			Mike Hahn			Joe Monroe		
Email				harbormaster@smharbor.com			ehallett@co.sanmateo.ca.us			harbormaster@ci.brisbane.ca.us			joe.monroe@sfsport.com		
Contact Phone #	Averages Averages			650-952-0808			650-573-2594			650-583-6975			415-495-4911 x 1035		
Slip Fees (per foot)		Single Finger	Double Finger	Single Finger	Double Finger	# of Slips	Single Finger	Double Finger	# of Slips	Single Finger	Double Finger	# of Slips	Single Finger	Double Finger	# of Slips
25'	1763	\$7.84	\$8.32		\$8.40	25		\$6.75	58					\$10.73	20
30'	4522	\$8.06	\$8.58	\$7.70	\$8.05	158		\$6.72	265	\$6.02	\$6.48	197		\$10.89	200
35'	2794	\$7.93	\$9.02	\$7.96	\$8.25	99		\$7.75	34	\$6.02	\$6.48	0		\$11.71	198
40'	2672	\$8.99	\$9.69	\$8.00	\$8.27	16		\$7.75	95	\$6.02	\$6.48	154		\$13.24	181
45'	1246	\$9.46	\$10.08	\$7.93	\$8.28	64		\$9.20	24	\$6.02	\$6.48	83		\$14.94	42
50'	1008	\$9.53	\$10.29	\$7.98	\$8.30	18				\$6.02	\$6.48	34		\$15.32	35
55'	301	\$9.32	\$10.49		\$8.30	1				\$6.02	\$6.48	71			
60'	284	\$10.57	\$11.31	\$7.96	\$8.31	34		\$9.20	20	\$6.02	\$6.48	17			
65'	44	\$9.63	\$10.35							\$6.02	\$6.48	13			
70'	34	\$12.08	\$12.32							\$6.02	\$6.48	9			
80'	16	\$12.99	\$13.24							\$6.02	\$6.48	4			
Side Ties	348						22' or less; \$100 per month			\$5.35				\$8.79	27
End Ties	269													\$16.53	7
Total # of slips	15301					415			496			582			710
Amenities															
Power - Billed separately (Yes/No)				Yes			No			Yes			No		
Dock Box				\$10 mo			Free			Yes			Yes		
Water				Yes, no charge			Included			Included			Included		
Wifi				No			No			Yes			No		
Laundry				No			No			Available \$2/wash \$2/dry			Yes		
Other (please list)							On-site oil disposal/Battery recycle						1 free parking per slip		
Other Fees															
Live Aboard				\$350			No Live Aboard			No Live Aboard			No		
Extended Stay				N/A			\$.50 per foot per night			N/A			No		
Guest Rate/Daily				\$.80 per ft to 13 days; \$.60 per ft 2 wks - 90 day max			Same			<35' - \$10; 36-45' - \$15; >46' \$20			Up to 70' \$1.25/day; >70' & Charters \$2.50 per day		
Guest Rate/Weekly				N/A			14 day max - transient stay			Same as above			N/A		
Guest/Transient/Monthly				N/A			No			Same as above			N/A		
Deposit for Slip				1 month			None			1 month			1 month		
Live Aboard Wait List Fee				25 non-refundable annual fee			None			N/A			N/A		
Parking Fee				N/A			None			Free			\$10 slip holders/\$20 -others (No passes -game Day)		
Other Amenities															
Fuel Dock Yes/No				Yes			Yes (currently non-operational)			No			No		
Boat Yard Yes/No				Yes			No			No			No		
Yacht Club Yes/No				Yes			Yes			Yes			Yes		
Houseboat Allowed Yes/No				Yes			No			No			No		
Dry Storage Available Yes/No				Yes			Limited			No			No		
Storage Lockers Available Yes/No				No			No			No			Yes (limited)		
Launch Ramp Available Yes/No				Yes			Yes			No			No (yes at Pier 50)		
Launch Fee - Yes/No Amount				11 per/\$200 annual pass (\$160 Sr discount)			\$5.00			N/A			N/A		
Boat Wash /Rinse Area - Open (Yes/No)				Yes			Yes			No			N/A		
Boat Wash/Rinse Area - Contained (Yes/No)				No			No			No			N/A		
Pump-out available (Yes/No)				Yes			Yes			Yes			Yes - two		

Notes:

Staff Report

SUSPENSION OF HIRING FREEZE AND POSSIBLE HIRING OF ONE OR MORE TEMPORARY EMPLOYEES FOR A SIX MONTH PERIOD TO COMPLETE IMMEDIATE TASKS

Recommendation

Suspend the hiring freeze in order to hire temporary staff to complete the following list of task presented in Exhibit A.

Background

The District's staff's workload for its Administration department has increased due to PRA requests; Commissioner's requests; Committee requests for documents and agendas, and potential office moving assessment. In addition District administration has experienced recent staff attrition. Temporary staffing is needed to enable the completion of daily tasks, period tasks, and time sensitive assignments.

Analysis

Staff is working extensive hours to meet the needs of the Administrative department. Paying overtime in the short-term could be a possible solution; however, it cannot be made mandatory. Staff is experiencing "burn out" and needs additional support. When the District decided to have one Harbormaster for both facilities the daily administration of tenant accounts moved to the Finance department. That task is approximately 20 hours a week and includes such activities as tenant application review (registration, insurance, references); berth assignment rate verification; account adjustments for electricity, services, late fees, etc.; collection on accounts; lien filing and sales; and small claims court appearances if necessary. In addition, the Human Resources Manager left. She did much more than HR. She managed District insurance procurement, PRA requests, State Controller reporting, Event and Permit application administration, Policy and Procedure updates, Technology Consulting, Union Negotiations, and supported the Finance Director and General Manager. Since her departure three weeks ago staff is trying to absorb those tasks. There have been four new employees, a retirement, workers compensation claims, payroll audits in the HR portion of the job. Staff is working tirelessly to maintain an excellent service level to the Commission, Staff and the Public. Currently there is a temporary staff member who helps in all departments, including Administration, Oyster Point Marina and Pillar Point Harbor which has helped. However, more help is needed. Offering applicants a 6 month contract will stabilize potential turnover for the short-term.

Fiscal Impact

Hiring temporary staffing for the short-term is more cost effective than paying a staffing agency fee or a permanent employee. The savings are recognized by not offering temporary staffing the same benefits as full-time employees. Staffing

agencies often charge overhead fees for commissions charged for placing employees. Often those employees are looking for permanent employment while serving the temporary assignment. The District is capable of procuring competent staffing needs utilizing its own procurement strategies such as posting on membership sites such as CSMFO (California Society of Municipal Finance Officers), CSDA (California Special Districts Association), GFOA (Government Finance Officers Association). Typically these sites list retired government employees with extensive experience looking for temporary assignments. There are also online options such as Craigslist, Indeed.com, and other listings. The economy is such that there is a highly qualified personnel pool available for selection. In addition, short-term assignments are cost-effective and can be directed to specific District needs.

EXHIBIT A

<u>Task</u>	<u>Due Date</u>
Support Lafco Written Response	pending
Grant procurement	pending
Lease Renewal Negotions	ASAP
Teamster Health Insurance	ASAP
Lease Terms Violations	ASAP
James Stahl-Boat at Opm	ASAP
Nautical Software Upgrade	ASAP
Strategic Plan Final	ASAP
IT Consulting-Complete Tasks	ASAP
Personnel Issues	ASAP
Property Management/Leases	ASAP
Workers Comp Claims	ASAP
New Hire Processing	3/25/2015
Cal Card Administration	3/25/2015
Public Records Requests	3/25/2015
Event/Permit Management	3/25/2015
Budget Workshop	4/15/2015
Adopt Preliminary Budget	5/20/2015
Office Move	5/31/2015
Insurance Procurement	6/1/2015
OE3 Union Negotiations	6/30/2015
Teamster Union Negotiations	6/30/2015
Year End Close	6/30/2015
Adopt Final Budget	6/30/2015
Project Management for Capital	7/1/2015
Fiscal Year 14-15 Financials	8/31/2015
RFP Auditors	9/30/2015
Possible RFP-Property Mgmt	9/30/2015

Oyster Point Marina District-City Liaison Standing Committee

Proposed Action:

Board President to appoint two members to the Oyster Point Marina District-City "Liaison Group" Standing Committee per the Second Agreement Amending the Joint Powers Agreement.

Background:

On March 24, 2015 the Harbor District received a letter from Mike Futrell, South San Francisco City Manager regarding forming a "Liaison Group".

- See attached Letter that includes Paragraph 4 of the Second Agreement Amending the Joint Powers Agreement. (see page 3 of the letter regarding JPA)
- At the City of South San Francisco March 11, 2015 Regular Meeting Vice-Mayor Mark Addiego and Councilmember Liza Normandy were appointed to the Oyster Point Marina Liaison Group.

In 2013-2014 Commissioners Bernardo and Parravano were appointed to the Oyster Point Marina District-City Liaison Standing Committee by the Harbor Commission President.

- No meetings were held in 2013 or 2014

A March 24, 2011 meeting announcement exists however no Agenda, Memo/Report or Minutes are available.

On April 12, 2005 a meeting of the OPM District-City Liaison Standing Committee was held by President Campbell, Commissioner Padreddii, General Manager Grenell, Harbor Master Johnson, Mayor Green, Councilman Gonzales, City Manager Nagel and Assistant City Manager Van Duyn.

- See attached Memo regarding the 2005 meeting

Conclusion:

An active Liaison Group will improve communication between the District and the City.



CITY COUNCIL 2015

RICHARD A. GARBARINO, MAYOR
MARK ADDIEGO, VICE MAYOR
PRADEEP GUPTA, PH.D., COUNCILMEMBER
KARYL MATSUMOTO, COUNCILMEMBER
LIZA NORMANDY, COUNCILMEMBER

MIKE FUTRELL, CITY MANAGER

OFFICE OF THE CITY MANAGER

March 19, 2015

Via Email & U.S. Mail

Mr. Scott Grindy
Interim General Manager
San Mateo County Harbor District
400 Oyster Point Blvd, Suite 300
South San Francisco, CA 94080
sgrindy@smharbor.com

Re: San Mateo County Harbor District Liaison Group


Dear Mr. Grindy: *Scott*

The Joint Powers Agreement and subsequent Amendments ("JPA") between the City of South San Francisco ("City") and the San Mateo County Harbor District ("Harbor District") contemplate a joint City-District Liaison Group comprised of two Councilmembers and two Harbor Commissioners to discuss items of mutual interest related to "all matters of policy relating to the construction, operation, management, and maintenance of the OYSTER POINT MARINA/PARK" (see Section 4 of the Second Agreement Amending the JPA, attached for your reference).

At its regular March 11 meeting, the City Council appointed two representatives to participate in the Liaison Group. The City's two representatives are Vice-Mayor Mark Addiego and Councilmember Liza Normandy.

The City's representatives request a joint meeting with the Harbor District's appointed representatives. I would appreciate it if you would contact me at your earliest convenience to schedule this meeting and provide the names of the Commissioners who will appear on behalf of the Harbor District.

Regards,


Mike Futrell
City Manager, City of South San Francisco

cc: Steven D. Miller, Harbor District Counsel
Sabrina Brennan, Board President
Richard Garbarino, Mayor of South San Francisco
Jason Rosenberg, Chief Asst. City Attorney

Attachment: Section 4 of Second Agreement Amending the JPA

JSR:lpd

ATTACHMENT

Second Agreement Amending Joint Powers Agreement

Paragraph 4

4. Liaison Group

To facilitate the accomplishment of the purposes of this Agreement, discussions shall be regularly held between the DISTRICT and the CITY by appointment by each body of representatives to a LIAISON GROUP, consisting of two (2) members who shall be Council Members from the City of South San Francisco, appointed by said Council and two (2) members who shall be HARBOR COMMISSIONERS, appointed by the BOARD OF HARBOR COMMISSIONERS, each to serve at the pleasure of his or her respective agency.

Each member of said LIAISON GROUP shall serve without compensation, but shall be reimbursed actual and necessary expenses from the revenues from said OYSTER POINT MARINA/PARK. Said GROUP shall have responsibility for reporting to the CITY COUNCIL and the HARBOR COMMISSION on all matters of policy relating to the construction, operation, management, and maintenance of the OYSTER POINT MARINA/PARK, and such other powers, if any, as are specifically delegated to the GROUP by the DISTRICT and the CITY. The primary purpose of said GROUP is not be an advisory body, nor is it to present recommendations to either party. It is constituted solely as a means of direct communications, exchange of ideas and reports of plans between the DISTRICT and the CITY. The chief administrative officer, the attorney and engineer of the DISTRICT shall serve as staff to the LIAISON GROUP on all matters involving the DISTRICT's responsibility and the chief administrative officer, the attorney and engineer of the CITY shall serve as staff to the GROUP on all matters involving the CITY's responsibility. Compensation for each staff person shall be the responsibility of the primary employer of said person, but said salary shall be considered as part of the expenses of OYSTER MARINA/PARK incurred for the maintenance and operation to be reimbursed from operating revenues, pursuant to Paragraph 12 hereof.

**San Mateo County Harbor District:
2013-14 Harbor Commission Committee Assignments**

Standing Committees

- 1)* Oyster Point Liaison – *Bernardo, Parravano*
- 2)* Pillar Point Citizens Advisory – *Parravano*
- 3) District – Finance & Budget - *Parravano, Tucker*

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

Ad Hoc Committees

- 1) District – Promotion & Marketing
Bernardo, Brennan
- 2) District – Berthing Occupancy
Parravano, Tucker
- 3) District – New Administration Office, Post Office Lot
Bernardo, Tucker
- 4) District – Harbor Environment (PPH, OPM)
Bernardo
- 6) OPM –Ferry Service
Brennan, Bernardo
- 7) OPM -- Development
Bernardo
- 8) PPH – Coastal Trail
Brennan, Parravano

Memo

Date: 04/13/2005

To: Board of Harbor Commissioners

From: Peter Grenell
General Manager

Re: Oyster Point Liaison Committee Meeting, April 12, 2005

Committee Members: District: President Campbell, Commissioner Padreddii, General Manager Grenell
City: Mayor Green, Councilman Gonzales, City Manager Nagel

Also Present: District: Harbor Master Johnson
City: Assistant City Manager Van Duyn

Agenda: Oyster Point Marina/Park Planning,
Development, and Operations

District participants summarized the District's current priorities, activities, and concerns.

Chief among District concerns is the concern that the District does not want to wait too long for the City's redevelopment plans to be implemented, or be precluded by them from generating new revenue in the interim.

City participants summarized the status and outlook regarding the fiscal merger of redevelopment areas and inclusion of Oyster Point. The City expects to complete this by May, hire a land use planner, and have an Oyster Point master plan for redevelopment done by the end of 2005.

The City remains open, however, to possible proposals from the private sector for development of hotel or other uses. The hotel/conference center concept was discussed; the City is still interested in this possibility.

Constraints on redevelopment were discussed, including existing developments and lease arrangements, site conditions requiring remediation, and City obligations. The City is not sure yet about what it can do until site-related issues are cleared up.

Given the City's estimated planning schedule, there did not appear to be an immediate constraint on the District's ability to explore alternative revenue-generating possibilities. Although the District's current project priorities, aside from the ferry terminal, are concentrated east of Harbormaster Road, there may be questions needing resolution with respect to new potential activities in this area.

City representatives emphasized that they do want to work cooperatively with the District on the Oyster Point master plan, and that close and continued communications will be maintained between City and District staffs, the staffs and the City's land use planning consultant, and through the Liaison Committee.

The City will take the administrative and financial lead in this planning effort.

Memo

Date: 08/30/2006

To: Board of Harbor Commissioners

From: Peter Grenell
General Manager

Re: Oyster Point Liaison Committee Meeting, August 30, 2006

Committee Members: District: Commissioners Campbell and Padreddii, General Manager Grenell
City: Councilmen Gonzales and Addiego, City Manager Nagel

Also Present: WTA: Board President C. Johnson, Chief Executive Officer Steve Castleberry
District: Harbor Master Johnson

Agenda: Water Transit Terminal
Oyster Point Marina/Park Concept Plans
Items of Mutual Concern

Councilman Gonzales chaired the meeting.

WTA: Castleberry updated the group on WTA status. The EIR is proceeding toward certification, but no additional terminal design work has occurred since January, pending outcome of discussions regarding compensation to the District for costs, loss of assets and revenue resulting from terminal construction.

The remaining issue is compensation for removal of docks 9 and 10 and other berths on docks 11-14. After discussion, the WTA, City, and District will explore potential for a mutually acceptable financial accommodation, and will meet again on Monday, Sept. 11. Additionally, the District will try to identify possible cost involved in obtaining Dock 7

from the District's lessee, as a means of providing for a replacement revenue source. Lastly, WTA indicated it would oversee all project elements except reconfiguration of dock 11 (District) and West Basin dredging (District). The District will remain the local sponsor for the breakwater modification, but WTA will reimbursement the District for costs incurred.

OPM Concept Plan: Nagel distributed and summarized the Oyster Point Concept Plan and its three land use alternatives: low, medium, and high-density redevelopment (enclosed). The City will welcome comments from the Commission.

Campbell referred to the District's desire to directly explore possibilities for hotel development. Gonzales and Nagel saw no problem with the District proceeding, relative to Parcel A (former Raiser Resources leasehold).

Items of Mutual Concern: Grenell requested a letter from Nagel asking for District approval to allow berthing of the City's life saving boat at Oyster Point.

Gonzales then adjourned the meeting.

Memo

Date: 01/22/2007

To: Board of Harbor Commissioners

From: Peter Grenell
General Manager

Re: Oyster Point Liaison Committee Meeting, January 18, 2007

Committee Members: District: Commissioners Campbell and Padreddii, General Manager Grenell
City: Councilman Gonzales, City Manager Nagel

Also Present: WTA: Chief Executive Officer Steve Castleberry

Agenda: Water Transit Terminal

Castleberry summarized the status of the terminal project. MTC has ok'd the WTA proceeding with the next phase of terminal design, which should be done by the end of April. At that time, WTA will be ready to approach the biotech community for supplementary funds. The City is also awaiting that point to consider funding gap participation. WTA is actively pursuing more federal funds, based on project readiness. State Prop. 1B emergency response funding is also possible and requires seeking legislative support. The City has agreed that WTA may defer implementing the landside improvements as a cost-saving measure.

While WTA cannot formally commit to breakwater reimbursement just yet, they do want to execute an agreement with the District now to provide the District with funds to carry out geotech and sediment testing work in the East Basin where the terminal will be located. Grenell indicated this could be brought to the Harbor Commission quickly.

Campbell wanted assurances that the landside improvements will eventually be done. Grenell briefly updated the committee on status of

breakwater and West Basin dredging activities. Campbell, Padreddii and Grenell re-emphasized that the breakwater entrance modification is essential, the District as local sponsor for the Corps of Engineers is committed to its completion, and has spent almost half a million dollars to date on the project engineering matching Corps funds. The economic benefit of enabling dining cruise vessels for the City and the District was reiterated.

Memo

TO: The Board of Harbor Commissioners

Date: March 25, 2015

Cc: Scott Grindy, Acting General Manager
Steven Miller, Legal Counsel

Re: Adoption of List of Norms for the San Mateo County Harbor District Board of Harbor Commissioners

RECOMMENDATION

Adopt the list of Norms.

BACKGROUND

On February 11, 2015 the Board of Harbor Commissioners held a Board Dynamics Workshop, which was open to the public, with board facilitator Brent Ives. Ives suggested that the Board adopt a list of norms. The Commission agreed at that time that Ives' suggestion was one to follow through on.

The following is the list of norms to adopt:

- We respect the public process, thus one another
- When we disagree, we do so respectfully, all viewpoints are valued
- We give each other the benefit of any doubt
- We conduct the public's business in a professional way
- We are committed to the Mission only
- We respect staff on a professional basis
- We both trust and verify our executive and staff as a whole Commission
- We are free to be open and honest, not disrespectful in our communications
- We formally communicate as a decision making body, not individuals
- We stay focused on the higher plain of Mission, Vision, Results and Achievements

Memo

Date: April 1, 2015

To: Board of Harbor Commissioners

From: Nicole David
Harbor Commissioner

Re: Framework for Potential Water Quality Monitoring Efforts

Recommendation

Approve attached water quality monitoring framework for inclusion in 2015/16 budget.

Problem statement

High fecal indicator bacteria (FIB) counts at Pillar Point Harbor beaches continue to cause beach postings, warning the public that:

“These waters are contaminated and are not suitable for swimming and other water contact activities.”



Photo Credit: Edmundo Larenas



Photo Credit: E. Larenas

Background

Since 2002 Pillar Point Harbor has been included on a statewide list of contaminated water bodies due to its high bacteria concentrations. Efforts have been made to narrow down the sources of fecal bacteria entering the Harbor. Even though sources of bacteria were identified and regularly quantified, the dominant contributors to fecal contamination at Harbor beaches were mostly difficult to be determined.

New test methods for source identification are now available that could be explored by the Harbor District in conjunction with an ongoing monitoring effort through the Resources Conservation District (RCD).

Fiscal Impact

This monitoring framework proposes a draft budget of \$57,500 that could later be adjusted. The goal is to develop a more focused sampling design that will allow the proposed framework to be implemented at a slightly lower cost than last year's sampling.

Water Quality Monitoring Framework Proposal

Proposed Work	Proposed Budget and Agency
General Project Oversight and Administration	\$ 5,000 (RCD)
Supplementary data organization, analysis, and development of hypotheses based on existing data	\$ 0 (already being conducted by Water Quality Committee)
Verify hypothesis through targeted FIB monitoring and interpretation	\$ 5,000 (RCD)
Verify hypothesis through digital polymerase chain reaction (PCR) technology	\$ 10,000 (contracting laboratory)
Infrastructure surveys, mapping, synthesizing/integrating current and historical data, etc.	\$ 10,000 (RCD)
Continued outfall monitoring focusing on sites and contaminants of concern	\$ 15,000 (RCD)
Data analysis and summary of results and recommendations	\$ 7,500 (RCD)
General technical assistance, meetings, outreach, and education	\$ 5,000 (RCD)
Total	\$ 57,500

Memorandum

TO: Harbor Commissioners

FROM: David Doyle & Belen Cruz

RE: Bills & Claims for Period Ending 4/1/15

Total Disbursements being submitted for your review: \$ 141,044.20

These include:

Handchecks in the amount of: \$ 72,275.60

Payables in the amount of: \$ 68,768.60

<u>Dept. Code</u>	<u>Description</u>		<u>Page Reference</u>
101	Harbor Commission	\$ 981.76	2
103	Administration	\$ 2,003.35	2
201	Pillar Point Harbor	\$ 9,177.73	2
301	Oyster Point Marina	\$ 2,320.10	2
	Payroll Related	\$ 126,561.26	2
	Total for Review	\$ 141,044.20	2

Notes:

Handchecks Written for:

Payroll Related \$ 70,476.82

Invoices with Due Dates on or Before Board Meeting \$ 1,798.78

Total Handchecks Written \$ 72,275.60

BILLS CLAIMS FOR 4/1/15 BOARD MEETING

VENDOR	DESCRIPTION	AMOUNT	PAYROLL RELATED	HARBOR COMM 101	ADMIN 103	PILLAR POINT 201	OYSTER POINT 301
ADP, INC.	PAYROLL PROCESSING	772.26		117.01	140.41	304.23	210.61
BEN ANDREWS	REFUND DEPOSIT	187.09				187.09	
ARAMARK UNIFORM SERVICES	UNIFORM SERVICES	541.37					541.37
AT & T LONG DISTANCE	TELEPHONE/COMMUNICATIONS	195.63				113.08	82.55
AT&T	TELEPHONE/COMMUNICATIONS	11.83				11.83	
RANDY BANKORD	REIMBURSE UNIFORM EXPENSE	249.96				249.96	
BLUE RIBBON SUPPLY	OPERATING SUPPLIES	810.68				810.68	
SABRINA BRENNAN	REIMBURSE TRAVEL EXPENSES	643.66		643.66			
CLARK PEST CONTROL	CONTRACTUAL SERVICES	75.00					75.00
CLEARLITE TROPHIES	EMPLOYEE APPRECIATION	21.80		21.80			
COMCAST	TELEPHONE/COMMUNICATIONS	397.53			397.53		
FEDEX	CONTRACTUAL SERVICES	154.13		154.13			
DEBRA GALARZA	REIMBURSE TRAVEL EXPENSES	151.08			151.08		
GRAINGER	OPERATING SUPPLIES	133.04					133.04
GREENLEAF	GARBAGE SERVICE	1,001.46				1,001.46	
HENDERSON MARINE SUPPLY, INC	REPAIRS & MAINTENANCE	587.69				587.69	
HOLMAN PROFESSIONAL COUNSELING CENTERS	EMPLOYEE ASSISTANCE PROGRAM SERVICES	289.00		45.16	54.18	103.86	85.80
IRVINE & JACHENS INC.	UNIFORM SERVICES	266.33				266.33	
MICHAEL JEFFRIES	REFUND DEPOSIT	1,000.00				1,000.00	
PAUL LOURENCO	REFUND DEPOSIT	523.62				523.62	
JAKE MANISCALCO	REFUND DEPOSIT	223.12				223.12	
MARINE LIEN SALE SERVICE	COLLECTION EXPENSE	160.00					160.00
MISSION UNIFORM SERVICE, INC.	UNIFORM SERVICES	397.08				397.08	
OFFICE DEPOT, INC.	OFFICE SUPPLIES	242.73				242.73	
OPERATING ENGINEERS TRUST	HEALTH INSURANCE	30,413.00	30,413.00				
PG&E	UTILITIES	2,187.10				2,187.10	
PITNEY BOWES, INC.	POSTAGE EXPENSE	5.00			5.00		
PURCHASE POWER	POSTAGE EXPENSE	1,000.00			1,000.00		
STANDARD INSURANCE	LIFE & LTD INSURANCE	3,311.44	3,311.44				
STAPLES ADVANTAGE	OFFICE SUPPLIES	132.40			132.40		
TEAMSTERS 856 HEALTH & WELFARE FUND	HEALTH INSURANCE	22,360.00	22,360.00				
TURBO DATA SYSTEMS, INC	CITATION PROCESSING	29.94				27.24	2.70
VERIZON	CONFERENCES & MEETINGS	293.63			76.40	179.03	38.20
SUB-TOTAL OF PAYMENTS TO BE PROCESSED 4/1/15		68,768.60	56,084.44	981.76	1,957.00	8,416.13	1,329.27
ARROWHEAD MOUNTAIN WATER	CONTRACTUAL SERVICES	57.33					57.33
CALPERS	PAYROLL DEDUCTION PAYABLE	48,549.82	48,549.82				
CALPERS SUPPLEMENTAL INCOME	PAYROLL DEDUCTION PAYABLE	18,054.00	18,054.00				
CINTAS CORPORATION	OPERATING SUPPLIES	32.76					32.76
COASTSIDE.NET	TELEPHONE/COMMUNICATIONS	399.00				399.00	
COMCAST	TELEPHONE/COMMUNICATIONS	410.11					410.11
FEDERAL PUBLISHING LIMITED INC	OSHA/EPA COMPLIANCE JOURNAL	198.50				198.50	
FIRSTCHOICE	CONTRACTUAL SERVICES	46.35			46.35		
NEXTEL COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	152.03					152.03
OPERATING ENGINEERS LOCAL NO.3	PAYROLL DEDUCTION PAYABLE	1,140.00	1,140.00				
PACIFIC OCCUPATIONAL HEALTH CLINIC	RECRUITING EXPENSE	174.50					174.50
PITNEY BOWES GLOBAL FIN SVCS	POSTAGE METER LEASE	328.20				164.10	164.10
TEAMSTERS UNION LOCAL 856	PAYROLL DEDUCTION PAYABLE	433.00	433.00				
VANTAGEPOINT TRANSFER AGENTS	PAYROLL DEDUCTION PAYABLE	2,300.00	2,300.00				
TOTAL HANDCHECKS		72,275.60	70,476.82	-	46.35	761.60	990.83
TOTAL BILLS & CLAIMS		141,044.20	126,561.26	981.76	2,003.35	9,177.73	2,320.10
			PAYROLL	COMM	ADMIN	PPH	OPM

Memo

To: Board of Harbor Commissioners
From: Scott Grindy, Acting General Manager
Date: March 25, 2015
Re: April 1, 2015 Meeting Report

Oyster Point Marina/Park

- Continuing efforts and discussions for design and placement of grant funded restroom via the City of South San Francisco.
- Discussions with OPM staff on coming operational priorities for site activities and improvements.

Pillar Point Harbor

- Abandoned Vessel actions in process.
- Staffing related activities.

Administration

- Treasurer activities and actions
- Board related activities
- Agenda updates and preparation for
- Human Resources actions
- Labor related actions and preparations for initial negotiation undertakings

Miscellaneous Items

- District Lease reviews and related activities
- Property related activities for potential purchase and or rental on the coast for the district.
- Commissioner calls, requests and responses
- Meeting and responding to items with LAFCo Consultant
- Attendance at California Association of Harbor Masters & Port Captains Board meeting, March 26 and 27

EMS-Clean Marina Activities-District Wide

- Working with Acting Harbor Masters on future water restriction items, while working to preserve trees and plant life of both sites.

Future Agenda Items – as of 3/26/15

Commission Requested Items

- Policy on Confidential Communications (from 12/3/14 meeting)
- Info Report: Romeo Pier (David: 1/7/2015 meeting)
- Power Point Presentation: Facility Conditions Study OPM & PPH (from 1/7/15 meeting – SB) (this item will be on the April 15th 1:30 p.m. Special Meeting)
- RV Park
- Fish Buyer Fee Change
- Oyster Point Bait Shop Request for Proposal
- Pillar Point Seafood Power Item

Staff Requested Items

- OPM Rate Reduction
- Environmental Fee at OPM & PPH (SG Item)
- Ordinance Code Updates
- MacCorkle Insurance Presentation
- Request for Proposal for Property Management Firm for District Leases
- Ketch Café Lease
- Ketch Joanne Restaurant and Harbor Bar Lease
- Lease Management Company for District Owned Properties



STAFF REPORT

FROM: Debra Galarza, Director of Finance

DATE: April 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.
- Reviewed monthly accounts receivable aging list and confirmed collection procedures are being consistently applied. Followed up with tenants on payment plans. Prepared account write off submission for uncollectible accounts.
- LAFCO Municipal Review: Final Submission of Requested Data-awaiting response.
- Preliminary budget responses.
- Working with Nautical Software Solutions to upgrade software for online payment and reservation options for customers
- Site visit at Oyster Point Marina/Park and Pillar Point Harbor

Human Resources

- IT issues: Met with Well Connected Office Staff and Commissioner Brennan at potential office space in Half Moon Bay for estimated moving costs, timing, office furniture, District meeting room set up, etc.
- IT issues: Met with Well Connected Office Staff RE: Outstanding Issues to be presented at April 1st meeting
- Four new hire processing: paperwork, health insurance registration, ADP payroll set up, CalPERS registration, swearing in, and orientation.
- CalCard administration.
- Workers Compensation Claim processing.



STAFF REPORT

Acting General Manager

- Agenda review.
- Responded to General Manager related email.
- Respond to Emergency Issue: Vessel on beach-demolished 3/26/15.
- Strategic Plan finalization discussion with vendor for financial portion.
- Work with District legal counsel regarding District issues.

OPERATIONS

Memo

To: Board of Harbor Commissioners
From: Jim Merlo, Acting Harbor Master
CC: Scott Grindy, Acting G.M.
Date: March 25,, 2015
Re: April 1st, 2015 Meeting Report

Oyster Point Marina/Park

Construction Update & General Status Updates

- Misc. maintenance work in progress throughout the marina.

OPM Miscellaneous

- Working with the US Army Corps of Engineers with the removal of logs and other Navigational hazards from OPM waters.
- Start construction of the laundry room.
- Start construction of the Dragon boat float.
- Getting bids for bay trail slurry seal.

Occupancy Overview (March, month of occupancy 2015)

OPM

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

Search and Rescue Activity Highlights & Urgent Need Activities

OPM: No items or issues to report at this time.

EMS-Clean Marina Activities-District Wide

- Vessel inspections are ongoing

Calendar Reminder Items of Events and Activity

- April 4th Easter egg hunt 10am to 12noon

OPERATIONS

Memo

To: Board of Harbor Commissioners
 From: John Draper, Acting Harbor Master
 CC: Scott Grindy, Acting General Manger
 Date: March 25, 2015
 Re: April 1, 2015 Meeting Report

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 on going, power outages will be very limited and noticed prior shutdowns.
- S/V Kandu and S/V Brut have been raised and disposed of.

PPH Miscellaneous

- None at this time.

Occupancy Overview (March Month of Occupancy 2014)

PPH

Total occupancy (inner harbor) – 92% (this includes slips, end ties and walk way)

Berth occupancy (inner Harbor) - 93% (342 slips out of 369 are occupied)

Moorings (Outer Harbor) – 52% (12 out of 23 moorings occupied)

Search and Rescue Activity Highlights & Urgent Need Activities

PPH: 3 SAR cases

EMS-Clean Marina Activities-District Wide

Continue working with San Mateo County Resource Conservation District with monthly water sampling in harbor.

Calendar Reminder Items of Events and Activities

- Sport salmon season starts April 4, 2015
- Rock Cod season starts April 15, 2015
- Silver Dragon 9 April 23, 2015