

# **SAN MATEO COUNTY HARBOR DISTRICT**

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



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

**May 7, 2014**

**Board of Harbor Commissioners**

**Peter Grenell  
General Manager**

**Debra Galarza  
Director of Finance**

**Scott Grindy  
Harbor Master**

**ITEM 6**

San Mateo County Harbor District  
Board of Harbor Commissioners

<u>TITLE</u>	<u>NAME</u>	<u>TERM EXPIRES</u>
PRESIDENT	Robert Bernardo	December 31, 2014
VICE PRESIDENT/ TREASURER	James Tucker	December 31, 2014
SECRETARY	Pietro Parravano	December 31, 2016
COMMISSIONER	Sabrina Brennan	December 31, 2016
COMMISSIONER	William Holsinger	December 31, 2014

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

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# SAN MATEO COUNTY HARBOR DISTRICT

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



## BUDGET SUMMARY



PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

**BUDGET SUMMARY**

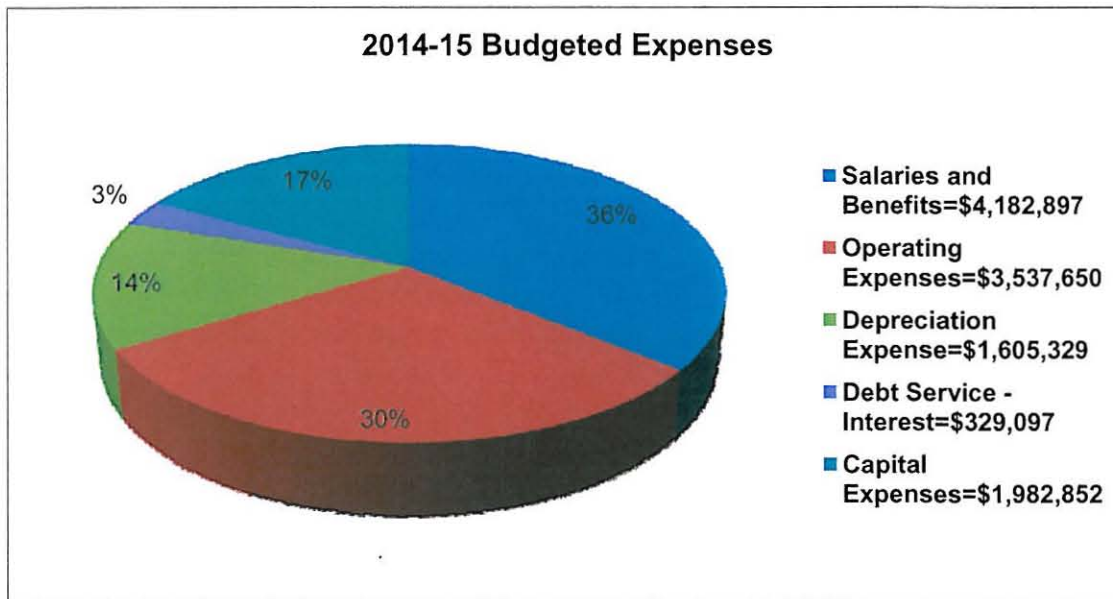
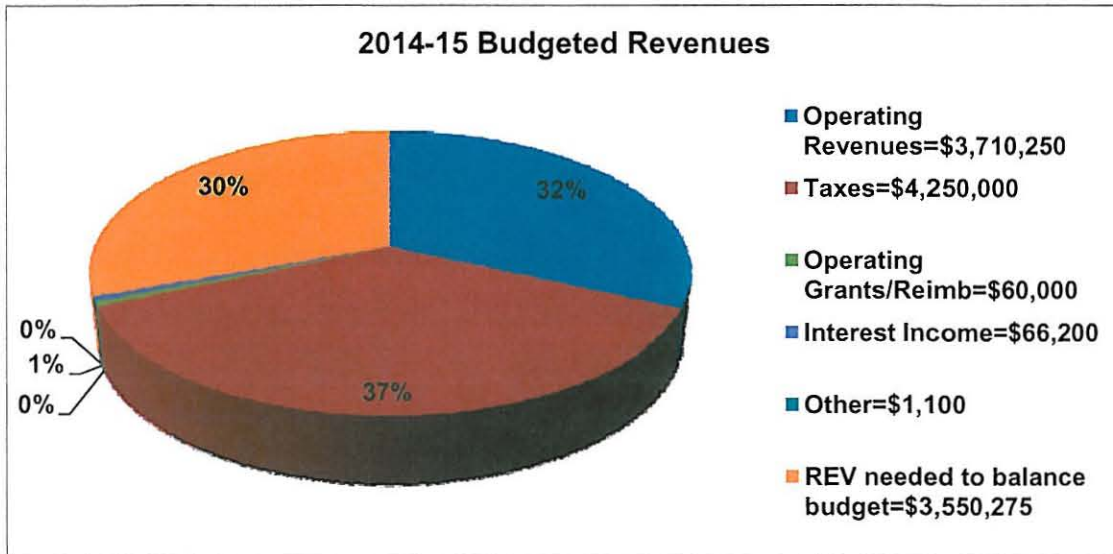
DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
Operating Revenues	4,078,967	3,624,249	3,049,388	3,869,770	3,770,250
Non-Operating Revenues	5,236,528	3,907,983	5,982,345	6,726,117	4,317,300
<b>TOTAL REVENUES</b>	<b>9,315,496</b>	<b>7,532,232</b>	<b>9,031,734</b>	<b>10,595,887</b>	<b>8,087,550</b>
Operating Expenses	5,204,451	7,402,041	4,730,659	6,976,869	7,720,547
Non-Operating Expense	1,855,135	2,012,820	375,830	1,846,305	1,934,426
TOTAL OPERATING & NON OPERATING EXPENSES	7,059,587	9,414,861	5,106,490	8,823,174	9,654,974
NET INCREASE(DECREASE)	2,255,909	(1,882,629)	3,925,244	1,772,713	(1,567,424)
Total Capital Projects Expense (including carryovers)	3,294,276	3,436,753	1,250,927	1,897,243	1,982,852
<b>TOTAL EXPENSES WITH CAPITAL</b>	<b>10,353,863</b>	<b>12,851,614</b>	<b>6,357,417</b>	<b>10,720,417</b>	<b>11,637,825</b>
TOTAL INCREASE(DECREASE) INCLUDING CAPITAL	(1,038,367)	(5,319,382)	2,674,317	(124,530)	(3,550,275)

## **Budget Summary**

### **Fiscal Year Ending June 30, 2015**

1. Prior year actual Operating Revenues are greater than FY2014-15 estimated Final Budget because in FY2013-14 the District received reimbursement for the Oyster Point Wave Attenuators in the amount of \$600,000.
2. Prior year actual Non-Operating Revenues are greater than FY2014-15 estimated Final Budget because in FY2013-14 the District received a Redevelopment Agency Dissolution payment of over \$500,000. It also received close to \$90,000 in recovery funds from the Lehman securities crisis. No additional Redevelopment Agency or Lehman funds are estimated for FY2014-15.
3. Estimated final budget compared to prior year actual is greater due to increased repairs and maintenance for property and docks, contractual services, and election expense for 2014.
4. Capital projects in the amount of \$1,228,491 are made up of \$415,000 in new projects and \$813,491 in carryovers from FY2013-14. Several capital projects were completed in the prior year actual which is why there is such a variance in prior year actual to final budget numbers

**Total Revenues & Expenses**



**TOTAL SOURCES: \$11.6 MILLION = TOTAL USES: 11.6 MILLION**

PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

**BUDGET SUMMARY**

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
<b>OPERATING REVENUE:</b>					
Berth Fees	1,666,500	1,098,400	0	0	2,764,900
Mooring Fees	41,000	0	0	0	41,000
Launch Ramp Fees	81,500	17,850	0	0	99,350
Dock Boxes	0	6,400	0	0	6,400
Misc. Fees	51,200	19,200	0	0	70,400
Rents & Concessions	415,000	235,000	0	0	650,000
RV Parking (Fishing)	35,000	0	0	0	35,000
Event Fees	22,100	500	0	0	22,600
Commercial Activity Permits	9,000	3,200	0	0	12,200
Sales	6,500	1,900	0	0	8,400
Operational Grants					
State- DBAW - Abandoned Vessel	30,000	30,000	0	0	60,000
<b>Total Operating Revenues</b>	<b>2,357,800</b>	<b>1,412,450</b>	<b>0</b>	<b>0</b>	<b>3,770,250</b>
<b>NON-OPERATING REVENUE:</b>					
Taxes	0	0	4,250,000	0	4,250,000
Interest Income	0	0	66,200	0	66,200
Miscellaneous Revenues	0	0	1,100	0	1,100
<b>Total Non-Operating Revenues</b>	<b>0</b>	<b>0</b>	<b>4,317,300</b>	<b>0</b>	<b>4,317,300</b>
<b>TOTAL REVENUES</b>	<b>2,357,800</b>	<b>1,412,450</b>	<b>4,317,300</b>	<b>0</b>	<b>8,087,550</b>

PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

**BUDGET SUMMARY**

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
<b>SALARIES AND BENEFITS:</b>					
<b>Salaries and Wages Expense:</b>					
Base Salary and Wages	1,000,850	691,300	656,200	36,000	2,384,350
Overtime	16,500	7,000	5,500	0	29,000
Other Pay	15,000	20,000	0	0	35,000
<b>Total Salaries and Wages</b>	<b>1,032,350</b>	<b>718,300</b>	<b>661,700</b>	<b>36,000</b>	<b>2,448,350</b>
<b>Benefits Expense:</b>					
Pension Contributions	252,100	189,000	154,200	0	595,300
Health Insurance Costs - Current Employees	211,500	145,354	94,000	52,900	503,754
Worker's Compensation Insurance	79,300	55,000	4,800	400	139,500
Other Insurance - Current Employees	16,025	11,400	10,100	320	37,845
Insurance Costs - Retirees	24,150	35,700	0	20,300	80,150
Social Security and Taxes	14,969	10,200	9,595	3,122	37,886
Auto Allowance	8,400	8,400	8,400	0	25,200
Employment Assistance Program	1,300	1,100	670	550	3,620
Liability for Termination Benefit	185,125	136,168	10,300	(20,300)	311,293
<b>Total Benefits</b>	<b>792,869</b>	<b>592,322</b>	<b>292,064</b>	<b>57,292</b>	<b>1,734,547</b>
<b>TOTAL SALARY AND PAYROLL BURDEN</b>	<b>1,825,219</b>	<b>1,310,622</b>	<b>953,764</b>	<b>93,292</b>	<b>4,182,897</b>

PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

**BUDGET SUMMARY**

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
<b>OPERATING EXPENSES:</b>					
Advertising	9,000	8,000	2,500	7,500	27,000
Bad Debt Expense	65,000	65,000	0	0	130,000
Communications	22,600	12,800	12,500	0	47,900
Election Costs	0	0	0	650,000	650,000
WiFi Services	9,600	8,000	0	0	17,600
Computer - Hardware and software	11,750	5,000	9,000	0	25,750
Postage	8,100	4,000	6,500	250	18,850
Meetings/Travel/ Training	6,300	6,300	6,500	3,500	22,600
Auto Mileage Reimbursement	500	400	1,500	200	2,600
Memberships/ Exams/ Subscriptions	200	200	15,000	0	15,400
Personnel Tests	2,000	1,100	2,500	0	5,600
Property & Casualty Insurance	135,000	134,970	0	17,545	287,515
Fuel	12,500	6,800	0	0	19,300
Operating Supplies	84,600	31,500	0	0	116,100
Office Supplies	12,000	7,000	16,100	1,700	36,800
Office Equipment	22,000	0	15,000	0	37,000
Uniform Expenses	12,500	8,000	0	0	20,500
Legal Services	20,000	10,000	50,000	110,000	190,000
Contractual Services-IT	18,500	13,000	21,000	4,000	56,500
Contractual Services-Professional	71,505	76,305	71,505	0	219,315
Outside Contractual Services	63,350	109,750	33,150	5,300	211,550
Special Events Expense	6,500	6,500	0	0	13,000
Bank & Credit Card Fees	16,400	22,250	750	0	39,400
Office Space and Equipment Rentals	0	4,200	101,970	0	106,170
Repair and Maintenance	336,000	136,500	0	0	472,500
Garbage Collections	154,300	26,500	0	0	180,800
Harbor/ Marina Public Access	40,000	20,000	0	0	60,000
Harbor/ Marina Equipment	65,300	5,000	0	0	70,300
Vessel Destruction	50,000	50,000	0	0	100,000
Water and Electrical Utility Expenses	168,000	128,300	0	0	296,300
LAFCO Fees	0	0	7,500	0	7,500
Property Tax Admin. Fee	0	0	29,000	0	29,000
Employee Appreciation Dinner	0	0	0	4,800	4,800
<b>Total Operating Expenses</b>	<b>1,423,505</b>	<b>907,375</b>	<b>401,975</b>	<b>804,795</b>	<b>3,537,650</b>
<b>Total All Operating, Salary and Benefit Expenses</b>	<b>3,248,724</b>	<b>2,217,997</b>	<b>1,355,739</b>	<b>898,087</b>	<b>7,720,547</b>
<b>NON-OPERATING EXPENSES:</b>					
Depreciation Expense	603,178	988,195	13,956	0	1,605,329
Interest Expense - DBAW Loan	168,627	160,470	0	0	329,097
<b>Total Non-Operating Expenses</b>	<b>771,805</b>	<b>1,148,665</b>	<b>13,956</b>	<b>0</b>	<b>1,934,426</b>
<b>TOTAL OE&amp;E EXPENSE</b>	<b>4,020,529</b>	<b>3,366,662</b>	<b>1,369,695</b>	<b>898,087</b>	<b>9,654,974</b>

PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

**BUDGET SUMMARY**

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
<b>CAPITAL PROJECTS (2014-2015 BUDGET APPROPRIATION ONLY):</b>					
<b>Oyster Point Marina:</b>					
Correct Flooding Issues	0	25,000	0	0	25,000
<b>Pillar Point Harbor:</b>					
Mooring Replacements	20,000	0	0	0	20,000
Paid Parking	50,000	0	0	0	50,000
Launch Ramp Restroom Design	25,000	0	0	0	25,000
Leasee Sidewalk	200,000	0	0	0	200,000
Romeo Pier Removal	650,000	0	0	0	650,000
Inner Harbor Dredging	70,000	0	0	0	70,000
<b>Total Capital Projects (2014-2015 Appropriations)</b>	<b>1,015,000</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>1,040,000</b>
<b>CAPITAL PROJECTS (CARRYOVER):</b>					
<b>Pillar Point Harbor:</b>					
Rip Rap Repair - Fishing Pier	157,558	0	0	0	157,558
West Trail - Fix Erosion	355,933	0	0	0	355,933
Dock Fingers	429,361	0	0	0	429,361
<b>Total Capital Projects (Carryover Appropriations)</b>	<b>942,852</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>942,852</b>
<b>Total All Capital Projects</b>	<b>1,957,852</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>1,982,852</b>
<b>TOTAL ALL COSTS</b>	<b>5,978,381</b>	<b>3,391,662</b>	<b>1,369,695</b>	<b>898,087</b>	<b>11,637,825</b>
<b>TOTAL REVENUES LESS TOTAL EXPENSES</b>					<b>(3,550,275)</b>

## SAN MATEO COUNTY HARBOR DISTRICT

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



### REVENUES



PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

DESCRIPTION	COMBINED REVENUES				
	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
Operating Revenues	4,078,967	3,624,249	4,997,570	6,332,115	3,770,250
Non-Operating Revenues	5,236,528	3,907,983	5,982,345	6,726,117	4,317,300
<b>TOTAL REVENUES</b>	<b>9,315,496</b>	<b>7,532,232</b>	<b>10,979,915</b>	<b>13,058,232</b>	<b>8,087,550</b>

PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

**PILLAR POINT HARBOR REVENUES**

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
<b>OPERATING REVENUE:</b>					
Berth Fees	1,464,466	1,514,796	1,226,918	1,609,088	1,666,500
Mooring Fees	45,983	47,337	32,425	44,425	41,000
Launch Ramp Fees	70,561	81,306	76,543	81,306	81,500
Misc. Fees	49,861	33,601	63,091	58,502	45,400
Crab Pot Storage Fee	550	0	5,050	5,750	5,800
Rents & Concessions	353,560	370,696	494,974	582,974	415,000
Parking	42,600	54,896	29,616	33,000	35,000
Event Fees	0	0	0	0	22,100
Commercial Activity Permits	10,065	9,000	8,000	9,000	9,000
Sales	6,469	4,472	11,565	11,800	6,500
Operational Grants					
Pump Out Station Grant	23,043	0	0	0	0
State- DBAW - Abandoned Vessel	10,600	26,500	0	26,500	30,000
<b>Total Operating Revenues</b>	<b>2,077,758</b>	<b>2,142,604</b>	<b>1,948,182</b>	<b>2,462,345</b>	<b>2,357,800</b>

## **Pillar Point Harbor**

### **Fiscal Year Ending June 30, 2015**

1. The fishing season was robust in 2013-14 and Pillar Point was 100% occupied for most of the commercial crab fishing season. It was approximately 94% occupied during salmon season. For FY2014-15 we are projecting a similar season with similar occupancies but do not anticipate any growth until we hear more about drought impacts from Department of Fish and Game.
2. Budgeted revenue from lease rents and concessions is expected to increase as a result of CPI lease rent adjustments. Economists are forecasting a slow recovery. As the economy improves, it is hoped that foot traffic to the harbor and related patronage of the harbor and lessee facilities will increase.
3. Revenue from the establishment of Paid Parking is not currently included in the preliminary budget, but will be added at the time the project analysis is completed and a decision is made about the strategy for implementing a paid parking solution.
4. Grant monies received from Division of Boating and Waterways Grant for Abandoned Vessel Abatement are expected to continue to be received and Pillar Point will continue to remove and salvage abandoned vessels as necessary even though grant funding from the State will not completely cover the costs of abatement. The District will consider alternative methods of cost recovery if/when grants are not available.

PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

OYSTER POINT MARINA PARK REVENUES

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
<b>OPERATING REVENUE:</b>					
Berth Fees	1,093,000	1,186,135	892,373	1,097,400	1,098,400
Dock Boxes	7,124	7,288	4,675	6,355	6,400
Launch Ramp Fees	16,994	15,151	14,143	17,843	17,850
Misc. Fees	17,488	19,453	13,015	19,152	19,200
Rents & Concessions	224,714	224,714	171,907	234,769	235,000
Event Fees	0	0	0	0	500
Commercial Activity Permits	1,889	500	3,367	3,500	3,200
Sales	0	1,904	1,726	1,904	1,900
Operational Grants					
State- DBAW - Abandoned Vessel	40,000	26,500	0	26,500	30,000
Reimbursements on Projects(Dock 11)	0	0	2,000,000	2,000,000	0
Federal - DBAW - Guest Dock	600,000	0	250,000	250,000	0
<b>Total Operating Revenues</b>	<b>2,001,210</b>	<b>1,481,645</b>	<b>3,351,207</b>	<b>3,657,424</b>	<b>1,412,450</b>
<b>NON-OPERATING REVENUE:</b>					
Reimbursements on Projects	0	0	0	0	0
<b>Total Non-Operating Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **Oyster Point Marina/Park**

### **Fiscal Year Ending June 30, 2015**

1. Operating revenues for FY2014-15 are projected to decrease from FY2013-14. This projection is the net result of flat berth rentals and decreases in grant reimbursements. Grants in FY 2013-14 were \$640,000 compared to an estimated \$30,000 FY2014-15. This is due to the \$600,000 Wave Attenuator grant received in FY2013-14.
2. For FY2014-15, berth revenues are projected to be \$920,000, as revenues are projected to remain flat due to a slow economic recovery.
3. Grant monies received from Division of Boating and Waterways Grant for Abandoned Vessel Abatement are not expected to fully cover the costs of abatement. Oyster Point will continue to remove and salvage abandoned vessels as necessary despite the lack of grant funding from the State. The District will consider alternative methods of cost recovery if/when grants are not available.

PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

**ADMINISTRATION REVENUES**

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
<b>NON-OPERATING REVENUE:</b>					
Taxes	5,109,749	3,805,783	3,599,937	4,307,517	4,250,000
Interest Income	96,248	101,200	36,229	71,500	66,200
Miscellaneous Revenues	30,531	1,000	96,180	97,100	1,100
<b>Total Non-Operating Revenues</b>	<b>5,236,528</b>	<b>3,907,983</b>	<b>3,732,345</b>	<b>4,476,117</b>	<b>4,317,300</b>

## **Administration**

### **Fiscal Year Ending June 30, 2015**

1. For FY2014-15, interest income is projected to be \$65 thousand. Interest income is expected to decrease based on estimated decline in cash reserves and continued low interest rates. Currently the interest rate is below 1.0%.
2. Property tax revenues are projected to be \$4.2 million. The FY2014-2015 property tax revenue estimate is an increase from current year projections. This estimate is based upon current trends in property values plus information received from the San Mateo County Assessor's Office.

## SAN MATEO COUNTY HARBOR DISTRICT

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



### EXPENSES



PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

**COMBINED EXPENSES**

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 FINAL BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
<b>SALARIES AND BENEFITS:</b>					
Salaries and Wages Expense	2,175,750	2,293,520	1,724,811	2,335,829	2,448,350
Benefits Expense	839,164	1,463,099	1,126,573	1,500,148	1,734,547
<b>Total Salary and Payroll Burden</b>	<b>3,014,914</b>	<b>3,756,619</b>	<b>2,851,383</b>	<b>3,835,977</b>	<b>4,182,897</b>
<b>OPERATING EXPENSES</b>	2,189,537	3,645,423	1,879,276	3,140,892	3,537,650
<b>NON-OPERATING EXPENSES</b>	1,855,135	2,012,820	375,830	1,846,305	1,934,426
<b>Total Expenses without Capital Outlay</b>	<b>7,059,587</b>	<b>9,414,861</b>	<b>5,106,490</b>	<b>8,823,174</b>	<b>9,654,974</b>
<b>CAPITAL PROJECTS</b>	3,294,276	3,436,753	1,250,927	1,897,243	1,982,852
<b>TOTAL EXPENSES</b>	<b>10,353,863</b>	<b>12,851,614</b>	<b>6,357,417</b>	<b>10,720,417</b>	<b>11,637,825</b>

PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

**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
<b>SALARIES AND BENEFITS:</b>					
<b>Salaries and Wages Expense:</b>					
Base Salary and Wages	876,427	921,967	673,394	952,400	1,000,850
Overtime	12,664	11,000	10,470	13,000	16,500
Other Pay	0	10,000	18,588	0	15,000
<b>Total Salaries and Wages</b>	<b>889,091</b>	<b>942,967</b>	<b>702,452</b>	<b>965,400</b>	<b>1,032,350</b>
<b>Benefits Expense:</b>					
Pension Contributions	215,748	241,800	163,572	211,500	252,100
Health Insurance Costs - Current Employees	203,791	227,708	153,977	205,317	211,500
Worker's Compensation Insurance	73,900	83,924	53,135	76,995	79,300
Other Insurance - Current Employees	15,434	15,566	11,760	15,562	16,025
Insurance Costs - Retirees	26,999	27,100	27,516	23,401	24,150
Social Security and Taxes	11,465	13,673	10,637	13,998	14,969
Auto Allowance	2,875	3,000	3,350	4,400	8,400
Employment Assistance Program	1,246	1,300	935	1,300	1,300
Liability for Termination Benefit	(216,664)	30,485	211,520	225,779	185,125
<b>Total Benefits</b>	<b>334,794</b>	<b>644,556</b>	<b>636,401</b>	<b>778,252</b>	<b>792,869</b>

PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

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
<b>OPERATING EXPENSES:</b>					
Advertising	18,290	10,000	5,900	9,000	9,000
Bad Debt Expense	54,643	35,500	0	65,000	65,000
Communications	23,143	22,600	19,189	22,600	22,600
Wifi Services	0	0	0	0	9,600
Computer Hardware and Software	5,525	11,750	2,133	11,750	11,750
Postage	6,339	9,550	5,055	7,800	8,100
Meetings/Travel/ Training	6,125	6,500	1,168	3,800	6,300
Auto Mileage Reimbursement	418	1,122	143	500	500
Memberships/ Dues/ Subscriptions	60	200	138	200	200
Recruitment and Personnel Tests	15	2,000	47	1,085	2,000
Property & Casualty Insurance	122,627	134,890	111,749	134,890	135,000
Fuel	13,041	15,432	8,326	11,500	12,500
Operating Supplies	78,752	79,077	45,436	71,112	84,600
Office Supplies	9,585	12,024	7,104	12,024	12,000
Office Equipment	0	0	0	0	22,000
Uniform Expenses	10,528	13,286	7,069	10,000	12,500
Special Events Expense	3,885	3,600	5,727	6,500	6,500
Legal Services	42,192	50,000	7,247	18,000	20,000
Contractual Services-IT	16,867	17,300	9,396	17,300	18,500
Contractual Services-Professional	0	91,505	0	20,000	71,505
Outside Contractual Services	37,828	131,472	46,546	63,900	63,350
Bank & Credit Card Fees	14,320	20,782	11,829	16,040	16,400
Repair and Maintenance	139,298	687,044	231,078	554,000	336,000
Garbage Collections	70,349	153,750	99,401	153,750	154,300
Trash Compactor	0	56,062	54,678	54,678	0
Harbor/ Marina Public Access	0	35,000	0	35,000	40,000
Harbor/ Marina Equipment	9,800	147,800	54,259	100,000	65,300
Vessel Destruction	10,600	40,000	6,573	40,000	50,000
Water and Electrical Utility Expenses	156,573	164,003	145,289	163,261	168,000
<b>Total Operating Expenses</b>	<b>850,803</b>	<b>1,952,249</b>	<b>885,477</b>	<b>1,603,690</b>	<b>1,423,505</b>
<b>NON-OPERATING EXPENSES:</b>					
Depreciation Expense	552,723	818,000	0	644,161	603,178
Interest Expense - DBAW Loan	203,946	192,570	183,257	183,257	168,627
<b>Total Non-Operating Expenses</b>	<b>756,669</b>	<b>1,010,570</b>	<b>183,257</b>	<b>827,418</b>	<b>771,805</b>

PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

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
<b>CAPITAL PROJECTS:</b>					
<b>Rip Rap Repair - Fishing Pier</b>					
Carry Over Money	8,921	157,558	0	0	157,558
2014-15 Budget Appropriation	0	0	0	0	0
<b>Pump Out Station</b>					
Carry Over Money	23,043	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	0
<b>Johnson Pier Utilities, Deck</b>					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	1,086,393	93,188	92,044	92,044	0
<b>West Trail - Fix Erosion</b>					
Carry Over Money	0	0	0	0	355,933
2014-15 Budget Appropriation	8,817	355,933	0	355,933	0
<b>Multi-Purpose Building</b>					
Carry Over Money	0	279,000	7,600	7,600	0
2014-15 Budget Appropriation	0	0	0	0	0
<b>Restrooms - West Basin</b>					
Carry Over Money	13,552	123,485	116,240	116,240	0
2014-15 Budget Appropriation	0	0	0	0	0
<b>Add'l 71 Berths, Bulkhead</b>					
Carry Over Money	46,837	144,353	15,994	15,994	0
2014-15 Budget Appropriation	0	0	0	0	0
<b>North HMB Shoreline (Surfers Beach)</b>					
Carry Over Money	63,371	100,126	1,159	1,159	0
2014-15 Budget Appropriation	0	0	0	0	0
<b>Pay Station Parking PPH</b>					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	50,000
<b>Dredge Launch Ramp</b>					
Carry Over Money	41,612	312,317	322,917	322,917	0
2014-15 Budget Appropriation	0	0	0	0	0
<b>Launch Ramp Slurry Seal</b>					
Carry Over Money	38,123	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	0

PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

**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
<b>CAPITAL PROJECTS:</b>					
<b>Harbor Office Remodel</b>					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	150,000	0	0	0
<b>Recreational Docks Repairs</b>					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	11,037	161,560	16,373	161,560	0
<b>Tenant Sewer Project</b>					
Carry Over Money	24,510	209,333	177,190	209,333	0
2014-15 Budget Appropriation	0	0	0	0	0
<b>Mooring Replacements</b>					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	20,000	9,950	0	20,000
<b>Restrooms - Launch Ramp (Design)</b>					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	25,000
<b>Fisherman Gear Storage</b>					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	0	0	7,600	0
<b>Leasee Sidewalk</b>					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	200,000
<b>ADA Curb Cuts</b>					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	8,500	7,600	0	0

PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

**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
<b>CAPITAL PROJECTS:</b>					
<b>Dock Fingers</b>					
Carry Over Money	0	580,536	9,670	11,000	429,361
2014-15 Budget Appropriation	0	0	0	0	0
<b>Removal of Romeo Pier</b>					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	650,000
<b>Inner Harbor Dredging</b>					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	70,000
<b>Total Capital Projects</b>	<b>1,366,216</b>	<b>2,695,891</b>	<b>776,737</b>	<b>1,301,381</b>	<b>1,957,852</b>
<b>TOTAL EXPENSES</b>	<b>4,197,573</b>	<b>7,246,233</b>	<b>3,184,324</b>	<b>5,476,141</b>	<b>5,978,381</b>

**Pillar Point Harbor**

**Fiscal Year Ending June 30, 2015**

1. For FY2014-15, the Pillar Point Harbor budget for salaries and payroll related burden is expected to increase by approximately \$63 thousand over FY2013-14 projections not including Termination Benefit expense (see #2). This is due to a 2.5% merit increase for represented employees along with a cost of living adjustment. Management does not receive the 2.5% merit increase but does receive the cost of living adjustment. The cost of living adjustment, based on the December 31, 2013 Labor CPI for San Francisco-Oakland-San Jose, is 2.6%.
2. The budget includes annual Termination Benefit expense of \$185,125 based on the estimated accrued liability for employees who have worked 12 years or more for the District and have been hired prior to July 1, 2009. This benefit expires as follows (example: Employee works 15 years and leaves District. The employee is entitled to 7.5 years of health benefits only.)
3. The FY2014-15 budget for other operating expenses are \$300,000 less than FY2013-14 projected expenses. FY2013-14 had several deferred repairs and maintenance projects that needed to be addressed. FY2014-15 repairs and maintenance projects focus on safety and immediately needed repairs.
4. Interest payments to the Division of Boating and Waterways (DBAW) have been included in this budget at \$169 thousand as set in the Loan Agreement with the DBAW.
5. Capital expenditures in the FY2014-15 budget total \$1,475,891, of which \$1,085,891 are carryover funds. Current projects include design for the Launch Ramp restrooms, Sidewalk improvements for lessees, Dredging for the inner harbor, Mooring replacements, and Paid parking.

PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

OYSTER POINT MARINA PARK 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
<b>SALARIES AND BENEFITS:</b>					
<b>Salaries and Wages Expense:</b>					
Base Salary and Wages	629,249	647,401	491,386	647,801	691,300
Overtime	6,401	7,000	5,728	6,628	7,000
Other Pay	0	25,000	29,177	25,000	20,000
<b>Total Salaries and Wages</b>	<b>635,651</b>	<b>679,401</b>	<b>526,292</b>	<b>679,429</b>	<b>718,300</b>
<b>Benefits Expense:</b>					
Pension Contributions	180,617	174,979	114,636	181,583	189,000
Health Insurance Costs - Current Employees	153,214	154,620	103,106	139,177	145,354
Worker's Compensation Insurance	53,094	58,174	40,827	53,082	55,000
Other Insurance - Current Employees	11,063	11,062	8,823	11,062	11,400
Insurance Costs - Retirees	24,429	20,111	22,656	33,644	35,700
Social Security and Taxes	9,450	9,478	7,679	9,852	10,200
Auto Allowance	2,875	6,150	3,350	6,150	8,400
Employment Assistance Program	1,030	1,100	772	1,030	1,100
Liability for Termination Benefit	(253,170)	25,891	18,902	10,785	136,168
<b>Total Benefits</b>	<b>182,600</b>	<b>461,565</b>	<b>320,751</b>	<b>446,364</b>	<b>592,322</b>



OYSTER POINT MARINA PARK 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
<b>OPERATING EXPENSES:</b>					
Advertising	12,178	10,000	4,635	5,735	8,000
Bad Debt Expense	51,122	38,500	0	65,000	65,000
Communications	13,551	14,000	10,846	12,800	12,800
Wifi Expense	0	0	0	0	8,000
Computer Hardware and Software	1,937	4,750	3,295	4,750	5,000
Postage	2,207	3,220	1,886	3,891	4,000
Meetings/Travel/ Training	6,154	6,000	741	1,450	6,300
Auto Mileage Reimbursement	224	204	117	250	400
Memberships/ Dues/ Subscriptions	0	200	138	200	200
Personnel Tests	15	1,100	190	500	1,100
Property & Casualty Insurance	122,627	134,970	111,749	122,700	134,970
Fuel	6,043	7,154	4,010	5,900	6,800
Operating Supplies	14,954	56,356	33,541	42,200	31,500
Office Supplies	6,146	4,241	3,920	6,000	7,000
Uniform Expenses	7,049	8,240	5,780	7,800	8,000
Special Events Expense	1,363	4,000	1,583	6,500	6,500
Legal Services	11,760	18,000	2,611	5,000	10,000
Contractual Services-IT	7,485	10,400	10,333	12,500	13,000
Contractual Services-Professional	4,157	96,411	3,231	24,400	76,305
Outside Contractual Services	89,961	156,415	79,932	111,150	109,750
Claims Settlements	2,675	0	0	0	0
Bank & Credit Card Fees	14,687	27,750	11,403	18,700	22,250
Office Space and Equipment Rentals	3,057	3,800	2,871	3,800	4,200
Repair and Maintenance	62,311	141,294	26,853	119,000	136,500
Garbage Collections	20,995	26,775	17,422	25,500	26,500
Harbor/ Marina Public Access	0	20,000	0	30,000	20,000
Harbor/ Marina Equipment	1,838	56,000	1,900	51,000	5,000
Vessel Destruction	60,330	40,000	320	26,500	50,000
Water and Electrical Utility Expenses	93,065	117,551	62,052	117,551	128,300
<b>Total Operating Expenses</b>	<b>617,891</b>	<b>1,007,331</b>	<b>401,359</b>	<b>830,777</b>	<b>907,375</b>
<b>NON-OPERATING EXPENSES:</b>					
Depreciation Expense	895,928	818,000	0	818,000	988,195
Interest Expense - DBAW Loan	194,225	183,250	192,573	192,573	160,470
<b>Total Non-Operating Expenses</b>	<b>1,090,153</b>	<b>1,001,250</b>	<b>192,573</b>	<b>1,010,573</b>	<b>1,148,665</b>

**OYSTER POINT MARINA PARK 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
<b>CAPITAL PROJECTS:</b>					
<b>Electrical Pedestals</b>					
Carry Over Money	39,534	0	0	0	0
2013-14 Budget Appropriation	0	0	0	0	0
<b>Launch Ramp Slurry Seal</b>					
Carry Over Money	35,184	0	0	0	0
2013-14 Budget Appropriation	0	0	0	0	0
<b>Replacement of Dock 11</b>					
Carry Over Money	1,230,225	217,319	170,966	217,319	0
2013-14 Budget Appropriation	0	0	0	0	0
<b>Replacement of Guest Dock</b>					
Carry Over Money	415,763	58,216	48,424	58,216	0
2013-14 Budget Appropriation	0	0	0	0	0
<b>East Basin Restroom Renovation</b>					
Carry Over Money	207,355	305,327	251,123	305,327	0
2013-14 Budget Appropriation	0	0	0	0	0
<b>West Restroom Renovation</b>					
Carry Over Money	0	0	0	0	0
2013-14 Budget Appropriation	0	110,000	3,677	0	0
<b>Correct Flooding Issues</b>					
Carry Over Money	0	0	0	0	0
2013-14 Budget Appropriation	0	25,000	0	0	25,000
<b>Laundry Remodel (Drakes)</b>					
Carry Over Money	0	0	0	0	0
2013-14 Budget Appropriation	0	10,000	0	0	0
<b>Electrical Pad for Kayak</b>					
Carry Over Money	0	0	0	0	0
2013-14 Budget Appropriation	0	15,000	0	15,000	0
<b>Total Capital Projects</b>	<b>1,928,060</b>	<b>740,862</b>	<b>474,190</b>	<b>595,862</b>	<b>25,000</b>
<b>TOTAL EXPENSES</b>	<b>4,454,355</b>	<b>3,890,409</b>	<b>1,915,164</b>	<b>3,563,006</b>	<b>3,391,662</b>

## **Oyster Point Marina/Park**

### **Fiscal Year Ending June 30, 2015**

1. For FY2014-15, the Oyster Point Marina budget for salaries and payroll related burden is expected to increase by approximately \$25 thousand over FY2013-14 projections not including OPEB expense (see #2). This is due to a 2.5% merit increase for represented employees along with a cost of living adjustment. Management does not receive the 2.5% merit increase but does receive the cost of living adjustment. The cost of living adjustment, based on the December 31, 2013 Labor CPI for San Francisco-Oakland-San Jose, is 2.6%.
2. The budget includes annual Termination Benefit expense of \$136,168 based on the estimated accrued liability for employees who have worked 12 years or more for the District and have been hired prior to July 1, 2009. This benefit expires as follows (example: Employee works 15 years and leaves District. The employee is entitled to 7.5 years of health benefits only.)
3. Interest payments to the Division of Boating and Waterways (DBAW) have been included in this budget at \$160,470 thousand as set in the Loan Agreement with the DBAW.
4. Several capital projects were completed in FY2013-14 and therefore there are no new capital projects this budget year.

PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

**ADMINISTRATION 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
<b>SALARIES AND BENEFITS:</b>					
<b>Salaries and Wages Expense:</b>					
Base Salary and Wages	612,531	631,152	464,649	650,000	656,200
Overtime	3,077	4,000	4,418	5,000	5,500
<b>Total Salaries and Wages</b>	<b>615,609</b>	<b>635,152</b>	<b>469,067</b>	<b>655,000</b>	<b>661,700</b>
<b>Benefits Expense:</b>					
Pension Contributions	161,111	163,177	94,754	142,000	154,200
Health Insurance Costs - Current Employees	98,713	100,164	68,249	97,185	94,000
Worker's Compensation Insurance	5,918	4,637	2,878	4,650	4,800
Other Insurance - Current Employees	9,731	9,781	6,491	9,781	10,100
Social Security and Taxes	9,011	9,210	9,552	9,498	9,595
Auto Allowance	8,050	8,400	6,300	8,400	8,400
Employment Assistance Program	650	650	488	650	670
Liability for Termination Benefit	6,872	10,267	(1,477)	9,149	10,300
<b>Total Benefits</b>	<b>300,056</b>	<b>306,285</b>	<b>187,234</b>	<b>281,313</b>	<b>292,064</b>

PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

**ADMINISTRATION 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
<b>OPERATING EXPENSES:</b>					
Advertising	2,651	2,500	1,899	2,500	2,500
Communications	9,911	12,500	8,192	10,800	12,500
Computer Hardware and Software	12,980	10,500	1,668	10,500	9,000
Postage	6,319	6,500	4,422	6,500	6,500
Meetings/Travel/ Training	6,344	8,500	1,635	3,500	6,500
Auto Mileage Reimbursement	952	2,000	826	1,500	1,500
Memberships/ Dues/ Subscriptions	14,834	15,000	12,586	15,000	15,000
Recruitment and Personnel Tests	0	2,500	1,169	2,500	2,500
Office Supplies	13,307	12,100	13,236	15,100	16,100
Office Equipment	0	0	0	0	15,000
Legal Services	43,771	50,000	36,449	50,000	50,000
Contractual Services-IT	15,026	15,400	24,585	28,000	21,000
Contractual Services-Professional	0	91,505	0	20,000	71,505
Outside Contractual Services	34,296	28,150	33,172	32,150	33,150
Bank & Credit Card Fees	634	4,000	370	750	750
Office Space and Equipment Rentals	90,812	99,000	79,813	99,000	101,970
LAFCO Fees	6,755	8,700	5,516	5,516	7,500
Property Tax Admin. Fee	30,504	29,000	22,572	28,322	29,000
<b>Total Operating Expenses</b>	<b>289,096</b>	<b>397,855</b>	<b>248,108</b>	<b>331,638</b>	<b>401,975</b>
<b>NON-OPERATING EXPENSES:</b>					
Depreciation Expense	8,314	1,000	0	8,314	13,956
<b>Total Non-Operating Expenses</b>	<b>8,314</b>	<b>1,000</b>	<b>0</b>	<b>8,314</b>	<b>13,956</b>
<b>TOTAL EXPENSES</b>	<b>1,213,074</b>	<b>1,340,292</b>	<b>904,410</b>	<b>1,276,265</b>	<b>1,369,695</b>

## **Administration**

### **Fiscal Year Ending June 30, 2015**

1. For FY2014-15, the Administration budget for salaries and payroll burden is \$17 thousand higher than FY2013-14 projections. This is due to a 2.5% merit increase for represented employees along with a cost of living adjustment. Management does not receive the 2.5% merit increase but does receive the cost of living adjustment. The cost of living adjustment, based on the December 31, 2013 Labor CPI for San Francisco-Oakland-San Jose, is 2.6%.
2. The budget includes annual Termination Benefit expense of \$10,300 based on the estimated accrued liability for employees who have worked 12 years or more for the District and have been hired prior to July 1, 2009. This benefit expires as follows (example: Employee works 15 years and leaves District. The employee is entitled to 7.5 years of health benefits only.)
3. Other operating expenses are budgeted to increase \$29 thousand over the FY2013-14 projections. The budget for FY2014-15 is consistent with prior year actuals and include funds for new office equipment. Office rent is projected to increase by 3%.

**HARBOR COMMISSION 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
<b>SALARIES AND BENEFITS:</b>					
<b>Salaries and Wages Expense:</b>					
Base Salary and Wages	35,400	36,000	27,000	36,000	36,000
<b>Total Salaries and Wages</b>	<b>35,400</b>	<b>36,000</b>	<b>27,000</b>	<b>36,000</b>	<b>36,000</b>
<b>Benefits Expense:</b>					
Pension Contributions	0	0	0	0	0
Health Insurance Costs - Current Employees	37,158	46,365	33,084	44,112	52,900
Worker's Compensation Insurance	1,813	248	170	350	400
Other Insurance - Current Employees	196	408	257	304	320
Insurance Costs - Retirees	19,656	19,656	14,742	19,656	20,300
Social Security and Taxes	3,075	3,122	2,341	3,122	3,122
Employment Assistance Program	542	550	406	542	550
Liability for Termination Benefit	(40,727)	(19,656)	(68,812)	(73,867)	(20,300)
<b>Total Benefits</b>	<b>21,713</b>	<b>50,693</b>	<b>-17,813</b>	<b>-5,781</b>	<b>57,292</b>
<b>OPERATING EXPENSES:</b>					
Advertising	7,935	17,000	16,541	17,000	7,500
Election Expense	376,975	188,487	188,487	188,487	650,000
Postage	132	250	12	250	250
Meetings/Travel/ Training	7,010	10,600	3,211	3,100	3,500
Auto Mileage Reimbursement	114	400	0	200	200
Memberships/ Dues/ Subscriptions	0	0	433	0	0
Property & Casualty Insurance	14,456	15,950	14,456	15,950	17,545
Office Supplies	999	1,500	1,094	1,500	1,700
Legal Services	16,487	40,000	110,816	130,000	110,000
Contractual Services-IT	3,188	4,000	7,309	8,500	4,000
Contractual Services-Professional	0	0	0	0	0
Outside Contractual Services	1,196	5,300	1,467	5,300	5,300
Employee Appreciation Dinner	3,257	4,500	507	4,500	4,800
<b>Total Operating Expenses</b>	<b>431,748</b>	<b>287,987</b>	<b>344,332</b>	<b>374,787</b>	<b>804,795</b>
<b>TOTAL EXPENSES</b>	<b>488,860</b>	<b>374,680</b>	<b>353,519</b>	<b>405,006</b>	<b>898,087</b>

## **Harbor Commission**

### **Fiscal Year Ending June 30, 2015**

1. For FY2014-15, the Commission budget for salaries and payroll burden is \$89 thousand versus \$105 thousand projected for FY2013-14, due to a decrease in termination benefits. Only one Commissioner became eligible for the termination benefit during her term. No other Commissioners are eligible for this benefit.
2. Total Commission budget for FY2014-15 is \$755 thousand compared with \$659 thousand projected for FY2013-14. The FY2014-15 budget and FY2013-14 projections are approximately \$96,000 higher than prior year actual amounts due to the cost of the 2014 election and increased legal service fees.



## SAN MATEO COUNTY HARBOR DISTRICT

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



### CAPITAL IMPROVEMENT PROJECTS

PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

	<u>Budgeted Projects</u>	<u>Estimated Carryover</u>	<u>Combined Projects</u>
<b>Oyster Point Marina:</b>			
Correct Flooding Issues	25,000	-	25,000
<b>Total Oyster Point Marina</b>	<b>25,000</b>	<b>-</b>	<b>25,000</b>
<b>Pillar Point Harbor:</b>			
Mooring Replacements	20,000	-	20,000
Paid Parking	50,000	-	50,000
Launch Ramp Restroom Design	25,000	-	25,000
Leasee Sidewalk	200,000	-	200,000
Inner Harbor Dredging	70,000	-	70,000
Dock Fingers		429,361	429,361
Rip Rap Repair - Fishing Pier	-	157,558	157,558
West Trail - Fix Erosion	-	355,933	355,933
<b>Total Pillar Point Harbor</b>	<b>365,000</b>	<b>942,852</b>	<b>1,307,852</b>
<b>TOTAL DISTRICT</b>	<b>390,000</b>	<b>942,852</b>	<b>1,332,852</b>

## SAN MATEO COUNTY HARBOR DISTRICT

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



### FINANCIAL SUMMARIES

PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

**Revenues, Expenses and Changes in Net Assets**

	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
<b>REVENUES:</b>					
Operating Revenues	2,357,800	1,412,450	0	0	3,770,250
Non-Operating Revenues	0	0	4,317,300	0	4,317,300
Total Revenues	2,357,800	1,412,450	4,317,300	0	8,087,550
<b>EXPENSES:</b>					
Salaries and Payroll Burden	1,825,219	1,310,622	953,764	93,292	4,182,897
Operating Expenses	1,423,505	907,375	401,975	804,795	3,537,650
Total Expenses before Interest, Depreciation and Capital Expenditures	3,248,724	2,217,997	1,355,739	898,087	7,720,547
<b>Projected Increase/ (Decrease) in Net Assets from Operations (Rev-Exp)</b>	(890,924)	(805,547)	2,961,561	(898,087)	367,003
Depreciation	603,178	988,195	13,956	0	1,605,329
Interest Expense	168,627	160,470	0	0	329,097
Total Interest and Depreciation	771,805	1,148,665	13,956	0	1,934,426
<b>Projected Increase/ (Decrease) in Net Assets (Assets - Liabilities)</b>	<b>(1,662,729)</b>	<b>(1,954,212)</b>	<b>2,947,605</b>	<b>(898,087)</b>	<b>(1,567,424)</b>

\*This section provides an estimate of the fiscal impacts that the 2014-15 First Draft Preliminary Budget will have on the financial information for fiscal year 2014-15.

PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

**Sources and Uses of Funds**

**Sources of Funds**

Operating Revenue	3,770,250
Non Operating Revenue	4,317,300
New Debt	-
	<hr/>
Total Sources of Funds	8,087,550

**Uses of Funds**

Salaries and Payroll Burden less Unfunded Liability	3,871,604
Operating Expenses	3,537,650
Interest Expense	329,097
Capital Outlay	1,982,852
	<hr/>
Total Use of Funds	9,721,203

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**Projected Net Change in Cash Balance for FYE 15** (1,633,653)

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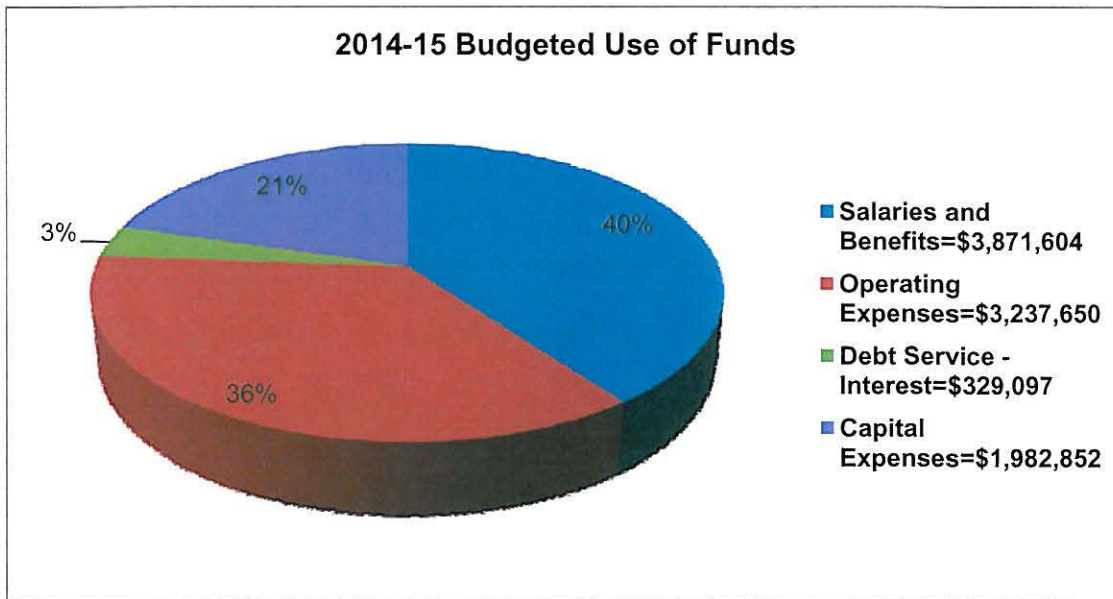
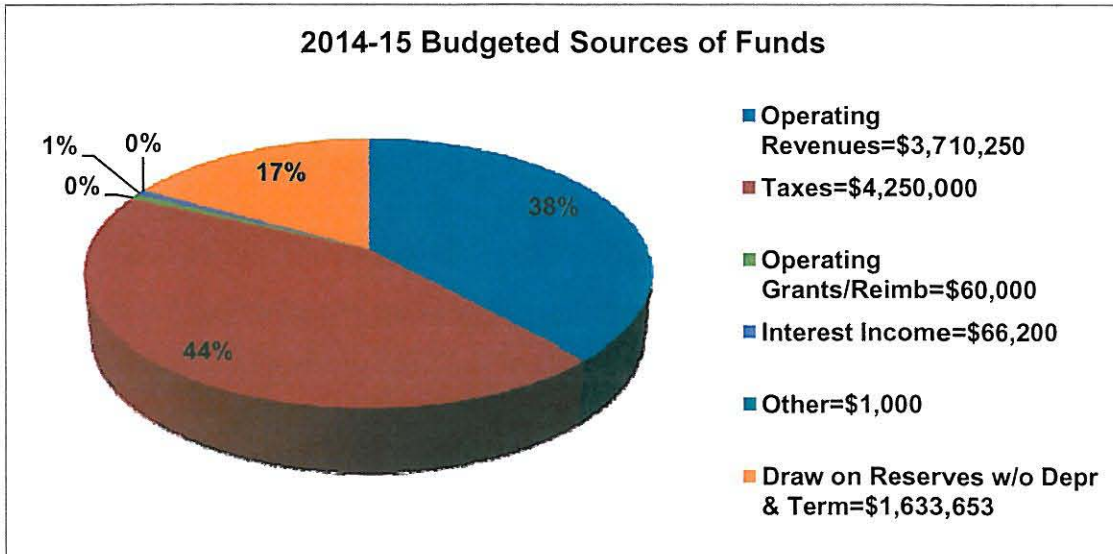
PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

**Net Assets Categorized**

	<b>Projected Balance at June 30, 2014</b>	<b>Increase (Decrease)</b>	<b>Projected Balance At June 30, 2015</b>
<b>General Fund:</b>			
Reserve for Collateral on DBAW Loans	1,701,349		1,701,349
Reserved for Emergency	1,619,464		1,619,464
Reserved for Liability for Termination Benefits	2,963,958	311,904	3,275,862
Reserved for Future Capital Improvements	586,500		586,500
Reserved for District Office Construction	1,526,218		1,526,218
Reserved for Short Term Operating Costs	3,537,650		3,537,650
Invested in Capital Assets net of Related Debt	18,304,086	1,332,852	19,636,938
Undesignated Fund Balance/ Net Asset	(7,459,242)	(3,212,179)	(10,671,421)
<b>General Fund Total Net Assets</b>	<b>22,779,983</b>	<b>(1,567,424)</b>	<b>21,212,560</b>

\*This section provides an estimate of the fiscal impacts that the 2014-15 First Draft Preliminary Budget will have on the financial information for fiscal year 2014-15.

Where the District Gets its Money and Where the Money is Spent



TOTAL SOURCES: \$11.6 MILLION = TOTAL USES: 11.6 MILLION

## 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.

**Resolution 13-14**  
of the  
**San Mateo County Harbor District**  
to  
**Adopt the Preliminary Fiscal Year 2014-15**  
**Operating and Capital Budget**

**Whereas**, §6093, §6093.1, §6093.2, and §6093.3 of the California Harbors and Navigation Code provides procedures for adoption of the preliminary and final annual operating and capital budget by the San Mateo County Harbor District, and;

**Whereas**, the Board of Harbor Commissioners desires to adopt the Preliminary FY 2014-15 Integrated Operating and Capital Budget in accordance with the Harbors and Navigation Code, and;

**Whereas**, the Board of Harbor Commissioners of the San Mateo County Harbor District must set a time and place for the public hearing on the adoption and fixing of a Final Integrated FY 2014-15 Operating and Capital Budget.

**Therefore, be it resolved**, that the Board of Harbor Commissioners of the San Mateo County Harbor District does hereby adopt the Preliminary Integrated Operating and Capital Budget FY 2014-15 as contained in the budget document attached hereto and incorporated by reference as part of this Resolution.

**Therefore, be it further resolved**, that after publication of notice, the Board of Harbor Commissioners will meet at 6:00 p.m., June 18, 2014, at the Municipal Services Building, 33 Arroyo Drive, South San Francisco, California, for the purpose of fixing the final budget, and hear from any taxpayer wishing to appear and be heard regarding budget items.

Approved this 7th day of May 2014 at a regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

For:

Against:

Absent:

Abstaining:

**Attested**

**BOARD OF HARBOR COMMISSIONERS**

\_\_\_\_\_  
Debbie Nixon  
Deputy Secretary

\_\_\_\_\_  
Robert Bernardo  
President



San Mateo County Harbor District

Board of Harbor  
Commissioners

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

Peter Grenell, General Manager

## ITEM 6

**THE ATTACHED ARE CORRECTED  
PAGES FOR THE BUDGET AND  
REPLACE WHAT IS IN THE  
ORIGINAL PACKET.**

# **SAN MATEO COUNTY HARBOR DISTRICT**

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



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

May 7, 2014

### **Board of Harbor Commissioners**

**Peter Grenell**  
General Manager

**Debra Galarza**  
Director of Finance

**Scott Grindy**  
Harbor Master

**Marietta Harris**  
Human Resource Manager

San Mateo County Harbor District  
Board of Harbor Commissioners

<u>TITLE</u>	<u>NAME</u>	<u>TERM EXPIRES</u>
PRESIDENT	Robert Bernardo	December 31, 2014
VICE PRESIDENT/ TREASURER	James Tucker	December 31, 2014
SECRETARY	Pietro Parravano	December 31, 2016
COMMISSIONER	Sabrina Brennan	December 31, 2016
COMMISSIONER	William Holsinger	December 31, 2014

## SAN MATEO COUNTY HARBOR DISTRICT

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



### CAPITAL IMPROVEMENT PROJECTS



PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

	<u>Budgeted Projects</u>	<u>Estimated Carryover</u>	<u>Combined Projects</u>
<b>Oyster Point Marina:</b>			
Correct Flooding Issues	25,000	-	25,000
<b>Total Oyster Point Marina</b>	<b>25,000</b>	-	<b>25,000</b>
<b>Pillar Point Harbor:</b>			
Mooring Replacements	20,000	-	20,000
Paid Parking	50,000	-	50,000
Launch Ramp Restroom Design	25,000	-	25,000
Leasee Sidewalk	200,000	-	200,000
Inner Harbor Dredging	70,000	-	70,000
Romeo Pier Removal	650,000	-	650,000
Dock Fingers		429,361	429,361
Rip Rap Repair - Fishing Pier	-	157,558	157,558
West Trail - Fix Erosion	-	355,933	355,933
<b>Total Pillar Point Harbor</b>	<b>1,015,000</b>	<b>942,852</b>	<b>1,957,852</b>
<b>TOTAL DISTRICT</b>	<b>1,040,000</b>	<b>942,852</b>	<b>1,982,852</b>

## SAN MATEO COUNTY HARBOR DISTRICT

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



### FINANCIAL SUMMARIES

PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

**Revenues, Expenses and Changes in Net Assets**

	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
<b>REVENUES:</b>					
Operating Revenues	2,357,800	1,412,450	0	0	3,770,250
Non-Operating Revenues	0	0	4,317,300	0	4,317,300
Total Revenues	2,357,800	1,412,450	4,317,300	0	8,087,550
<b>EXPENSES:</b>					
Salaries and Payroll Burden	1,825,219	1,310,622	953,764	93,292	4,182,897
Operating Expenses	1,423,505	907,375	401,975	804,795	3,537,650
Total Expenses before Interest, Depreciation and Capital Expenditures	3,248,724	2,217,997	1,355,739	898,087	7,720,547
<b>Projected Increase/ (Decrease) in Net Assets from Operations (Rev-Exp)</b>	<b>(890,924)</b>	<b>(805,547)</b>	<b>2,961,561</b>	<b>(898,087)</b>	<b>367,003</b>
Depreciation	603,178	988,195	13,956	0	1,605,329
Interest Expense	168,627	160,470	0	0	329,097
Total Interest and Depreciation	771,805	1,148,665	13,956	0	1,934,426
<b>Projected Increase/ (Decrease) in Net Assets (Assets - Liabilities)</b>	<b>(1,662,729)</b>	<b>(1,954,212)</b>	<b>2,947,605</b>	<b>(898,087)</b>	<b>(1,567,424)</b>

\*This section provides an estimate of the fiscal impacts that the 2014-15 First Draft Preliminary Budget will have on the financial information for fiscal year 2014-15.

PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

**Sources and Uses of Funds**

**Sources of Funds**

Operating Revenue	3,770,250
Non Operating Revenue	4,317,300
New Debt	-
	<hr/>
Total Sources of Funds	8,087,550

**Uses of Funds**

Salaries and Payroll Burden less Unfunded Liability	3,871,604
Operating Expenses	3,537,650
Interest Expense	329,097
Capital Outlay	1,982,852
	<hr/>
Total Use of Funds	9,721,203

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**Projected Net Change in Cash Balance for FYE 15** (1,633,653)

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PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

**Net Assets Categorized**

	<b>Projected Balance at June 30, 2014</b>	<b>Increase (Decrease)</b>	<b>Projected Balance At June 30, 2015</b>
<b>General Fund:</b>			
Reserve for Collateral on DBAW Loans	1,701,349		1,701,349
Reserved for Emergency	1,619,464		1,619,464
Reserved for Liability for Termination Benefits	2,963,958	311,904	3,275,862
Reserved for Future Capital Improvements	586,500		586,500
Reserved for District Office Construction	1,526,218		1,526,218
Reserved for Short Term Operating Costs	3,537,650		3,537,650
Invested in Capital Assets net of Related Debt	35,584,239	1,982,852	37,567,091
Undesignated Fund Balance/ Net Asset	(1,902,207)	(3,862,179)	(5,764,386)
<b>General Fund Total Net Assets</b>	<b>45,617,171</b>	<b>(1,567,424)</b>	<b>44,049,748</b>

**Exhibit A**

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

Effective: July 1, 2014 – June 30, 2015

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
Crab Pot Storage Deposit	Not available
Credit Check	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

**Exhibit A**  
**San Mateo County Harbor District**  
**Oyster Point Marina Park Rates and Fees Schedule**  
 Effective: July 1, 2014 – June 30, 2015

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 <sup>th</sup> of the month
Launch Ramp – Commercial Use Only	Commercial Activity Permit required
Launch Ramp – Recreational Use Only	\$11.00 per launch, in and out. <ul style="list-style-type: none"> <li>- Annual permit \$200.00 valid at all District operated launch ramps.</li> <li>- 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.</li> </ul>
Live Aboard Permit	\$350.00 monthly fee <u>\$350.00 security deposit</u> <ul style="list-style-type: none"> <li>- 1 Month Free with 1 year paid in advance.</li> <li>- Senior (age 65 and older) discount of \$35.00. Discount available at time of request and eligibility confirmation, and is not retroactive.</li> </ul>



**Exhibit A**  
**San Mateo County Harbor District**  
**Oyster Point Marina Park Rates and Fees Schedule**  
 Effective: July 1, 2014 – June 30, 2015

Mailed Notices, including: <ul style="list-style-type: none"> <li>- Postage</li> <li>- Individual notices</li> <li>- Agendas</li> <li>- Minutes</li> <li>- Audio Recording</li> </ul>	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	Not available
Mooring Fee for District Owned Mooring	Not available
Mooring Permit – Initial One-Time Fee for Issuance of Private Mooring Permit	Not available
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



**Exhibit A**  
**San Mateo County Harbor District**  
**Oyster Point Marina Park Rates and Fees Schedule**  
 Effective: July 1, 2014 – June 30, 2015

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

**Exhibit A**  
**San Mateo County Harbor District**  
**Oyster Point Marina Park Rates and Fees Schedule**  
 Effective: July 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																														
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Berthing – Long term Transient (guarantee of 2 weeks minimum and maximum of 90 days – (with live aboard privileges)-greater than 90 days requires Harbor Master approval	\$.60 per foot per day – multi-hulled rate is 150%																														
Berthing – Short Term Transient (less than 2 weeks – with live aboard privileges)	\$.80 per foot per day – multi-hulled rate is 150%. Vessels using the guest dock in excess of 4 hours will be charged the daily rate.																														
Bid Package	District cost – non refundable																														

## Bay Area Marina Rates 2014

Slip sizes	Oyster Point Marina	Coyote Point Marina	Brisbane Marina	Alameda Marina (based on \$ per foot)	Pier 39 Marina	Oyster Cove Marina
26' DF	\$210.00	n/a	n/a	n/a	n/a	n/a
30' SF	\$230.00	n/a	\$180.60	n/a	n/a	n/a
30' DF	\$241.50	n/a	\$198.30	\$225.00	n/a	\$236.00
36' SF	\$278.50	n/a	\$216.72	n/a	n/a	n/a
36' DF	\$288.75	\$280.00	\$237.96	\$288.00	\$396.00	\$282.20
40' SF	\$320.25	n/a	\$240.80	n/a	n/a	n/a
40' DF	\$330.75	\$310.00	n/a	\$320.00	\$447.00	\$313.00
45' SF	\$357.00	n/a	n/a	n/a	n/a	n/a
45' DF	\$372.75	\$415.00	n/a	\$360.00	\$514.00	n/a
50' SF	\$399.00	n/a	\$301.00	n/a	n/a	n/a
50' DF	\$414.75	\$460.00	\$330.50	\$450.00	\$586.00	\$395.00
55' DF	\$456.75	n/a	n/a	\$495.00	n/a	n/a
60' SF	\$477.75	n/a	\$361.20	n/a	n/a	n/a
60' DF	\$498.75	\$550.00	\$397.32	\$540.00	\$637.00	\$467.00
12' or less SF	\$52.50	n/a	n/a	n/a	n/a	n/a
12' or less DF	\$78.75	n/a	n/a	n/a	n/a	n/a
LVAB fee	\$350.00	prohibited	prohibited	\$5 tacked onto the \$ per foot rate. Ranges from \$11.50 - \$14 per foot for LVABs	\$200.00	\$175 for 30'-40'
waitlist LVAB fee	\$25.00	n/a	n/a	none	none	\$200 for 44'-60'



**Exhibit A**

**San Mateo County Harbor District  
Pillar Point Harbor Draft Rates and Fees Schedule  
Effective: July 1, 2014 – June 30, 2015**

Service	Pillar Point Harbor																														
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Skiffs*	52.50	78.75																													
Berthing – Discount	<p>1 Month free with 1 year paid in advance</p> <p>Berth Discount for Full Time Commercial and Sport fishing Vessels (applies to monthly and transient): 15%. Not retroactive and requires annual application.</p>																														

**Exhibit A**  
**San Mateo County Harbor District**  
**Pillar Point Harbor Draft Rates and Fees Schedule**  
 Effective: July 1, 2014 – June 30, 2015

<b>Service</b>	<b>Pillar Point Harbor</b>
Berthing – Long term Transient (guarantee of 2 weeks minimum and maximum of 90 days – (with live aboard privileges)-greater than 90 requires Harbor Master pre-approval	\$0.75 per foot of boat per day – multi-hulled rate is 150%.
Berthing – Short Term Transient (less than 2 weeks – with live aboard privileges)	\$0.85 per foot of boat per day – multi-hulled rate is 150%. Vessels anchoring in the outer harbor in excess of 4 hours will be subject to the daily rate.
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

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Service	Pillar Point Harbor
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 <b>NO REFUND</b> of deposit.
Credit Check	District cost - not to exceed \$50.00 per name
Day Use Parking	As designated at specific locations
Dock Box Rental	Not available
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



**Exhibit A**  
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Service	Pillar Point Harbor
Late Charge – Monthly Berth Rentals	Interest charged at 0.834% per month (10% per annum) on all balances not paid by the 10 <sup>th</sup> of the month
Launch Ramp – Commercial Use Only	Commercial Activity Permit required
Launch Ramp – Recreational Use Only	\$13.00 per launch, in and out. - 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	\$350.00 monthly fee <u>\$350.00 security deposit</u> - 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: - 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

**Exhibit A**  
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 Effective: July 1, 2014 – June 30, 2015

Service	Pillar Point Harbor
Mooring Fee for Active Privately Owned Mooring	\$1.60 per foot per month – \$48.00 minimum
Mooring Fee for District-Owned Mooring	<b>Monthly:</b> \$4.25 per foot (LOA) per month –\$105.00 per month minimum with signed agreement <b>Transient:</b> \$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
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



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<b>Service</b>	<b>Pillar Point Harbor</b>
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.
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.
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.

# Memo

**DATE:** April 22, 2014

**TO:** Board of Harbor Commissioners

**THRU:** Peter Grenell  
General Manager

**FROM:** Marietta Harris  
Human Resources Manager

**RE:** Changes to Harbor Commissioners Benefits

## RECOMMENDATION

To be determined.

## BACKGROUND

Currently, San Mateo County Harbor District Commissioners are eligible for benefits as outlined in the January 27, 2014 memo to the Board (copy attached). These benefits include health, dental, vision and life insurance plans. Per the Board's request, this staff report addresses options available to the District if the Board determines that it wishes to make changes to benefits currently offered.

In preparing this memo, staff consulted with Liebert, Cassidy, and Whitmore regarding the recently-enacted Patient Protection and Affordable Care Act (ACA), which mandates that certain employers provide healthcare insurance to their employees, in order to determine if the District is obligated to offer health coverage to commissioners. Liebert, Cassidy, and Whitmore determined that the District is not an "Applicable Large Employer" under the ACA, and therefore the District is not required to provide health insurance to its employees.

The applicable body of law regarding publicly elected officials' salary and benefits is found in California state law. The California Constitution explicitly states that the salary of an elected official cannot be reduced during his or her term of office. CAL. CONST., art. III, §4. Both the California Courts of Appeal and the California Attorney General have interpreted the term "salary" in this section of the Constitution to say that all elements of compensation, including life and health benefits, become contractually vested upon a publically elected official taking office. Thorning v. Hollister School Dist., 11 Cal.App.4th 1598, 1606 (6th Dist. 1992); see also 67 Ops.Cal.Atty.Gen 510, 512 (1984). As such, those contractually vested benefits cannot be discontinued during a member's term in office.

Based on the above, the Board of Harbor District Commissioners therefore has the following options regarding benefits offered to Commissioners:

Option #1 – No change:

The Board could continue to offer benefits to current and future Commissioners pursuant to District Policy 6.4.1 ("Group Health and Medical Insurance"), District Policy 6.4.2 ("Group Dental Plan"), and 6.4.3 ("Employee Optical Benefit Program"). The Board could also choose to maintain the same life insurance benefit under District Policy 6.4.4 ("Life Insurance").

Option #2 – Discontinue benefits in future terms of office:

The Board could choose to alter or eliminate one or more of the benefits offered to Commissioners, but any change would not be effective until after the next Board election. In other words, the altered or eliminated benefits would continue to be offered to the Commissioners currently holding office but would terminate at the end of their current terms. Newly elected or reelected Commissioners would only be entitled to the newly authorized benefits at the next election.

Option #3 – Discontinue benefits for newly elected Commissioners:

The Board could also choose to alter or discontinue benefits for newly elected Commissioners but maintain the current benefits for reelected Commissioners for as long as they remain in office with no breaks in service. This differs from Option #2, above, in that reelected Commissioners would still have access to benefits if they are reelected.

If the Board of Harbor Commissioners selects one of the options for changes to benefits listed above, staff will bring Resolutions for adoption along with amendments to applicable policies including:

District Policy 6.4.1 – Group Health and Medical Insurance

District Policy 6.4.2 – Group Dental Plan  
District Policy 6.4.3 – Employee Optical Benefit Program  
District Policy 6.4.4 – Life Insurance


**District Policy 6.4.5- Group Health and Medical Insurance Pay Out Program:**

If the Board decides to alter or discontinue currently offered benefits, staff will also bring, for the Board's consideration, changes to the language in current District policies which authorize reimbursement to Commissioners who currently maintain their own health insurance, but are entitled to reimbursement. The reimbursement language is outlined in District Policy 6.4.5.2(B).

# Memo

**Date:** 4/30/2014

**To:** Board of Harbor Commissioners

**From:** Peter Grenell  
General Manager 

**Re:** Additional Task for Moffatt & Nichol Engineers: Engineering Services for Pillar Point Harbor Romeo Pier Removal

---

## RECOMMENDATION

Authorize the General Manager to direct Moffatt & Nichol to carry out an additional task under Paragraph C.4 of the District's contract with Moffatt & Nichol to provide engineering services for the Pillar Point Harbor Romeo Pier Removal including documenting pier conditions, prepare preliminary demolition plans, permitting and other regulatory assistance, and prepare construction bid documents including plans and technical specifications as set forth in the scope of services attached and incorporated by reference herein, in an amount not to exceed \$61,200.00, and adopt Resolution 11-14 to Amend the Operating and Capital Budget for FY 2013-14.

## BACKGROUND

During the conduct of the Facilities Condition Survey by Moffatt & Nichol Engineers, District staff and consulting engineer became aware of the rapidly deteriorating condition of the Romeo Pier in Pillar Point's outer harbor in Princeton (see attached photos). The pier has been closed for safety reasons for several years. During the first part of 2014, high winds and other storm conditions have aggravated the pier's condition. Pieces of the pier have fallen into the water, and the main pier building is becoming

unstable. Staff has concluded that the pier should be fully or at least partially removed for safety and environmental protection reasons.

Staff has contacted the Coastal Commission regarding obtaining emergency removal approval of the pier. Coastal Commission staff were also asked about awarding mitigation credit to the Harbor District for the pier removal, as piers are considered to be fill. (Mitigation credits could be applied toward future in-water construction projects, including a possible new pier.) In order to comply with the Commission's removal permit conditions and to enable them to evaluate whether mitigation credit could be awarded, staff recommends adding an additional task to Moffatt & Nichol's facility condition survey agreement to enable them to prepare the necessary documentation for regulatory approval (Coastal Commission and other relevant agencies) and following removal action by the Harbor Commission (authorization to seek construction bids). (See attachments.)

The engineer's additional task will include cost estimating for total and partial removal. The recommended budget amendment resolution to enable this work (\$61,200 to come from reserves) is necessitated because this concern was unanticipated at the time this fiscal year's budget was adopted.



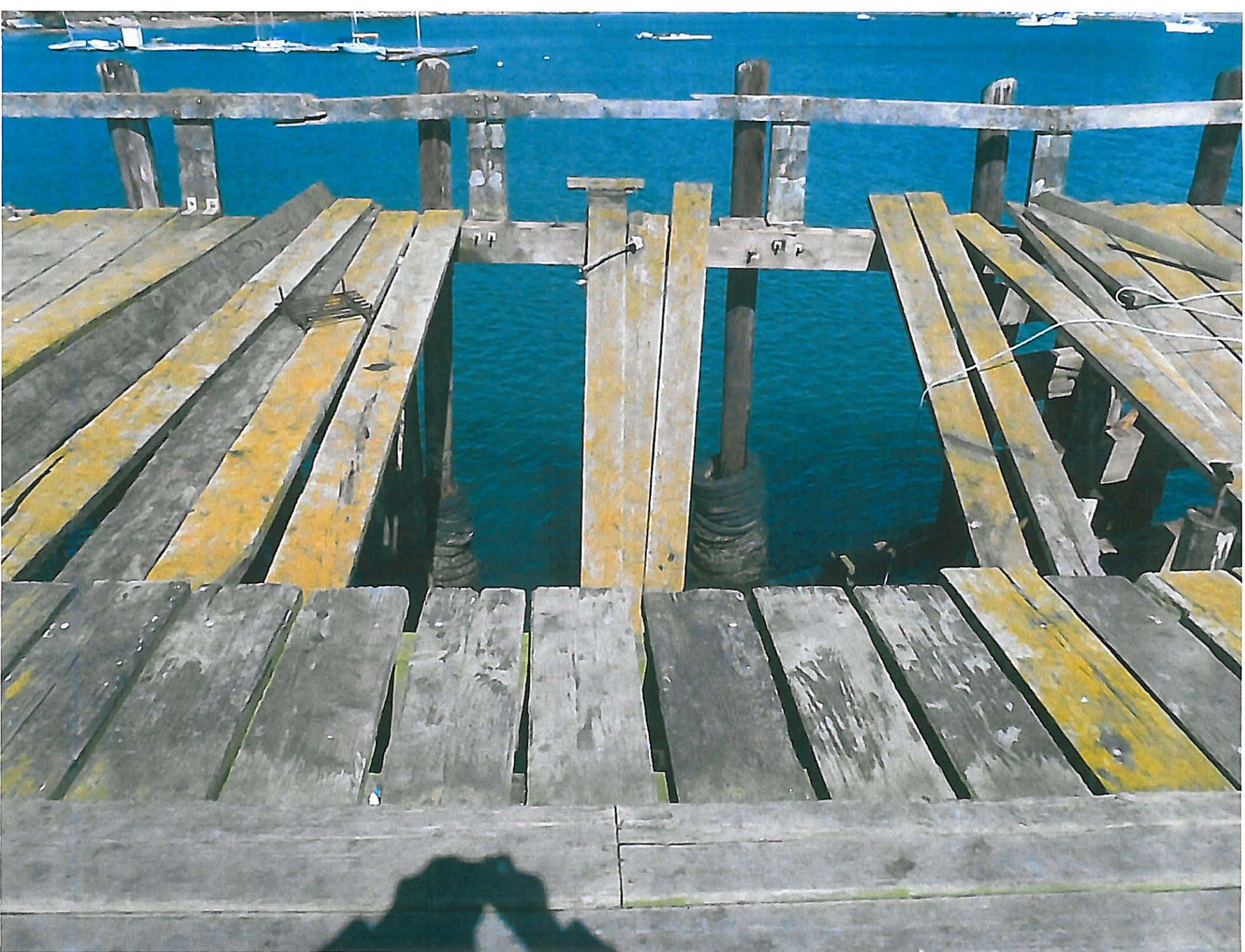


**NO  
TRESPASSING**

















SEA FISH



**Resolution 11-14**  
**to**  
**Amend the Fiscal Year 2013-2014**  
**Integrated Operating and Capital Budget**  
**of the**  
**San Mateo County Harbor District**  
**for**  
**Operating and Capital Expenditures**

**Whereas**, the Board of Harbor Commissioners, through Resolution 12-13, adopted the Final Integrated Operating and Capital Budget for Fiscal Year 2013-14 on June 19, 2013, and

**Whereas**, subsequent to the adoption of the Final Integrated Operating Budget for Fiscal Year 2013-14 said Board authorized the execution of contracts for operating expenditures, and

**Whereas**, fulfillment of these contracts will require additional appropriation authority by the Commission for Pillar Point Harbor Budget.

**Now, Therefore, Be It Resolved** that an Amendment to the Final Integrated Operating and Capital Budget for Fiscal Year 2013-14 of an additional \$61,200 as set forth in Exhibit A, attached hereto and by reference incorporated herein, be adopted for Fiscal Year 2013-14.

Approved this 7th day of May 2014 at the regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

For:

Against:

Absent:

**Attested**

**BOARD OF HARBOR COMMISSIONERS**

\_\_\_\_\_  
Debbie Nixon  
Deputy Secretary

\_\_\_\_\_  
Robert Bernardo  
President



## Exhibit A

The Fiscal Year 2013-14 Budget that was adopted by Resolution 12-13 on June 19, 2013 needs to be amended due to increased operating costs for the fiscal year and are listed as follows:

Increase Consulting for Romeo Pier Demolition Engineering <sup>1</sup>	\$ <u>61,200</u>
Amended 13-14 Budget	\$ 61,200

1. Moffatt & Nichol will provide engineering services with regard to demolition of Romeo Pier. This project became urgent in FY 2013-14 due to the increased dilapidation of the pier and this budget adjustment is needed to address the initial costs of the project. It was not in the original budget for FY 2013-14.



2185 N. California Blvd., Suite 500  
Walnut Creek, CA 94596-3500

(925) 944-5411 Fax (925) 944-4732  
www.moffattnichol.com

April 10, 2014

Peter Grenell, General Manager  
San Mateo County Harbor District  
400 Oyster Point Blvd, Suite 300  
South San Francisco, CA 94080

Subject: **Proposal to Provide Engineering Services for Romeo Pier Removal**

M&N Project No. PWCGEN-19

Dear Peter,

We are writing to describe the services that we propose to provide to the San Mateo County Harbor District (the Harbor District) to assist in the preparation of construction documents to remove the Romeo Pier; a timber pier within the outer breakwater at Pillar Point Harbor. The pile structure has recently started to collapse due to its age and state of deterioration of the supporting members. An evaluation of the pier was performed in 1998 which recommended the pier be replaced at that time. The structure is at the end of its useful life and the Harbor District would like to remove the structure in order to reduce risk of injury or damage due to the collapse of the pier into the ocean water.

Based upon this, we propose to provide the following engineering services to the Harbor District.

### **SCOPE OF WORK**

#### Construction Documents

1. Review existing drawings, reports, and other relevant documents that pertain to the construction and repair of the pier.
2. Conduct up to 2 site visits to document conditions of the pier. During the site visit we will verify dimensions and observe the overall condition of the pier, in addition we will:
  - Obtain samples of the painted timber on the buildings on the pier and have it tested for the 17 hazardous material metals (CAM-17) per California Administration Manual (CCR Title 23).
  - Prepare a a photographic record of existing conditions that will be documented for inclusion into the bid document package and to provide record of the pier for

the historic record. We will consult with and coordinate the efforts of the Half Moon Bay Historic Association in preparing the photographic records.

3. Prepare preliminary demolition plans and estimate quantities of pile and deck removal for use by the District to prepare permit applications.
4. Assist the District in their preparation Army Corps and Regional Water Board permit applications for the removal of the pier, if required. If consultation with other resource agencies (National Marine Fisheries, Fish & Wildlife Service, and Fish & Game) is required for the Corps permit, we will facilitate the process by contacting the appropriate agency staff.
5. Prepare a Bid Document package for the District, which will consist of the Bid Schedule, Design Drawings, and Technical Specifications. We assume the District will provide us with Standard General Conditions, review the Bid Document package, and issue the actual Call for Bids.

#### Bid Support

- Assist the District with identifying likely contractors for the work, answering questions related to the Call for Bids, attending a pre-Bid meeting, and providing assistance with Contractor selection.

#### Construction support

- Provide engineering support during construction by answering Requests for Information and attending up to 3 half-day meetings or site visits during the progress of the work.



**FEE & SCHEDULE**

We anticipate the following schedule for the proposed scope of work.

Task	Schedule	Fee
Construction Documents		\$38,500
Review Documents / Conduct Site Visits	3 wks from NTP	
Prepare Preliminary Demolition Plans	6 wks from NTP	
Prepare Draft Bid Document Package	12 wks from NTP	
Prepare Final Bid Document Package	2 wks from receipt of comments	
Provide Bid Support	6-8 wks	\$ 6,800
Provide Engineering Support During Construction	6-12 wks	\$15,900
<b>Total</b>		<b>\$61,200</b>

We propose to provide these services on a time and material basis per our standard rates; we anticipate that the total will not exceed \$61,200 and will not exceed this amount without your prior written approval.

We assume that if this proposal is accepted by the Harbor District they will provide a form of contract to provide these services.

Sincerely,  
MOFFATT & NICHOL



Brad Porter, PE  
Project Manager





# MEMORANDUM

---

**To:** Peter Grenell, General Manager, SMCHD

**From:** Brad Porter, PE

**Date:** April 21, 2014

**Subject:** Romeo Pier Removal Method

**M&N Job No.:** 8281-03

---

The purpose of this memorandum is to describe the anticipated construction methods to remove the timber from the existing Romeo Pier (see Figure 1 and Figure 5) located in Pillar Point Harbor (see Figure 2). The final construction methods will be determined by the construction contractor once the project is awarded, based upon the requirements and review by the San Mateo County Harbor District.



Figure 1 Romeo Pier in 2000

### All locations

Because of the deteriorated condition of the Pier, it is anticipated that the equipment to remove the timber will be staged from the water or the beach.

The piles will be removed with a vibratory hammer for their entire length where possible. Due to the deteriorated condition of many of the piles below the waterline it would not be possible to vibrate these out, those piles will be broken off with a cable attachment as far below the sand line as possible and as much of the pile extracted as practical.

It is anticipated that the timber will be classified as construction debris and can be disposed of at a landfill in the San Francisco Bay Area. The timber will be tested for classification for proper disposal. The piles may have creosote treatment and the deck timbers may have been treated with preservatives. The buildings on top of the pier will be tested for the 17 components required by the California Administrative Manual (CAM – 17).

Loading of the material and transport will be performed in accordance with all applicable regulations for demolition using standard available construction equipment.

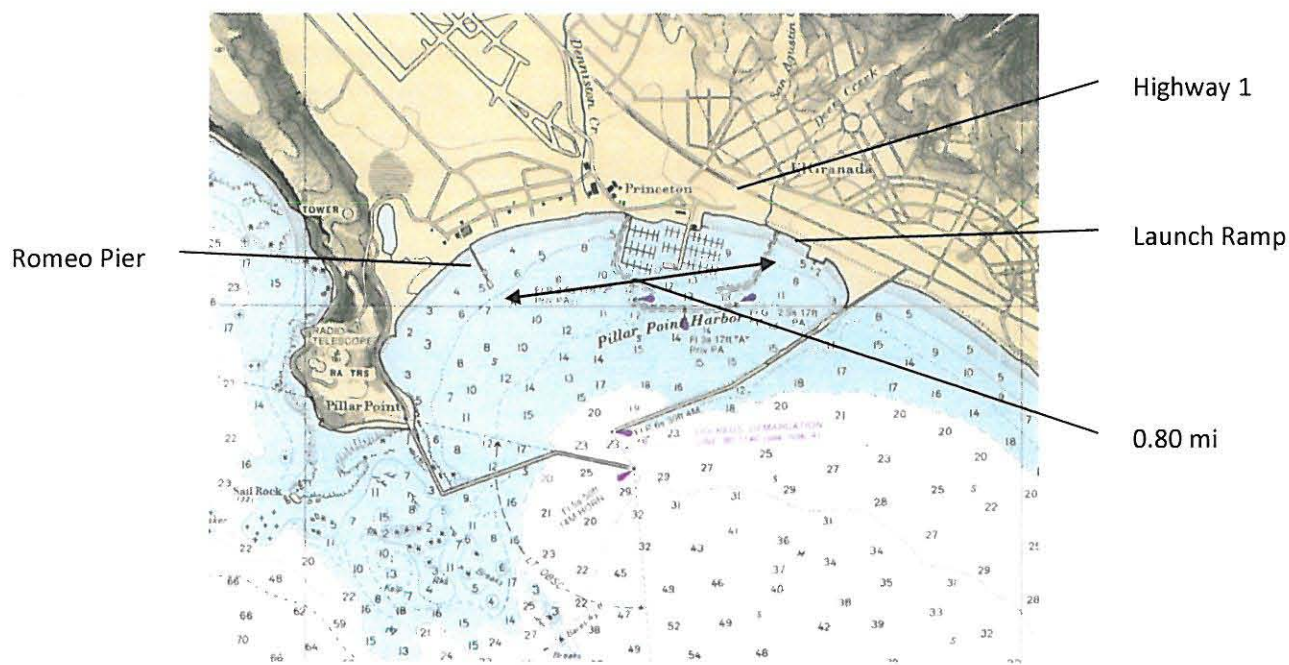


Figure 2 Pillar Point Harbor

### Outer Pier

The majority of the timber (approximately 80%) is located on the outer 300 feet of the pier, which is the widened portion where the buildings are located. This portion would be removed by a floating barge mounted crane where there is adequate depth to access (see Figure 4). The buildings and wharf would be removed by the crane and loaded onto a smaller barge; it is not likely that the barge will have capacity to hold all of the timber from the removal so it would periodically be towed to the boat ramp located within the Harbor (see Figure 4) where the timber would be removed with a land-based mobile crane onto trucks for transport to the appropriate landfill. It is anticipated that at least 75% of the timber will be removed in this fashion.

### Landward Trestle

The landward portion of the pier is too shallow for the crane barge to access; this is the trestle portion that leads from the land out to the wider wharf. It is anticipated that a mobile crane- either a track





mounted crawler crane or rubber tired crane- would access the pier at lower tides from the sand beach and reach out to remove the decking. The material would then be loaded on to an adjacent truck for transport to the landfill.



**Figure 3 Barge Mounted Crane and Vibratory Hammer**



**Figure 4 Offloading Material at Boat Ramp with Containment Boom**

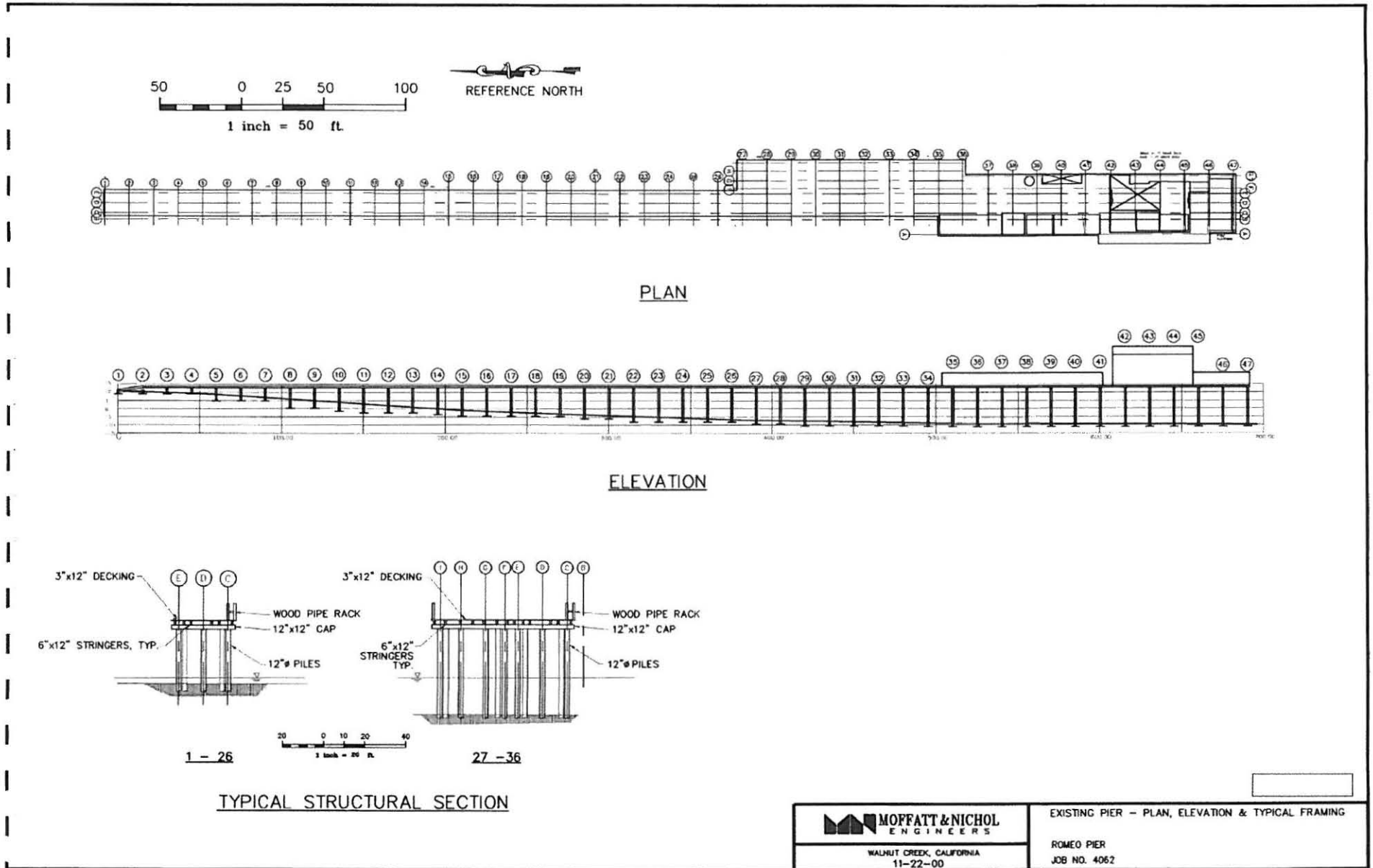


Figure 5 Pier Plan and Elevation

# Memo

## Informational Report

To: Board of Harbor Commissioners  
From: Scott Grindy, Harbor Master  
CC: Peter Grenell, General Manager  
Date: April 23, 2014  
Re: Informational Report: Concessionaires Building Sidewalk Improvements

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### **Background and Overview:**

At a recent Harbor Commission meeting the discussion was to move forward with preparations for the sidewalk expansion project for the front of the Concessionaires Building. The following summarizes the steps and actions to move forward by staff:

### **Outcomes:**

Attached to this informational report, are the approximate time periods and steps for this project to move forward.

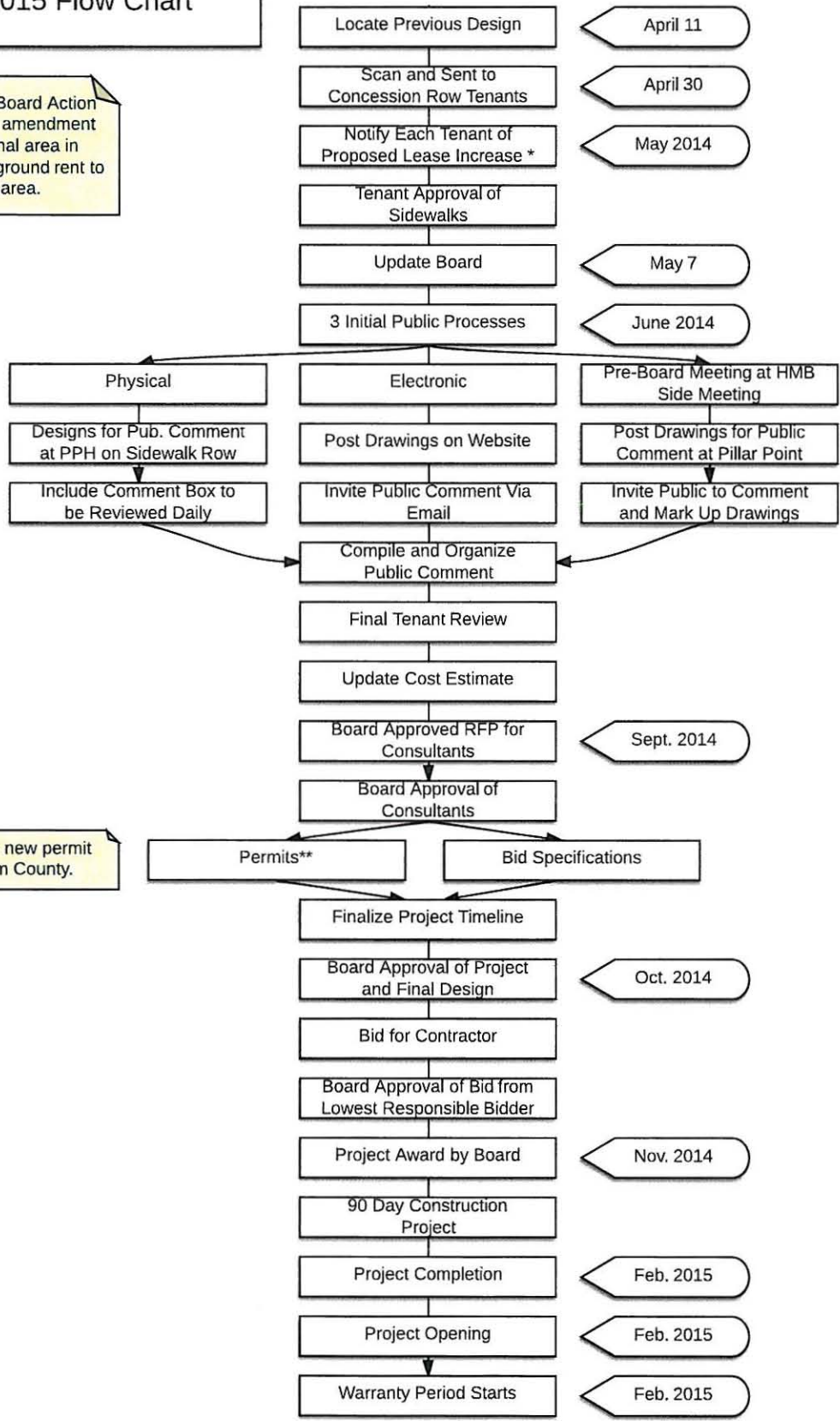
As with the Concessionaires Building when the main sewer line project occurred, staff will be contacting the tenants of the building spaces for best time periods of construction between January and April 2015 and advise them of any required lease ground rent increases when the project is completed as a result of each lessee acquiring additional business area from the project.

### **Other staff actions/activities project related:**

1. As part of the effort and Board discussion was to include “lease tenants”, “public” and “staff”, project process will include comment period and staff recommendations from the overall comment period to provide a transparent planning and review process.
2. Recommendation for an engineering consultant to address any changes to the original design, including verification of any ADA regulation changes that could impact the design and modify design accordingly.
3. Engineering consultant to evaluate and specify changes in the business parking loss and to create/modify a portion of the existing parking with “compact” parking stalls to meet San Mateo County criteria. Obtain all county permits and approvals.
4. Compiling all project commentary sorted by “lease tenants”, “public” and “staff” for board review.
5. Finalizing design documents for final approval by lease tenants, staff and the Harbor Commission.
6. Advertise for construction bids, and award bid.
7. Project management and oversight.
8. Construction project completion and closeout.

# Sidewalk Extension Project 2014-2015 Flow Chart

\*Note: Requires Board Action to approve lease amendment include additional area in leases and apply ground rent to additional area.



\*\*Note: Will seek new permit exemption from County.

April 11

April 30

May 2014

May 7

June 2014

Sept. 2014

Oct. 2014

Nov. 2014

Feb. 2015

Feb. 2015

Feb. 2015





## San Mateo County Harbor District

TO: San Mateo County Harbor District Commissioners  
FROM: Scott Grindy, Harbor Master  
DATE: May 1, 2014  
SUBJECT: Proposal for Harbor & Marina Pump-Out Services

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**Recommendation:** Authorize General Manager to issue a 5 year contract agreement with a 30 day termination clause for “Pump-Out Services” via BayGreen Marine Sanitation, starting July 1, 2014 in an amount not to exceed \$24,000 per year.

**Background:** Staff published a Request for Proposals (RFP) to solicit proposals from firms that have demonstrated experience and have met federal and state standards for boat pump-out services with a 5 year contract with a 30 day termination clause. BayGreen Sanitation Services was the only proposal received for this service activity.


**District Cost or Expense:** Costs are based on providing service to 100 boats per month for both harbors at \$20 per occurrence or \$23 if under 100 boats per month with one pump-out per month. This service would primarily be provided to our live aboard tenants who already pay the District an additional fee for live aboard privileges or who are in the transient stage, which is at a higher moorage rate, while awaiting live aboard approved. The same discounted rate would be provided if our number of live aboard tenants increases beyond the present 100 boats. An annual cost inflation factor of 5% is included in this contract for each of the 4 years after year one.

Our present live aboard boat numbers are: 38 at Oyster Point Marina/Park and 29 at Pillar Point Harbor. The live aboard numbers are often in flux depending on time of year and vessels transiting the west coast, which is why the basis number of 100 was incorporated.

**Other Services:** BayGreen also includes a number of other services for cost and no cost and for emergency services to the District as well as to the boating tenants of the District. These are provided with the supporting documents of this recommendation.



## San Mateo County Harbor District

TO: Interested Pump-Out Service Providers  
FROM: Scott Grindy, Harbor Master   
DATE: February 10, 2014  
SUBJECT: Intent to Solicit Proposals for Harbor & Marina Pump-Out Services

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### **Introduction:**

The San Mateo County Harbor District is requesting via a Request for Proposals (RFP) process to solicit proposals from firms that have demonstrated experience and have met federal/state standards for boat pump out services. RFP would be for a 5 year contract with a 30 day termination clause.

The service will include Pillar Point Harbor in Half Moon Bay, and Oyster Point Marina/Park in South San Francisco.

The proposal selected will be recommended for the Board of Harbor Commissioners for action with a start date of service on or soon after July 1, 2014.

### **Proposal Timeline:**

- Proposals will be accepted up to the date of April 1, 2014. No proposals will be accepted, late mail or otherwise after April 1, 2014.
- Proposals will be brought to the board in May of 2014.

### **NOTE:**

- Request for Proposal **Mandatory Meeting** of all providers March 11, 2014 at 9am. Meeting to be held at the Oyster Point Marina Harbor Office at 95 Harbormaster Road, #1, South San Francisco. (office number for directions etc. only is 650-952 0808)

### **Proposal Delivery Requirements:**

1. Proposal will be delivered to the San Mateo County Harbor District Administrative Offices which is at 400 Oyster Point Blvd., Suite 300, South San Francisco, Ca. 94080 (phone for directions is 650 583 4400) during normal business hours.
2. Proposal will be of 2 bound copies in a 3 ring binder, and same information placed on a jump drive.
3. Proposal will have a cover letter and be placed with proposal in a sealed envelope.
4. Contact Linda Zou, Project Manager for the district with any concerns or questions via email only. Linda Zou linda.smehd@gmail.com





## San Mateo County Harbor District

**Basis of the proposals will be including but not limited to the following criteria:**

1. Cost of vendor to the district for providing one pump out per month at no direct charge to the boats that are listed as "live aboard boats and selected transient vessels".
2. Scheduling would be via the vendor and tenant as part of the business coordination.
3. Cost will be based on a range of district total of approximately up to 100 vessels.
4. Price of an emergency service pump out daytime hours (district and or customer).
5. Price of an emergency service pump out nighttime hours (district and or customer)
6. Price of a non-regular customer (guest boater, transient boater) for a single service.
7. Monthly reports to the Harbor Master of which would include tasks performed, any visible violations noted for action by harbor district staff, general monthly waste volumes in gallons for a district annual report.
8. Annual price inflation factor adjustment for each of the 5 years.
9. 3 quarterly meetings per year minimum with EMS harbor staff for purpose of service quality review with an annual written report to the Harbor Master.
10. Service will include at minimum, pump out, visual vessel and harbor equipment inspection report, volume report, installation of monthly die tablet(s) in each vessel.
11. Required Commercial Activity Permit.
12. Standard required coverage's of insurance and business permits.
13. 5 letters of service recommendation from the harbor master for pump out services from 5 separate harbor/marinas of where firm has had a minimum of 1 year of ongoing business as a service provider.
14. No California Clean Marina type violations for services provided.
15. Demonstrated business experience of more than 2 years.
16. A general biography of each staff person performing services proposed.
17. Specifications on vessel to be used and where to be stored.
18. Marketing Plan and Proposal to increase pump out use and services at both district facilities.
19. Monthly service inspection of pump out units, hoses and related equipment for proper operation. This will include a monthly vacuum pressure test, with monthly readings provided in volume report with minimum and maximum ranges.
20. Ability to provide repair services for district fixed pump out services at a time and material rate with a fixed level of mark up on materials.
21. Attendance at all tenant type boater events for purpose of marketing services.
22. Coordination of grant activities for related pump out services, repairs, and replacements of equipment.

END

## BAYGREEN, INC. MOBILE PUMP-OUT RFP for SMCHD

*We all want to live work, and play in clean places. Clean water, bettering the environment, promoting a healthy planet, changing how we do things—that is what BayGreen is all about.*

Whom It May Concern,

Thank you for your interest in BayGreen, Inc. We are a full service marine sanitation service provider. BayGreen provides a variety of services to boaters, marina facilities, and both state and federal government agencies. We have the ability to service all vessels from tiny day-use watercraft to large ocean-going/long-range ships.

BayGreen is dedicated to improving the environment in our little corner of the world. Every aspect of our operation is aimed at reducing our environmental impact at the same time we reduce the impact of others.

We strive to use the lowest emission 4-stroke motors for both propulsion and pump systems. In an 8-hour day we typically service more than 40 vessels. During that time we produce less emissions than the standard 50 ft powerboat running its engines for an hour while moving to the pump out station and back to its slip.

Our work boats were destined for landfill after years of fishing local waters. We stripped and rebuilt each one to our own specifications, giving them new life and noble purpose thereby reducing landfill waste. Our fleet ranges from 17ft boats capable of moving 200 gallons at a time to a 40ft vessel with a 2100 gallon capacity. Each of these working boats helps keep the water clean by safely and efficiently transporting waste to the proper disposal facility. Currently BayGreen operates 6 boats which service the entire San Francisco Bay Area.

We work with Bay Area marinas to assist in monitoring program development, pump out system maintenance, vessel inspections, and pump out station maintenance and installation. In the attached proposal you will see details of services we can offer to your facility to improve water quality, raise tenant retention, and attract new clientele.

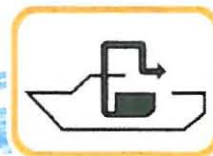
BayGreen believes in being forward thinking and proactive. We began in 2006 believing in the ability of one man and a boat to improve the water quality in his marina. Despite the recession, BayGreen has developed into a formidable company that is creating jobs and providing services that are both socially and environmentally responsible. Eight years later our fleet has grown, as has our client base. Currently we contract with local municipalities, California state water programs, and the US Coast Guard. BayGreen also serves in an advisory capacity to a California State Water Board committee.

We are committed to providing exemplary service to our clientele while improving our corner of the world. In this age of record profits and environmental disasters we strive to be the company that breaks the mold and leads by example.

Thank you for your time and attention, and again, thank you for your interest in BayGreen.



Daniel C. Augustine  
CEO



KEEP THE BAY CLEAN WITH



[www.baygreen.com](http://www.baygreen.com) | [service@baygreen.com](mailto:service@baygreen.com) | 415-621-1393



## BAYGREEN, INC. MOBILE PUMP-OUT RFP for SMCHD [1 of 5]

### THE BAYGREEN RFP APPLICATION



1. Cost of vendor to the district by providing one pump out per month annual fixed charge to the boats that are listed as live aboard boats and selected transient vessels.

BayGreen will provide service to any vessels (as determined by SMCHD) on a monthly basis for a flat rate of \$2000/month. This fee will include dye tablets, record keeping, regular reporting and up to 100 monthly service calls. Please note that exploding tank fees are \$150 per occurrence and are not included in the \$2000 flat rate. Financial responsibility (by tenant or SMCHD) for these fees shall be determined by SMCHD.

2. Scheduling would be via the vendor and tenant as part of the business coordination.

Scheduling is available online. Tenants need only visit the website [www.baygreen.com](http://www.baygreen.com) to register and schedule service. Registration is required for service and to ensure accurate record keeping for SMCHD required reports. Days and frequency of service will be determined by the number of vessels taking part in the program with input from SMCHD. The Harbor Master will be sent the daily schedule on the day of service, as well as a monthly summary report.

3. Cost will be based on a range of district total of approximately up to 100 vessels.

Cost is \$2000 for the first 100 service calls. If SMCHD requests additional service calls, they will be provided at a rate of \$20 per occurrence.

4. Price of an emergency service pump out daytime hours (district and/or customer)

Emergency pump out service during daylight hours on nonscheduled service days will be the same for SMCHD and private individuals.

a. Oyster Point: \$150 plus pump fee

b. Pillar Point: \$225 plus pump fee

(Pump fee to be determined by tank size as listed at [www.baygreen.com](http://www.baygreen.com))

NOTE: Emergency service on weekends and after hours is subject to tech availability and while we endeavor to provide excellent service at all times, weekend service cannot be guaranteed.

*Attachment 10/10/10*



## BAYGREEN, INC. MOBILE PUMP-OUT RFP for SMCHD [2 of 5]

### THE BAYGREEN RFP APPLICATION (continued)



5. Price of an emergency service pump out nighttime hours (district and/or customer)

Emergency pump out service during evening hours on nonscheduled service days will be the same for SMCHD and private individuals.

- a. Oyster Point: \$300 plus pump fee
- b. Pillar Point: \$450 plus pump fee

(Pump fee to be determined by tank size as listed on our website.)

NOTE: Emergency service on weekends and after hours is subject to tech availability and while we endeavor to provide excellent service at all times, weekend service cannot be guaranteed.

6. Price of a non-regular customer (guest boater, transient boater) for a single service

Pricing for clients not on the SMCHD Plan and additional services for clients on the SMCHD Plan will be the standard pricing that can be found at [www.baygreen.com](http://www.baygreen.com).

7. Monthly reports to the Harbor Master of which would include tasks performed, any visible violations noted for action by harbor district staff, general monthly waste volumes in gallons for a district annual report.

SMCHD Harbor Master will receive an a complete report via email at the beginning of each month. Details of the report will include but are not limited to: a complete list of tenants serviced, approximate amount of effluent removed from each vessel (+/- 5 gallons), current state of the pump out station (volume moved, vacuum tests, and suggested maintenance), and tenant vessel issues (i.e. non working systems, systems out of compliance, exploding tanks).

8. Annual price inflation factor adjustment for each of the 5 years

The annual price inflation for the SMCHD Plan will not exceed 5% per annum.

9. 3 quarterly meetings per year minimum with EMS harbor staff for purpose of service quality review with an annual written report to the harbor Master

BayGreen will attend quarterly scheduled meetings. At the 4th Quarter meeting, an annual report will be provided and reviewed. The annual report will include the following: number of services provided, volume of waste removed, pump out station data and service recommendations, marketing strategy, results, and growth data, and any other data requested by SMCHD.

*Next page please*





## BAYGREEN, INC. MOBILE PUMP-OUT RFP for SMCHD [3 of 5]

### THE BAYGREEN RFP APPLICATION (continued)



10. Service will include at minimum: pump out, visual vessel and harbor equipment inspection report, volume report, installation of monthly dye tablets on each vessel.

The BayGreen basic service for marina plans includes vessel pump out with dye tablet. Vessel visual report, volume report, and harbor equipment inspection report will all be included in the monthly service report.

11. Required Commercial Activity Permit

BayGreen currently holds a Commercial Activity Permit for both Pillar Point and Oyster Point Marinas.

12. Standard required coverages of insurance and business permits

Insurance certificates of insurance will be provided and updated annually for both Pillar Point and Oyster Point Marinas.

13. 5 letters of service recommendation from the harbor master for pump-out services from 5 separate harbor marinas at which firm has had a minimum of 1 year of ongoing business as a service provider.

Letters were requested from Glen Cove Marina, Emery Cove Marina, Berkeley Marina, Pier 39 Marina, Marina Bay, and San Francisco Estuary Partnership.

14. No California Clean Marina dye violations for services provided

BayGreen's services mesh well with the California Clean Marina Program. Per the Program Guidelines additional points toward facility qualification are provided to harbors offering pump out services to clientele. As an environmentally friendly company we have not received any notices of violation from the Clean Marina Program.

15. Demonstrated business experience of more than 2 years

BayGreen has offered pump out services to boaters throughout San Francisco Bay since 2006.

Back page continues





## BAYGREEN, INC. MOBILE PUMP-OUT RFP for SMCHD [4 of 5]

### THE BAYGREEN RFP APPLICATION (continued)



#### 16. A general biography of each staff person performing service proposed

**Tom Law** is the Lead service Technician and has been with BayGreen since 2007. In addition to be qualified as a service boat trainer, he is also the lead repair technician, and is factory certified installer and repair technician for both KECO and SaniSailor pump out system units.

**Jason Pichardo** has been with BayGreen since February 2013. His responsibilities include new employee training, vessel service, and maintenance.

**Alex Fedorchak** has been with BayGreen since July 2013 and is a system repair technician as well as a vessel service technician.

**Dan Finn** has been contracting with BayGreen for 3 years. His responsibilities include technical support for office systems and client account services.

**Nia Robinson** has contracted with BayGreen since July 2013. She oversees the client repairs and controls inventory.

**Melissa Augustine** is the co-owner of BayGreen. She handles the website, marketing and marina reporting.

**Dan Augustine** is the CEO. He founded BayGreen in 2006 with his wife Melissa and handles day-to-day field operations and oversees client interaction.

As we continue to grow additional service technicians will be hired in 2014 to ensure exemplary service and coverage.

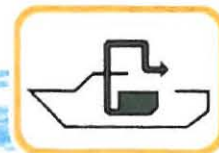
#### 17. Specifications on vessel to be used and where to be stored

BayGreen's primary service vessels are 17' Boston Whalers. These vessels have nearly 200 gallon capacity, use a 3" diaphragm pump and are equipped with 50' of 1.5" suction hose. One vessel is already permanently stationed in Pillar Point Marina. A second vessel is currently berthed in Pier 39 Marina. In the event the contract is awarded to BayGreen the vessel will be moved to Oyster Point Marina to better service SMCHD clientele.

#### 18. Marketing Plan and Proposal to increase pump out use and services at both district facilities

BayGreen's growth has been greatly attributed to 1) word-of-mouth from berther-to-berther, 2) visually seeing and meeting techs on the runs, 3) informational visits to liveaboard meetings and gatherings, 4) colorful and weatherproof signage placed on dock entrances /association sponsorship, and 5) informational postcards provided to the Harbor Master for inclusion in monthly newsletters or bills.

Next page please



KEEP THE BAY CLEAN WITH



## BAYGREEN, INC. MOBILE PUMP-OUT RFP for SMCHD [5 of 5]

### THE BAYGREEN RFP APPLICATION (continued)



19. Monthly service inspection of pump out units, hoses and related equipment for proper operation. This will include a monthly vacuum pressure test, with monthly readings provided in volume report with minimum and maximum ranges.

BayGreen is prepared to provide monthly service inspections of pump out stations for proper operation which will include a monthly vacuum pressure test and a monthly report of volumes readings. Vacuum pressure test results as well as flowmeter/volume readings will be included in the monthly reports. (Please note that the pump out station must have the appropriate fittings and equipment to provide this information.)

20. Ability to provide repair services for district fixed pump out services at a time and material rate with a fixed level of mark up on materials.

BayGreen can repair both pump out stations and vessel MSDs. Material costs for maintenance or repair will be manufacturer standard retail price plus any shipping costs incurred. Standard labor rate is \$95 per hour.

21. Attendance at all tenant type boater events for purpose of marketing services.

BayGreen will attend all tenant and boater events at SMCHD facilities to promote the marina program encourage clean water and proper usage of on board facilities. A 30-day notice is requested to guarantee attendance.

22. Coordination of grant activities for related pump out services, repairs, and replacements of equipment.

BayGreen has assisted many marinas in the Bay Area in coordinating the grant activities for related pump out services, repairs and replacement of equipment. Our established relationships with both the grant agencies and major pump out equipment manufacturers can streamline the communication and grant process for all parties involved. As factory-certified technicians we can provide a smooth transition process and coordinate with SMCHD staff to ensure a trouble-free installation.

END





San Francisco  
**BAYCROSSINGS**

## LOCAL FIRM HELPS BOATERS DUMP A BAD HABIT

By Bill Picture Published: May, 2011

...If emptying holding tanks into the Bay is illegal, then how are boat owners getting away with it? The reality is that the law is very difficult to enforce.

There are nearly 11,000 slips in the Bay Area, most of which are currently occupied. In fact, some of the more popular marinas have waiting lists for slips. Even though theoretically only 10 percent are live-aboards—and other boats rarely, if ever, get used—monitoring that many boats would require a small army, which cash-strapped government agencies can't afford. ...

Still, Augustine has managed to enlist the help of a number of harbor masters who share his concern for the Bay's wellbeing. Although reluctant to add BayGreen's pump-out charge to the monthly berthing fee, they're helping to spread the word. ...

The 34th America's Cup, which is coming to the Bay in 2013, is expected to attract thousands of fans from around the world, and will put the Bay Area under a high-powered media microscope. "All eyes will be on the Bay," said Augustine. "And what do you think is going to happen if and when reporters notice that the Bay is dirty? We brag about how green we are, and our Bay has you-know-what floating around in it."

Augustine conceded that discharge from holding tanks is only one of many factors contributing to the pollution of the Bay. Still, he believes it's a good place to start. "It's a fixable problem," he said. "And it's a problem that I want to see fixed. Sure, I want to grow my business. But the San Francisco Bay is also my home. Not Berkeley, not San Francisco—the water itself is my home. And I want to see it protected."

And as word spreads, things may be moving in a greener direction. "The outlook isn't all bad," Augustine reported shortly before we went to press. "Berkeley Marina just signed up with BayGreen and is now providing a free pump-out service call to each of its tenants every month, and Emery Cove has an active pump-out log reporting program. It's a great step in the right direction."

For more information, visit <http://www.baycrossings.com> or call 415-621-2537.

## San Francisco Chronicle

### KEEPING THE POOP OUT OF THE BAY

Edward Guthmann, Special to The Chronicle, May 2, 2011

If you call Dan Augustine's business phone and get a recording, you'll hear him say this: "Your No. 2 is our No. 1."

Augustine, 39, runs BayGreen, a mobile pumping station that empties human waste from the holding tanks of private boats. It's an icky job, but Augustine says he loves the bay and sees himself as a steward for the environment. ...

I started BayGreen in 2006 with \$1,500, one old boat and a bunch of equipment I scavenged from Dumpsters. Today we have three [now five] 17-foot Boston Whalers, all of them salvaged and refurbished, and I'm building a fourth. We use low-emission motors and pump systems.

The cost is \$30. We tie up alongside a boat, open the deck fitting, attach the hose and pump out all of the waste. When we finish we clean the deck, add a biodegradable enzymatic tank treatment, close the system, and we go to the next boat.

For the typical boat that somebody's not living aboard, I'd say with regular use they'd need to pump out the holding tank every three weeks. Most live-aboards use us every two weeks.

Our boats have 200-gallon tanks. We empty our tanks using a dockside pump system that then pumps into the sewers. We can service up to 30 vessels in a four-hour session.

People are always surprised by who we are. One of my first clients said, "Hey, you're pretty well spoken. I expected you to be a toothless hillbilly."

I can see where these people are coming from. This isn't a pretty issue. So I've learned to put a good face on it, keep it as light as possible. I know all the jokes, the little sayings. "Hey, it's a crappy business." ...

I had a slip in the Berkeley Marina and lived on my boat for eight years. This was my backyard, so I really wanted to see the bay healthy. What I do isn't the magic bullet that's going to clean up the whole world. But if we all take care of our own little corner, it's gonna make a big difference.

For more information, visit <http://www.baygreen.com> or call 415-621-1393.



[www.baygreen.com](http://www.baygreen.com) | [service@baygreen.com](mailto:service@baygreen.com) | 415-621-1393

SAN FRANCISCO



James Muller  
San Francisco Estuary Partnership  
1515 Clay Street, Suite 1400  
Oakland, CA 94612  
jcmuller@waterboards.ca.gov  
540-922-2398

Dear Scott Grindy,

I am writing today to share with you my experience with BayGreen. I work to implement the San Francisco Estuary Partnership's Boater Outreach and Education Program in the Sacramento Delta and San Francisco Bay. I have been implementing this project for almost four years and have had the opportunity to work with Dan Augustine and his company BayGreen on several occasions.

In 2011, BayGreen responded to, and won, a competitive request for proposals based on experience in the field, and ability to provide mobile pumpout services that can be tracked to provide my organization with the information needed for reporting. These services have been utilized during full day events (Honey Pot Days) in both the Delta and Bay Regions, as well as incrementally for vouchers given to boaters for mobile pumpouts. I have worked extensively with Dan Augustine and his staff at BayGreen to organize and execute seven of our Honey Pot Days in the Bay and Delta.

My experience with BayGreen has been nothing short of exemplary. At every juncture, from planning to after the event, BayGreen has fulfilled every expectation in a timely manner and regularly goes far beyond what is written into contract to ensure successful and effective operations. The vessel operators are courteous, well informed, and willing to offer technical advice regarding marine sanitation device systems. In addition to their technical capabilities, the operators I have worked with are also well versed in the environmental implications of pollutant discharge. This technical ability combined with their environmental know-how and pleasant demeanor makes BayGreen an ideal candidate for providing this service to the public.

Based on my experience, I would, without hesitation, recommend BayGreen to other public agencies interested in providing boaters with trackable and reliable mobile pumpout services. I am willing to discuss our Honey Pot Days events and BayGreen's participation further should any questions remain unanswered.

Sincerely,

A handwritten signature in cursive script that reads "James Muller".

James Muller

# EMERY COVE YACHT HARBOR

## Letter of Recommendation

March 18, 2014

I am writing to recommend Dan Augustine, Bay Green Mobile Pump-Out and Marine Sanitation. I have had the pleasure of working with Dan and the Bay Green crew for many years now. Bay Green services the majority of our tenants at Emery Cove that use mobile pump-out at the marina and for the variety of repairs to their sewage systems when needed. We have also hired Dan for special events wherein we may offer free pump-outs for the day. His team is hardworking, courteous and professional.

I have worked alongside Dan on a technical advisory board with San Francisco Estuary Partnership and in the California Association of Harbor Masters & Port Captains. I encouraged Dan to offer his services to all the marina operators. It is a nice compliment to the harbor pump-out as many boaters, especially live-aboards, would prefer not to take the trip over if not necessary and keep the boat ready to go.

Dan and his team at Bay Green are a wealth of knowledge. They not only serve the boaters but are available to marina operators to do in-valve inspections for those marinas that require boats to be checked and to work on pump-out systems for those marina operators that choose to contract out for service.

Bay Green's website is a user-friendly way for boaters to sign up without any hassle. It offers an incredible amount of information on head systems and maintenance and Bay Green has the ability when boaters approve it to send a report directly to the harbor office monthly showing who pumped out and how much for ease in monitoring. We use this service and it is great.

Dan and his crew are always professional, have a professional appearance and have always responded to any inquiry right away. Our tenants love their service. We highly recommend them and support their company.

510-428-0505

Sincerely,

Diane Isley, Harbor Master  
Emery Cove Yacht Harbor





Rachael O'Keefe, Harbormaster  
Glen Cove Marina  
2000 Glen Cove Road  
Vallejo, CA 94591

March 6, 2014

Scott Grindy, Harbormaster  
400 Oyster Point Blvd, Suite 300  
South San Francisco, CA 94080

Dear Mr. Grindy,

I am writing this letter to take the opportunity to recommend Bay Green Mobile Pump-Out and Marine Sanitation for any mobile services that are needed for your marina. I have had the pleasure of working directly with Dan, Melissa, their office and maintenance crew since 2011 and their tremendous abilities and work ethics never cease to amaze me.

I was a beginner harbormaster in 2011 and the owner, Daniel Augustine, took the time to personally teach me, answer my many questions regarding clean water legalities, understood my concerns and gave me guidance for our own marina and its live-aboards. I fully appreciate Bay Green's proficiencies and vast knowledge of this industry.

Everyone I have worked with inside of Bay Green's operations is an intelligent, experienced, personable and reliable individual; which has created an exceptional team. All of our berthers who use them are extremely grateful and pleased with their services. I have genuinely enjoyed watching the growth that has occurred for Bay Green and I will continue to endorse them as one of the best companies to preserve our waters and keep them clean.

I have no doubts you will be exceedingly pleased when you hire Bay Green. If you have any questions, please feel free to contact me at any time.

Thank you kindly,

Rachael O'Keefe

3/6/2014

Attn. Scott Grindy, Harbor Master

*400 Oyster Point Blvd.*

Suite 300

*South San Francisco, CA 94080*

Hi Scott,

I understand you are considering Bay Green for a contract to provide mobile pump out service to your liveaboards.

Bay Green have provided mobile pump out service to PIER 39 Marina tenants for the last three years and we have been very impressed with their professional and courteous service. They supply very comprehensive monthly reports and perform a comprehensive initial testing of the boat's waste system to new live aboards for a very reasonable fee. Their staff are courteous reliable and keep their boats and equipment in good order.

Dan and Mellissa have always been extremely responsive communicative business owners. I am very happy to recommend Bay green.

Yours Sincerely,

Sheila Chandor, Harbormaster PIER 39 Marina.



7/22/2016

Scott Grindy, Harbormaster  
San Mateo County Harbor District  
300 Oyster Point Blvd., Suite 300  
South San Francisco, CA 94080

Mr. Grindy,

BayGreen has been servicing clients in Marina Bay for over three years and has been a positive addition to the services available to our boaters. In addition to emptying holding tanks, BayGreen has helped our clientele maintain their sanitation systems in good working order, thereby helping boaters and the marina stay in compliance with environmental regulations. Their service and maintenance logs have proven to be an important part of our vessel pump-out monitoring program. By making these logs available (with the permission of their customers) the marina has been able to maintain compliance with our live-aboard requirements without having to do burdensome annual inspections of our boater's holding tank systems. Not only is this more popular with our boaters but it also frees marina staff from the unpleasant and time-consuming annual task of re-inspecting numerous holding tank systems.

We also use BayGreen to service the marina's two keel pump-out stations. As a factory certified repair outlet they have been instrumental in keeping our systems running. By contracting with BayGreen to perform routine maintenance and emergency repairs on our pumpout stations we have been able to reduce down-time and overall repair costs as they have often been able to diagnose and repair problems faster than marina staff were able to. Using BayGreen for our maintenance and repairs has also simplified the record keeping required for our annual pumpout maintenance reimbursement.

We have found BayGreen to be very professional, forthright, and a pleasure to work with and I highly recommend BayGreen as a valuable service for your boaters. If you have any questions about the service BayGreen has provided at Marina Bay, please feel free to contact me.


Sincerely,

Stephen Drosz  
Harbormaster  
Marina Bay Yacht Harbor

# Memo

**Date:** 4/30/2014

**To:** Board of Harbor Commissioners

**From:** Peter Grenell   
General Manager

**Re:** Adopt Resolution 10-14 and Amend Harbor District Business Plan for Division of Boating and Waterways: Add Appendix C: Purchase of Office Building in El Granada

---

## RECOMMENDATION

Adopt Resolution 10-14 and amend the Harbor District's 2002 Business Plan for the Division of Boating and Waterways to add Appendix C: Purchase of Office Building in El Granada.

## BACKGROUND

The Board of Harbor Commissioners, having decided on April 2, 2014 to purchase a building in El Granada, APN 047-204-120, for District office use and revenue generation, required approval of the purchase by the Division of Boating and Waterways pursuant to provisions in its consolidated loan agreement with the Division. This approval was given on April 16, 2014 (see attachments).

The District's 2002 business plan, which was prepared for the then-Department of Boating and Waterways, did not refer to this property purchase. The business plan should be updated to include this purchase, which will become a new District asset.

The building's purchase price is \$1,800,000. However, its impact on the District's ability to retire its remaining DBW loan balance of \$7,163,662.04 is negligible. The District is on schedule to retire this loan balance one year earlier (2018) than its DBW amortization schedule (see attachment). The purchase will not use any funds from the District's restricted collateral reserve fund, established as required by the consolidated loan agreement. After its next debt service payment for 2014, the District's loan balance will be reduced to \$6,099,665.65.





DEPARTMENT OF PARKS AND RECREATION  
Division of Boating and Waterways  
One Capitol Mall, Suite 410  
Sacramento, California 95814

Major General Anthony L. Jackson, USMC (Ret.), Director

April 16, 2014

Mr. Peter Grenell  
General Manager  
San Mateo County Harbor District  
400 Oyster Point Blvd, Suite 300  
South San Francisco, CA 94080

**Re: Approval of Expenditure – El Granada Office Building**

Dear Mr. Grenell:

The Department of Parks and Recreation, Division of Boating and Waterways (DBW) approves San Mateo County Harbor Districts (District) request dated March 31, 2014, to expend \$1.8 million of the Districts Reserve Account funding to purchase an office building in El Granada.

Pursuant to the Security Agreement dated October 12, 2004, between the District and DBW, DBW must approve any District Reserve Account expenditure exceeding \$1.5 million. Upon review of the financial documentation provided in the March 31, 2014, request and in light of the District's ongoing and timely loan payments, DBW has no cause to deny this request.

Per your conversation with the Chief of Loan and Grant Financial Services on April 15, 2014, funding for this purchase will be from the Districts "Reserve for District Construction" and "Reserve for Future Capital Improvement" accounts as identified in the District's FISCAL FY2013/14 FINAL BUDGET. No funding will be used from the "Reserve for Collateral on DBAW loans" account.

In addition, the District's request to make its December 2014 payment in July 2014 is approved.

DBW appreciates your investment in improving California's boating access. If you have any questions, please contact Keren Dill at 916-327-1809 or by email at [keren.dill@parks.ca.gov](mailto:keren.dill@parks.ca.gov)

Sincerely,

Sylvia Ortega Hunter  
Deputy Director



# San Mateo County Harbor District

## Board of Harbor Commissioners

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

Peter Grenell, General Manager

March 31, 2014

Sylvia Ortega Hunter  
Deputy Director  
Division of Boating and Waterways  
One Capitol Mall, Suite 410  
Sacramento, CA 95814

**Ref:**

*Sylvia*

Dear Ms. Hunter:

I write to you to request approval by the Division of Boating and Waterways of the Harbor District's intended expenditure of \$1.8 million to purchase developed property in the unincorporated community of El Granada, as required by Section 8.1 of the Security Agreement entered into by the Division (then Department) and the District in 2004 (see attached excerpt) as part of its consolidated loan agreement. The property includes a three-story building that is partially occupied (most of one floor) by a tenant.

The District's purposes in buying the building are (a) to relocate its Administration Office, currently occupying rental accommodation in South San Francisco, to eliminate further rental payments (now approximately \$7,800 per month); (b) to obtain new revenue from the existing tenant (currently \$3,000 per month) plus new tenancy in space remaining after District occupancy; and (c) to return to the San Mateo County Coastsides area close to the District's Pillar Point Harbor consistent with the Harbor Commission's intention at the time the Administration Office was moved because of space shortage and employee health constraints.

The opportunity to acquire this property has only recently come to the attention of the District, and the need to expedite its acquisition is very urgent.

The Harbor District presently has an outstanding loan balance of approximately \$7.1 million, reduced by regular annual payments from the \$19.77 million total then existing in 1997 (see attached Settlement Agreement Amortization Schedule). Moreover, the District expects to retire the remaining balance at least one year earlier than the scheduled 2019 date.

Some additional enclosed financial information to assist your review include: The District's Restricted Reserve for Collateral on DBW Loans now totals \$1,701,349 (see Net Assets Categorized, excerpted from the District's current budget for FY 2013-14). The original amount required by DBW as part of the consolidated loan agreement was \$1.5 million; this Reserve is still administered by the San Mateo County Treasurer.



## San Mateo County Harbor District

### Board of Harbor Commissioners

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

Peter Grenell, General Manager

Further, the District has just received a \$2 million reimbursement payment from the City of South San Francisco to cover dock repair costs incurred by the District at Oyster Point Marina/Park, pursuant to a 2011 agreement with the City. This amount arrived just following the District's Six Month Budget Review in February (see attached excerpt). The also District anticipates receipt of its second property tax share payment in April.

The Harbor District also requests approval to make its next loan payment of principal and interest in July 2014 instead of the previous December payments. This request relates to internal fiscal planning and should be advantageous to both the Division and the District.

In closing, we would greatly appreciate your immediate consideration of our expenditure request, urgent as it is: it has important financial implications for the District with no adverse impact on our loan retirement capacity. Of course, please contact me if you have questions or require further information.

Sincerely,

A handwritten signature in blue ink, which appears to read "Peter Grenell".

Peter Grenell  
General Manager  
San Mateo County Harbor District

Ps: I am emailing this to you and fedex the original.

Cc: Jean B. Savaree, District Counsel

Encl.



San Mateo County Harbor District Settlement Agreement Amendment#1, Amortization Schedule

<u>Compound period</u>	Monthly
Nominal Annual Rate	4.500%
Effective Annual Rate	4.594%
Periodic Rate	0.375%
Daily Rate	0.01233%

Event	Start Date	Amount	Number	End Date
1 Loan	12/31/2008	17,784,252.68	1	
2 Payment	12/31/2008	2,400,000.00	1	
3 Payment	9/10/2009	3,660,000.00	1	
4 Payment	12/31/2009	1,407,373.85	1	
5 Payment	12/31/2009	1,393,093.77	10 Annual	12/31/2019

AMORTIZATION SCHEDULE - Normal Amortization

loan	date	payment	Interest	Principal	Principal Bal	Month	No of Days	Interest	Principal
	12/31/08				17,784,252.68			4.500%	10,972,397.77
2008 Totals	1 12/31/08	2,400,000.00	-	2,400,000.00	15,384,252.68	Jan-10	31	41,935.60	11,014,333.37
		2,400,000.00			15,384,252.68	Feb-10	28	38,022.08	11,052,355.45
					15,384,252.68	Mar-10	31	42,241.19	11,094,596.65
2009 Interest	2 09/10/09	3,660,000.00		3,660,000.00	11,724,252.68	Apr-10	30	41,034.81	11,135,631.46
2009 Interest	12/31/08 - 9/10/09		487,174.19		11,724,252.68	May-10	31	42,559.47	11,178,190.93
2009 Interest	9/11/2009-12/31/09		168,344.75		11,724,252.68	Jun-10	30	41,343.99	11,219,534.92
2009 Totals	3 12/31/09	1,407,373.85	655,518.94	751,854.91	10,972,397.77			247,137.15	
		5,067,373.85	-	4,411,854.91	10,972,397.77	Interest Exp		247,137.15	
					10,972,397.77				
2010 Totals	4 12/31/10	1,393,093.77	504,070.03	889,023.74	10,083,374.03	Jul-10	31	42,880.14	11,262,415.06
		1,393,093.77	504,070.03	889,023.74	10,083,374.03	Aug-10	31	43,044.02	11,305,459.09
					10,083,374.03	Sep-10	30	41,814.71	11,347,273.80
2011 Totals	5 12/31/11	1,393,093.77	463,228.44	929,865.33	9,153,508.70	Oct-10	31	43,368.35	11,390,642.14
		1,393,093.77	463,228.44	929,865.33	9,153,508.70	Nov-10	30	42,129.77	11,432,771.92
					9,153,508.70	Dec-10	31	43,695.11	11,476,467.03
2012 Totals	6 12/31/12	1,393,093.77	420,510.59	972,583.18	8,180,925.52			256,932.11	
		1,393,093.77	420,510.59	972,583.18	8,180,925.52	Accr Int Exp		256,932.88	
					8,180,925.52				
2013 Totals	7 12/31/13	1,393,093.77	375,830.29	1,017,263.48	7,163,662.04			504,069.26	
		1,393,093.77	375,830.29	1,017,263.48	7,163,662.04	Tot Int Exp '10		504,070.03	
					7,163,662.04				
2014 Totals	8 12/31/14	1,393,093.77	329,097.38	1,063,996.39	6,099,665.65	12/31/10 principal payment			(889,023.74)
		1,393,093.77	329,097.38	1,063,996.39	6,099,665.65	12/31/10 principal balance			10,083,374.03
					6,099,665.65				
2015 Totals	9 12/31/15	1,393,093.77	280,217.57	1,112,876.20	4,986,789.45				
		1,393,093.77	280,217.57	1,112,876.20	4,986,789.45				
					4,986,789.45				
2016 Totals	10 12/31/16	1,393,093.77	229,092.23	1,164,001.54	3,822,787.91				
		1,393,093.77	229,092.23	1,164,001.54	3,822,787.91				
					3,822,787.91				
2017 Totals	11 12/31/17	1,393,093.77	175,618.21	1,217,475.56	2,605,312.35				
		1,393,093.77	175,618.21	1,217,475.56	2,605,312.35				
					2,605,312.35				
2018 Totals	12 12/31/18	1,393,093.77	119,687.59	1,273,406.18	1,331,906.17				
		1,393,093.77	119,687.59	1,273,406.18	1,331,906.17				
					1,331,906.17				
2019 Totals	13 12/31/19	1,393,093.77	61,187.60	1,331,906.17	-				
		1,393,093.77	61,187.60	1,331,906.17	-				
					-				
<b>Grand Totals</b>		<b>21,398,311.55</b>	<b>3,614,058.87</b>	<b>17,784,252.68</b>					

Last interest amount increased by 0.06 due to rounding

**Resolution 10-14**  
of the  
**San Mateo County Harbor District**  
to  
**Amend the District's March 2002 Business Plan for the  
Department (now Division) of Boating and Waterways to Add  
APPENDIX C – Purchase of Office Building in El Granada, San  
Mateo County, APN 047-204-120**

*Whereas*, the Board of Harbor Commissioners ("Board") had prepared a District Business Plan and submitted it to the Department (now Division) of Boating and Waterways ("Division") as required support for a consolidated loan agreement with the Division; and,

*Whereas*, in 2014, subsequent to the provision and acceptance of the Business Plan, the Board decided to purchase a three-story office building in the unincorporated community of El Granada, San Mateo County, APN 047-204-120; and,

*Whereas*, the Board has determined that the Business Plan needs to be amended to include reference to the building purchase.

*Therefore, be it resolved* that the Board of Harbor Commissioners hereby amends its March 2002 Business Plan to include an APPENDIX C – Purchase of Office Building in El Granada, APN 047-204-120, attached and incorporated by reference herein.

*Be it further resolved* that the Board of Harbor Commissioners authorizes the General Manager to forward this Resolution and APPENDIX C to the Division of Boating and Waterways for acceptance and written acknowledgment.

Approved this 7th day of May, 2014 at a regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

For:

Against:

Absent:

Abstaining:

Attested

**BOARD OF HARBOR COMMISSIONERS**

\_\_\_\_\_  
Debbie Nixon  
Deputy Secretary

\_\_\_\_\_  
Robert Bernardo  
President



**SAN MATEO COUNTY HARBOR DISTRICT  
BUSINESS PLAN**

**APPENDIX C – PURCHASE OF OFFICE BUILDING IN EL GRANADA, SAN MATEO  
COUNTY, APN 047-204-120**

**A. Purpose and Intended Use**

On April 2, 2014, the Board of Harbor Commissioners of the San Mateo County Harbor District decided to purchase a three story office building in El Granada, San Mateo County, APN 047-204-120. The District intends to relocate its Administration Office, now in rented quarters in the City of South San Francisco, to this building in its coastside location. At the time the District moved its administrative functions out of very crowded shared space with the Pillar Point Harbor Patrol, the Board had determined that administration should eventually return to coastside in the District's own rent-free accommodations.

The building has 6,574 sq. ft. on an 11,000 sq. ft. parcel. The District would lease two of the floors (one is currently occupied) and use one floor for its own use. The rental income would go toward amortizing the purchase cost.

**B. Purchase Cost**

Purchase cost is \$1,800,000. The District will pay this price in a single lump sum payment, thereby avoiding financing costs. The District will not use funds from its restricted collateral reserve account. Purchase funds will come from other capital reserves.

**C. Revenues**

The building currently has one tenant, paying \$3,000 per month rent. The District has identified a tenant for one of the vacant floors, who is likely to occupy and pay \$2,400 per month. The \$5,400 per month total rent revenue

will be available for recouping purchase price and defraying maintenance costs.

#### **D. Maintenance Cost**

Building maintenance costs have not been determined at this time. However, rental revenues will be allocated to these costs as needed.

#### **E. Debt Service**

The impact of this purchase on the District's ability to retire its remaining DBW loan balance of \$7,163,662.04 on schedule is negligible. The District is actually on schedule to retire this loan balance one year earlier (2018) than its DBW amortization schedule (see attachment). After the District's next debt service payment for 2014, the District's loan balance will be reduced to \$6,099,665.65.

The District also anticipates increased revenues from present and new leases, institution of paid vehicle parking at Pillar Point Harbor, ordinance code amendments to provide for new fees and charges for harbor services to Pillar Point outer harbor anchor-outs, and rate and fee increases pegged at least to inflationary measures.

Moreover, in May 2014 the District will commence work on its comprehensive strategic business plan for the District and its constituent harbors. A primary component of this planning activity will be identification leading to development of new and enhanced sources of revenues to the District.

San Mateo County Harbor District Settlement Agreement Amendment#1, Amortization Schedule

Compound period	Monthly
Nominal Annual Rate	4.500%
Effective Annual Rate	4.594%
Periodic Rate	0.375%
Daily Rate	0.01233%

Event	Start Date	Amount	Number	End Date
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					6,099,665.65				
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		1,393,093.77	329,097.38	1,063,996.39	6,099,665.65				
					6,099,665.65	12/31/10 principal balance			<u>10,083,374.03</u>
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					2,605,312.35				
2018 Totals	12 12/31/18	1,393,093.77	119,687.59	1,273,406.18	1,331,906.17				
		1,393,093.77	119,687.59	1,273,406.18	1,331,906.17				
					1,331,906.17				
2019 Totals	13 12/31/19	1,393,093.77	61,187.60	1,331,906.17	-				
		1,393,093.77	61,187.60	1,331,906.17	-				
<b>Grand Totals</b>		<b>21,398,311.55</b>	<b>3,614,058.87</b>	<b>17,784,252.68</b>					

Last interest amount increased by 0.06 due to rounding



San Mateo County Harbor District

# ITEM 14

Board of Harbor  
Commissioners

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

Peter Grenell, General Manager

# VERBAL DISCUSSION

**Resolution 12-14  
to  
Amend the Fiscal Year 2013-2014  
Integrated Operating and Capital Budget  
of the  
San Mateo County Harbor District  
for  
Operating Expenditures**

**Whereas**, the Board of Harbor Commissioners, through Resolution 12-13, adopted the Final Integrated Operating and Capital Budget for Fiscal Year 2013-14 on June 19, 2013, and

**Whereas**, subsequent to the adoption of the Final Integrated Operating Budget for Fiscal Year 2013-14 said Board authorized the execution of contracts for capital expenditures, and

**Whereas**, fulfillment of these contracts will require additional appropriation authority by the Commission for the Commission and Pillar Point Harbor Budgets.

**Now, Therefore, Be It Resolved** that Amendments to the Final Integrated Operating and Capital Budget for Fiscal Year 2013-14 of \$1,715,900 as set forth in Exhibit A, attached hereto and by reference incorporated herein, be adopted for Fiscal Year 2013-14.

Approved this 7th day of May 2014 at the regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

For:

Against:

Absent:

**Attested**

**BOARD OF HARBOR COMMISSIONERS**

\_\_\_\_\_  
Peter Grenell  
General Manager

\_\_\_\_\_  
Robert Bernardo  
President



## Exhibit A

The Fiscal Year 2013-14 Budget that was adopted by Resolution 12-13 on June 19, 2013 needs to be amended due to increased operating costs for the fiscal year and are listed as follows:

Increase Pillar Point Harbor Concessionaire Sewer <sup>1</sup>	\$ 41,000
Increase Harbor Commission Legal Costs <sup>2</sup>	\$ 146,000
Increase Administration Building-504 Alhambra Ave <sup>3</sup>	\$ 1,528,900
<b>Amend 13-14 Budget</b>	<b>\$ 1,715,900</b>
1. The Concessionaire Sewer Project:	
Original 13-14 Budget Amount	\$ 150,000
Carryover from 12-13	<u>\$ 59,333</u>
Total Available Funds	\$ 209,333
Expenditures thus far:	\$ 177,189
Encumbrances to date	<u>\$ 73,063</u>
Total Funds Needed	\$ 250,252
<b>Total Budget Amendment Needed</b>	<b>\$ 40,919</b>
2. Harbor Commission Legal Costs:	
Original 13-14 Budget Amount	\$ 10,000
Budget Increase per Resolution #05-14	<u>\$ 30,000</u>
Total Available Funds	\$ 40,000
Expenditures thus far:	\$ 110,816
Estimated through 6/30/14	<u>\$ 75,000</u>
Total Funds Needed	\$ 185,816
<b>Total Budget Amendment Needed</b>	<b>\$ 145,816</b>
3. Purchase of New Building:	
Original 13-14 Budget had monies for a Multi-Purpose Building. The remaining budget will be transferred to the purchase of 504 Alhambra Avenue. Total Available Funds	\$ 271,100
Cost of Building located at 504 Alhambra Avenue	<u>\$ 1,800,000</u>
<b>Total Budget Amendment Needed</b>	<b>\$ 1,528,900</b>

SAN MATEO COUNTY HARBOR DISTRICT  
QUARTERLY INVESTMENT BALANCES REPORT

# ITEM 16

As required by Section 12 (Reporting) of the Investment Policy of the San Mateo County Harbor District, I am submitting to each member of the Board of Harbor Commissioners a quarterly investment report.

The following cash and investments were held by the San Mateo County Harbor District as of March 31, 2014:

<u>CASH</u>	<u>AMOUNT</u>	<u>AVERAGE FY RATE</u>
Petty Cash	\$ 2,300.00	-
US Bank - Operations	1,188,146.79	-
US Bank - Payroll	<u>0.00</u>	-
Total Cash	<u>1,190,446.79</u>	-
 <u>INVESTMENTS</u>		
Local Agency Investment Fund (LAIF)	6,881.37	0.25%
San Mateo County Investment Pool	11,801,281.78	0.76%
San Mateo County Investment Pool - Restricted	<u>1,772,841.02</u>	0.76%
Total Investments	<u>13,581,004.17</u>	
<b>Total Cash and Investments</b>	<b><u>\$ 14,771,450.96</u></b>	

The District typically invests in: The Local Agency Investment Fund (LAIF), the San Mateo County Investment Pool, Collateralized CDs and FDIC Insured accounts, which require current statements to satisfy the reporting requirement.

**RESTRICTED CASH:**

These balances have been set aside by the Board of Harbor Commissioners through formal Fund Balance restrictions

Reserved for Debt Service - DBW Loan Collateral	1,701,349.00
<i>Subtotal</i>	<i>1,701,349.00</i>

Liabilities

Payables Liability	354,617.56
Debt Service Liability-DBW Loan payment due 12/31/14	1,393,093.77
Unfunded Health Insurance Termination Benefit Liability	2,908,434.00
Encumbrances for Capital Projects	1,744,539.19
Customer Deposits Liability	272,569.98
Customer's Prepayments Liability	211,494.00
<i>Subtotal</i>	<i>6,884,748.50</i>

These balances have been designated by the Board of Harbor Commissioners to reflect future spending plans or concerns about the availability of future resources

Emergency Reserve	1,619,464.00
Reserve for District Office	1,526,217.72
Capital Improvements Reserves	586,500.00
<i>Subtotal</i>	<i>3,732,181.72</i>

<b>Total Restricted Cash</b>	<b>12,318,279.22</b>
<b>Total Unrestricted Cash</b>	<b>2,453,171.74</b>
<b>Total Restricted and Unrestricted Cash</b>	<b><u>14,771,450.96</u></b>

Certifications:

I certify that all investment actions executed since the Investment Policy was adopted on September 15, 2004, have been made in full compliance with the Investment Policy and the San Mateo County Harbor District will meet its expenditure obligations for the next six months.

Debra Galarza Director of Finance	4/28/14 Date
--------------------------------------	-----------------

Reviewed By:

James Tucker Treasurer - San Mateo County Harbor District	Date
--	------

**Memorandum**

**TO:** Harbor Commissioners

**FROM:** *DB* Debra Galarza & *4C* Belen Cruz

**RE: Bills & Claims for Period Ending 5/07/14**

Total Disbursements being submitted for your review: \$ 427,948.23

These include:

Handchecks in the amount of: \$ 377,435.52

Payables in the amount of: \$ 50,512.71

<u>Dept. Code</u>	<u>Description</u>		<u>Page Reference</u>
101	Harbor Commission	\$ 15,061.89	2
103	Administration	\$ 49,990.03	2
201	Pillar Point Harbor	\$ 216,001.84	2
301	Oyster Point Marina	\$ 89,677.16	2
	Payroll Related	\$ 57,217.31	2
	Total for Review	\$ 427,948.23	2

Notes:

Handchecks Written for:

Payroll \$ 57,217.31

Capital Project \$ 190,350.00

Trucks & Forklift Purchases \$ 83,553.69

Invoices with Due Dates on or Before Board Meeting \$ 46,314.52

Total Handchecks Written: \$ 377,435.52

BILLS CLAIMS FOR 5/7/14 BOARD MEETING

VENDOR	DESCRIPTION	AMOUNT	PAYROLL RELATED	COMM 101	ADMIN 103	PILLAR POINT 201	OYSTER POINT 301
AARONSON, DICKERSON, COHN & LANZONE	LEGAL SERVICES	14,089.70		4,407.00	2,431.00	1,095.25	6,156.45
ABAG	MEMBERSHIP/DUES/SUBSCRIPTIONS	500.00			500.00		
ADP	PAYROLL PROCESSING	1,243.17		127.03	279.03	538.15	298.96
ARAMARK UNIFORM SERVICES	UNIFORM SERVICES	348.34					348.34
AT & T LONG DISTANCE	TELEPHONE/COMMUNICATIONS	148.97				117.33	31.64
AT&T	TELEPHONE/COMMUNICATIONS	11.40				11.40	
AT&T	TELEPHONE/COMMUNICATIONS	73.62					73.62
BLUE RIBBON SUPPLY	OPERATING SUPPLIES	854.04				854.04	
CALIFORNIA CHAMBER OF COMMERCE	MEMBERSHIP/DUES/SUBSCRIPTIONS	599.00			599.00		
CALIFORNIA WATER SERVICE	UTILITIES	1,556.98					1,556.98
EDWARD R. BACON, INC.	CAPITAL PROJECT	950.00					950.00
FASTENAL COMPANY	REPAIRS & MAINTENANCE	172.02				172.02	
WARREN FLICK JR.	REFUND DEPOSIT	721.77				721.77	
FOSTER CITY ISLANDER	ADVERTISING EXPENSE	400.00		400.00			
GRAINGER	REPAIRS & MAINTENANCE	270.29				270.29	
SPERO-DON HIMMEH	REFUND DEPOSIT	161.00					161.00
HOLMAN PROF COUNSELLING CENTERS	EAP SERVICES	289.00		45.16	54.18	103.86	85.80
HUE & CRY	CONTRACTUAL SERVICES	132.00					132.00
RICK JORDAN	REFUND PRA REQUEST FEES	20.00			20.00		
KASHIWA FUDOSAN AMERICA, INC.	OFFICE RENT	7,899.53			7,899.53		
LIEBERT CASSIDY WHITMORE	LEGAL SERVICES	1,507.50			1,507.50		
STEVEN MANABE	REFUND DEPOSIT	218.40				218.40	
JOE MANTUA	REFUND DEPOSIT	287.49				287.49	
MARINE LIEN SALES SERVICE	LIEN SALES	160.00					160.00
MISSION UNIFORM SERVICE, INC.	UNIFORM SERVICES	627.40				627.40	
MRC	REPAIRS & MAINTENANCE	106.44					106.44
MICHAEL O'MAHONEY	REFUND DEPOSIT	81.06				81.06	
OFFICE DEPOT, INC.	OFFICE SUPPLIES	575.53			463.71	111.82	
PACIFIC COLOR GRAPHICS	UNIFORM SERVICES	90.08				90.08	
JAN PETERSON	REFUND DEPOSIT	274.50				274.50	
PG&E	UTILITIES	13,239.83				6,290.45	6,949.38
WEB MARKET CONSULTING	CONTRACTUAL SERVICES - PROF	2,610.40		1,129.70	549.90	325.00	605.80
TUTI WEBER	MEETINGS & CONFERENCES	293.25		293.25			
SUBTOTAL OF PAYMENTS TO BE PROCESSED 5/7/14		50,512.71	-	6,402.14	14,303.85	12,190.31	17,616.41
AARONSON, DICKERSON, COHN & LANZONE	LEGAL SERVICES	7,468.50		7,468.50			
AIRGAS, NCN	REPAIRS & MAINTENANCE	103.97				103.97	
ARROWHEAD MOUNTAIN WATER	WATER SERVICES	56.54					56.54
AT&T	TELEPHONE/COMMUNICATIONS	1,457.71			116.59	478.46	862.66
BLUE LINE TRANSFER, INC.	GARBAGE DISPOSAL	53.68					53.68
BRIAN JENNY	CAPITAL PROJECT	350.00				350.00	
CALPERS	PAYROLL DED PAYABLE	21,114.31	21,114.31				
CALPERS SUPPLEMENTAL INCOME	PAYROLL DED PAYABLE	4,268.00	4,268.00				
CINTAS CORPORATION	OPERATING SUPPLIES	295.15					295.15
COASTSIDE COUNTY WATER DISTRICT	UTILITIES	17,251.66				17,251.66	
COASTSIDE.NET	TELEPHONE/COMMUNICATIONS	399.00				399.00	
COMCAST	TELEPHONE/COMMUNICATIONS	397.50			397.50		
DOWNTOWN FORD SALES	TRUCK PURCHASES	56,429.44				27,134.53	29,294.91
FAO, USACE SAN FRANCISCO DISTRICT	CAPITAL PROJECT	90,000.00				90,000.00	
FASTENAL COMPANY	REPAIRS & MAINTENANCE	534.98				534.98	
FEDERAL EXPRESS CORPORATION	CONTRACTUAL SERVICES	183.00		74.75	85.70	22.55	
FIRST AMERICAN TITLE COMPANY	CAPITAL PROJECT	100,000.00			33,333.34	33,333.33	33,333.33
GARDA CL WEST, INC.	CONTRACTUAL SERVICES	12.65				4.40	8.25
GOPHER BUSTERS	CONTRACTUAL SERVICES	495.00				495.00	
GREENLEAF COMPACTION, INC.	GARBAGE DISPOSAL	2,002.92				2,002.92	
HALF MOON BAY REVIEW	ADVERTISING EXPENSE	100.00		100.00			
JOHN'S BACKFLOW TECH & SERVICE	REPAIRS & MAINTENANCE	150.00				150.00	
LIEBERT, CASSIDY & WHITMORE	LEGAL SERVICES	416.50		416.50			
MARINE LIEN SALES SERVICE	LIEN SALES	1,190.00					1,190.00
MARINE MARITIME SERVICES, INC.	LIEN SALES	234.62					234.62
MRC	REPAIRS & MAINTENANCE	540.26			540.26		
NATIONAL CHEMICAL SERVICE	CONTRACTUAL SERVICES	162.00				162.00	
NEXTEL COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	147.54					147.54
OFFICE DEPOT, INC.	OFFICE SUPPLIES	231.90			173.36		58.54
OPERATING ENGINEERS LOCAL NO.3	UNION DUES	1,062.00	1,062.00				
OPERATING ENGINEERS TRUST	PAYROLL DED PAYABLE	28,279.00	28,279.00				
PITNEY BOWES GLOBAL FIN SERVICES	POSTAGE MACHINE LEASE	2,282.46			760.82	760.82	760.82
PURCHASE POWER	POSTAGE EXPENSE	450.00				150.00	300.00
SAN MATEO COUNTY ENVIRONMENTAL	PERMITS/LICENSES/FEES	739.00				739.00	
SAN MATEO DAILY JOURNAL	ADVERTISING EXPENSE	600.00		600.00			
SOUTH SAN FRANCISCO SCAVENGER	GARBAGE DISPOSAL	2,116.40					2,116.40
TEAMSTERS UNION LOCAL 856	UNION DUES	394.00	394.00				
THE MERCURY NEWS	ADVERTISING EXPENSE	203.80			203.80		
TOYOTA MATERIAL HANDLING	FORKLIFT	27,124.25				27,124.25	
TURBO DATA SYSTEMS, INC	CITATION PROCESSING	15.71				15.71	
TWO DUDES & A BOOTH	SPECIAL EVENT	895.00					895.00
VANTAGEPOINT TRANSFER AGENTS	PAYROLL DED PAYABLE	2,100.00	2,100.00				
VERIZON WIRELESS	TELEPHONE/COMMUNICATIONS	287.39			74.81	179.11	33.47
YE ZOU	PROJECT MANAGER	4,839.68				2,419.84	2,419.84
TOTAL HANDCHECKS		377,435.52	57,217.31	8,659.75	35,686.18	203,811.53	72,060.75
TOTAL BILLS & CLAIMS		427,948.23	57,217.31	15,061.89	49,990.03	216,001.84	89,677.16
			PAYROLL	COMM	ADMIN	PPH	OPM



## San Mateo County Harbor District

## Memo

**DATE:** April 30, 2014

**TO:** Board of Harbor Commissioners

**FROM:** Peter Grenell  
General Manager

**SUBJECT:** General Manager's Report: Update on Priority Items for May 7, 2014

**CC:** Managers  
District Counsel

**REPAIR AND IMPROVEMENT PROJECT UPDATES****Pillar Point Harbor**

**Johnson Pier Repairs:** Sewer line replacement completed.

**Launch Ramp Maintenance Dredging:** Dredging completed; hydroseeding redone because of drought conditions on site.

**Dock fingers replacement:** Permit process underway.

**West Trail (PPH marsh to Mavericks beach):** Permit process underway for Phase I immediate repairs. Permit application for full project including restroom and parking lot improvements will proceed for Phase II. A public update meeting is to be scheduled for the near future.

**Concessionaires Building Sewer Repairs:** Almost completed.

**Underground Sewer Break Repair:** The new sewer line on Johnson Pier is intact. The break was landward of the pier at a joint of clay and steel lines, and was probably caused by repeated pressure of heavily loaded squid trucks on the thin pavement and the pipes. Following immediate closure of service from the pier and notification of all concerned agencies, as of April 23 the extent of needed repairs is being determined, to be followed by immediate repair.

**Oyster Point Marina/Park**

**Additional Public Restroom for Ferry Riders and Trail Users:** Staff met on site with City staff to identify project site. MOU preparation will begin.





## San Mateo County Harbor District

### OTHER TOP PRIORITIES

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

### SECOND LEVEL PRIORITIES

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

### PROGRESS REPORTS ON ITEMS OF BOARD AND PUBLIC INTEREST

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

**NOAA's Half Moon Bay Weather Buoy Replacement:** NOAA now expects to address this need in May 2014. For further information, contact Jessica Glass at Senator Feinstein's office: email: [Jessica\\_Glass@Feinstein.senate.gov](mailto:Jessica_Glass@Feinstein.senate.gov), tel: 415-393-2014.

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

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

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

**Possible Romeo Pier Demolition:** Winter and early spring storm and wind activity have resulted in accelerated deterioration of the Romeo Pier. District staff is investigating implementation methods and permit requirements for demolishing the Romeo Pier, which would otherwise be very likely to collapse in the near future. Harbor Commission action will be needed



## San Mateo County Harbor District

regarding the extent and timing of demolition (full or partial) once needed information is in hand. (See other agenda item.)

**PPH Concessionaires Building Sidewalk Improvement:** (See other agenda item.)

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

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

**County Plan Princeton Process:** A combined consultant report on Existing Conditions is expected to be issued by the County shortly.

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

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

The draft CCC guidance references the National Research Council's 2012 report on sea-level rise's regional sea-level rise projections for California south of Cape Mendocino (includes San Mateo County) for 2000-2030 (up to 12 inches), 2000-2050 (up to 24 inches), and 2000-2100 (up to 66 inches); (these track closely with more localized projections, including one at San Francisco.) It also discusses in detail the relationships of sea-level rise with tidal action, storm surges, and other influences.

This CCC 178-page draft comprehensive policy guidance complements a similar document produced in 2011 by the San Francisco Bay Conservation and Development Commission (BCDC). The Harbor District will be using these guidance documents when considering future projects at Pillar Point Harbor and Oyster Point Marina/Park, respectively, and will consult them in the course of the District's Strategic Business Plan preparation process.





## San Mateo County Harbor District

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

**Free WiFi at District Harbors:** Following Harbor Commission approval to proceed, staff is taking steps to implement the Commission's decision.

### **COMPLETED PROJECTS DURING 2013-2014**

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

#### **Pillar Point Harbor**

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

#### **Oyster Point Marina/Park**

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



STAFF REPORT

TO: San Mateo County Harbor District Commissioners

FROM:  Debra Galarza, Director of Finance

DATE: March 7, 2014

SUBJECT: Finance Department Report to the Commission

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**Accounting and operations**

- Updated FY 14-15 Budget information through March 31, 2014
- Updated FY 14-15 Rates and Fees.
- Completed Bay Marina rate comparison.
- Reclaimed outstanding funds totaling \$357.75 through process of public notice pursuant to government code §50050.
- Ongoing expense management through detailed review of bills and claims.
- Bi-weekly payroll processing and review.
- Ongoing analysis of lessee rent charges to ensure compliance with lease terms.
- Reviewed and updated water and electricity charges.
- Reviewed monthly accounts receivable aging list and confirmed collection procedures are being consistently applied. Worked with tenants on payment plan options.
- Site visits to Pillar Point and Oyster Point.

# Memo

TO: San Mateo County Harbor District Commissioners  
FROM: Marietta L. Harris, Human Resource Manager  
DATE: April 30, 2014  
SUBJECT: Report to the Commission

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**Activities:**

**Human Resource Services:**

- Working with employees with personnel and HR questions.
- Review budget information as it relates to HR issues.
- League of Cities Webinar – Calpers Risk Pooling.

**Administrative Services:**

- Gather insurance information for fiscal year 2014/2015.
- Review application for Morgan Hill Triathlon and met with Event Organizer.
- Compile Public Records for a request.

**Information Technology:**

- Working with IT consultant on daily IT operations.
- Working with staff on IT issues and problems, wifi and email system.
- Working on wifi disclaimer.
- Working on Splash page for wifi.



# Memo

To: Board of Harbor Commissioners  
 From: Scott Grindy, Harbor Master  
 CC: Peter Grenell, General Manager  
 Date: April 30, 2014  
 Re: May 7, 2014 Meeting Report

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## Oyster Point Marina/Park

### *Construction Update & General Status Updates*

- Facility Condition Survey (FCS) meeting with consultant and staff-still in process.
- Electrical Repair project is 99% complete @ OPM except for punch list.

### *OPM Miscellaneous*

- Working on boat disposal activities.
- Working with new staff at City of SSF in Parks and Public Works.
- Easter Egg Hunt a success for a first time event.

## Pillar Point Harbor

### *Construction Update & General Status Updates*

- Finger replacement awaiting Coastal Commission permit approval.
- Electrical project starting at PPH, approx. 5% complete.
- Concession Building project is complete, except for the lateral kitchen sink line in the Ketch kitchen which will be brought as a separate project to the board.
- Underground sewer line work serving the Johnson Pier should be complete by the board meeting date of May 7<sup>th</sup>. Line is repaired, rebuilding of asphalt and substructure to be done before May 7.

### *PPH Miscellaneous*

- Tiger Grant to be submitted late April 2014.
- Romeo Pier demolition activities for bid specification consultant effort in progress with request to select consult very soon. Effort will be including some historic photographic preservation activities.

## Occupancy Overview (*April Month of Occupancy 2014*)

### **PPH**

Total occupancy (inner Harbor) 86% (this includes slips, end ties and walk way).  
 Berth occupancy (inner Harbor) 88% (320 slips out of 369 are occupied).  
 Moorings (Outer Harbor) 50% (19 out of 38 moorings occupied).

### **OPM**

Total occupancy: 67% (287 slips/End Ties out of 428 are occupied).  
 Berth occupancy: 68% (280 slips only out of 414 are occupied).

## Search and Rescue Activity Highlights & Urgent Need Activities

**PPH:** 1 tow due to engine issues.

**OPM:** 1 emergency tow of sinking vessel.

## EMS-Clean Marina Activities-District Wide

- Working with RCD on service changes and improvements.
- Signage for PPH "No Idle Zone" on pier.

## Calendar Reminder Items of Events and Activities

- Rock the Block May 17<sup>th</sup>, from 2pm to 8pm in Half Moon Bay.

April 21, 2014

**Operations Informational Item**

RE: Johnson Pier Sewer Line Replacement Summary-Project Completion

**General Project Information**

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

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

Valentine Construction was the firm performing the project work effort.

**Project Funding**

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

**Change Orders**

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

**Savings / Unused funds**

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

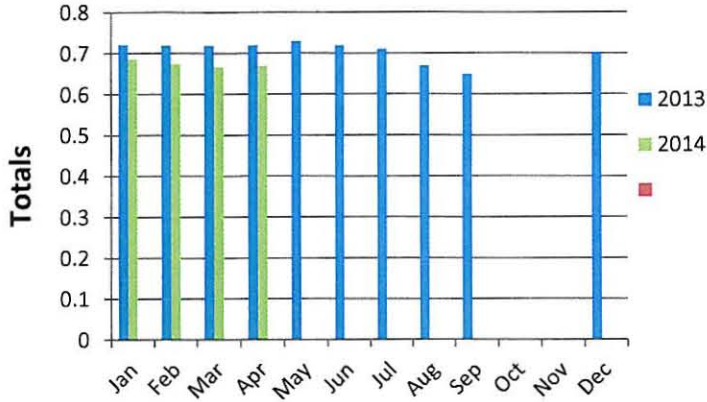
**Environmental & Recycling Project Notes**

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

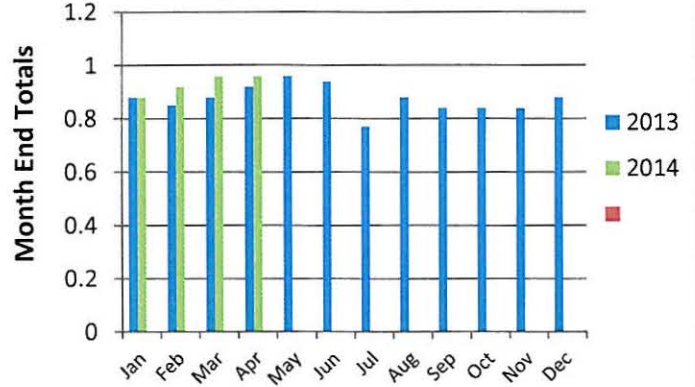
# Oyster Point Marina

## Monthly Marina Activity Report - April 2014

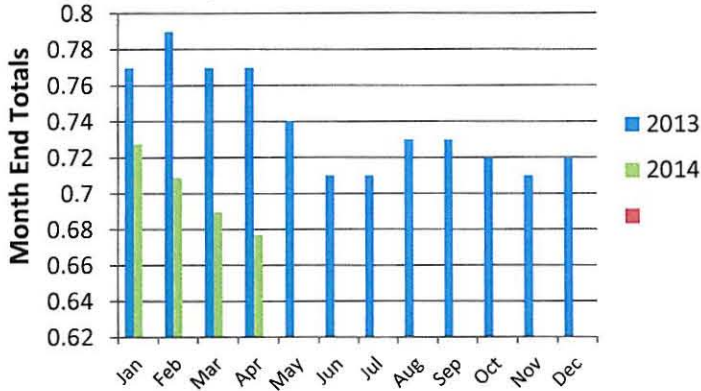
### Overall Occupancy (428 Slips Available)



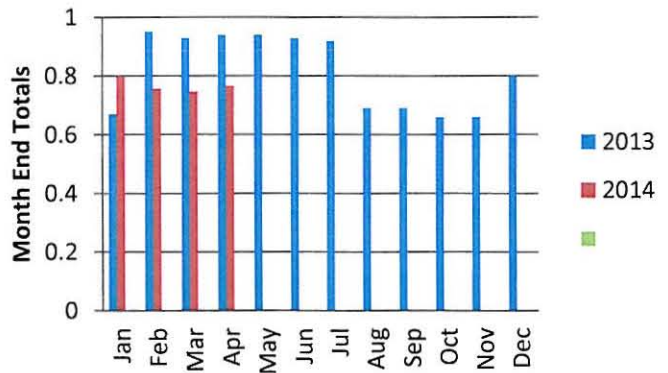
### 26 ft Slips (Total: 25)



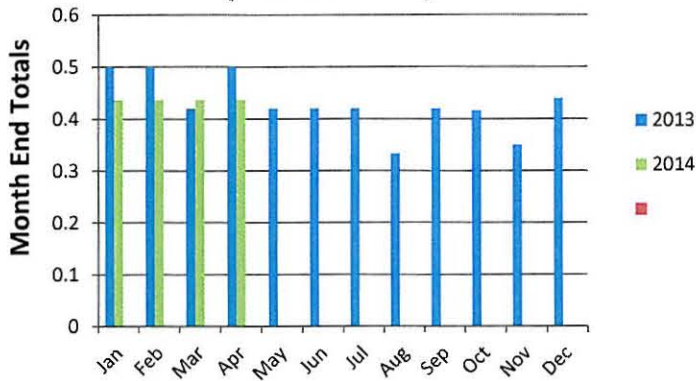
### 30 ft Slips (Total: 158)



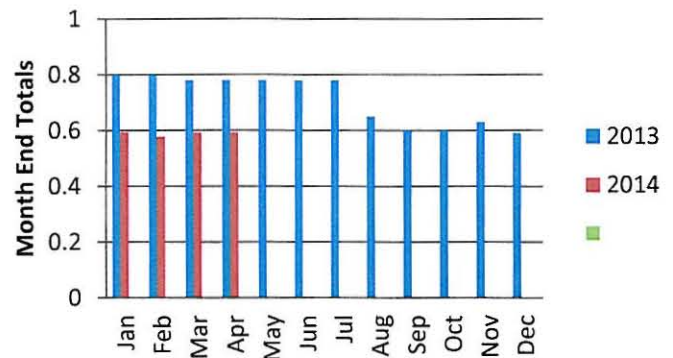
### 36 ft Slips (Total: 99)



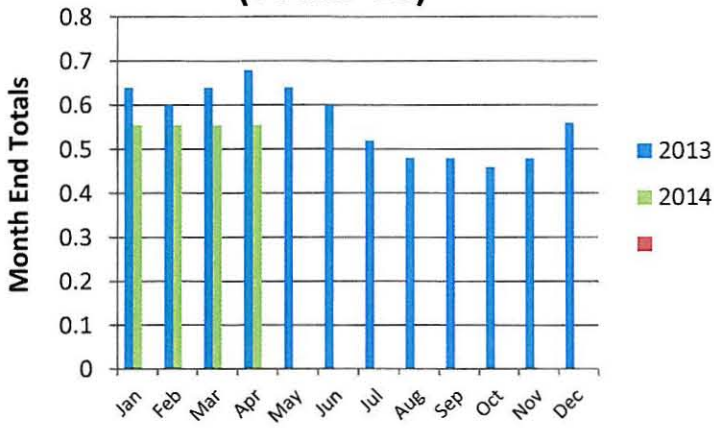
### 40 ft Slips (Total: 16)



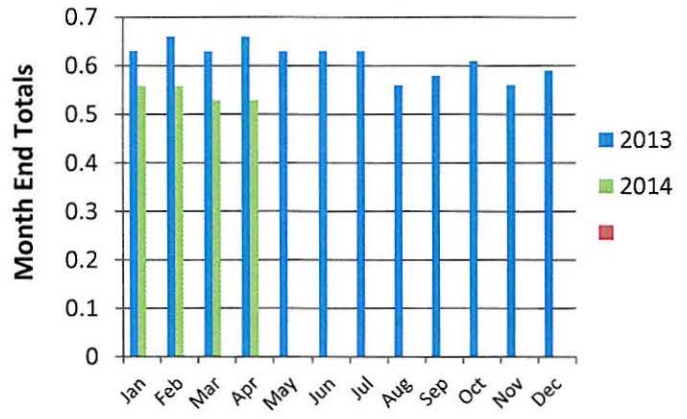
### 45 ft slips (Total: 64)



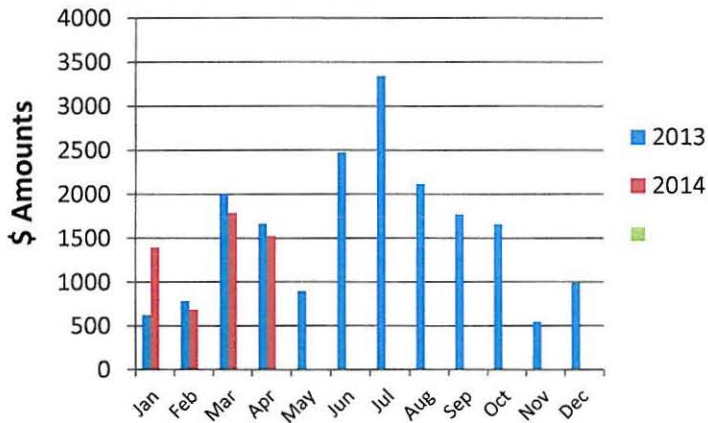
### 50 ft Slips (Total: 18)



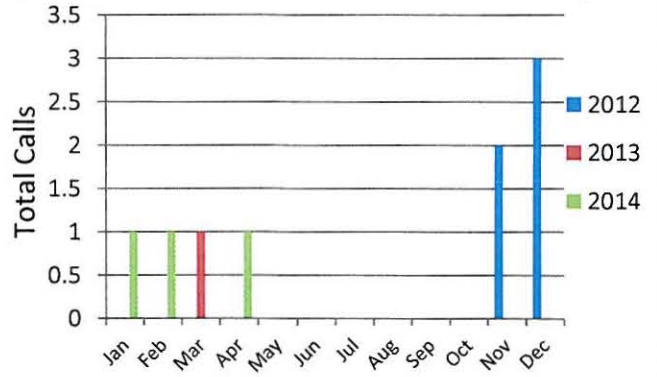
### 60 ft Slips (Total: 34)



### Launch Ramp Totals



### Call Outs (OPM Harbor Patrol - 2012-2014)

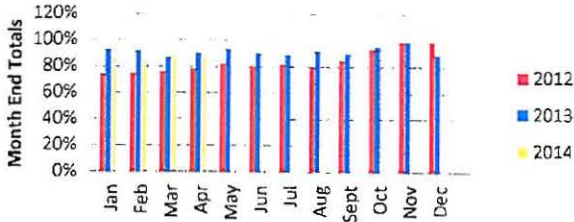




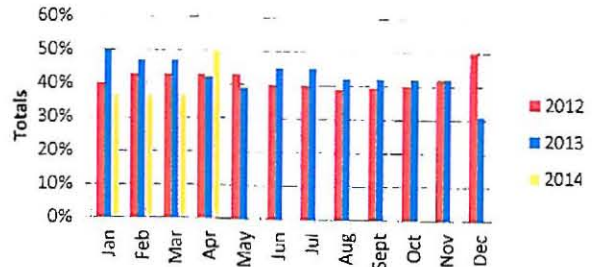
# Pillar Point Harbor Dashboard

## Monthly Marina Activity Report - April 2014

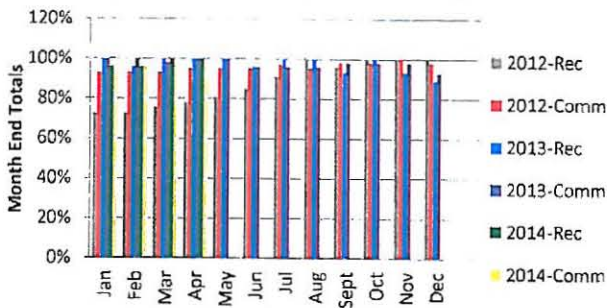
**Overall Occupancy**  
**369 slips available**  
**(Apr 14- 86% occupied)**



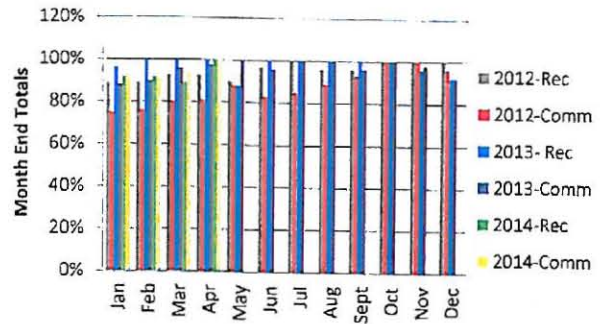
**Mooring Occupancy**  
**38 mooring available**  
**(Apr 14 - 50% occupied)**



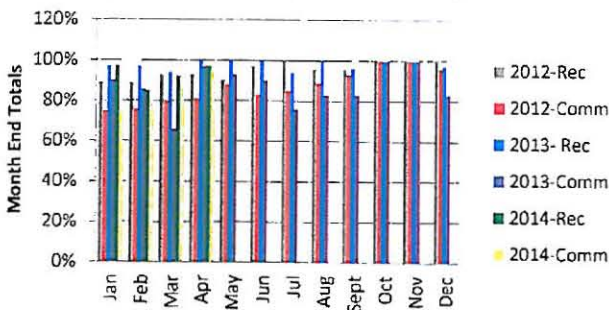
**30 ft Slips**  
**(Total: 27 rec, 54 comm)**



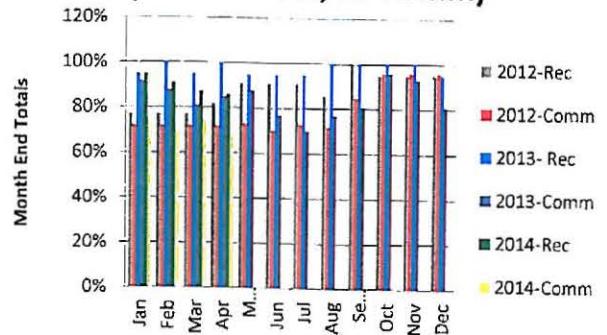
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**(Total: 26 rec, 48 comm)**



**40 ft Slips**  
**(Total: 34 rec, 29 comm)**



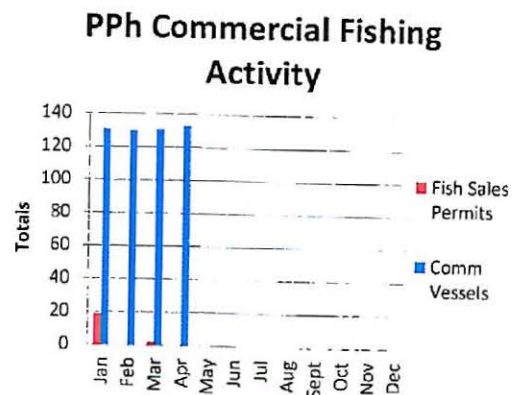
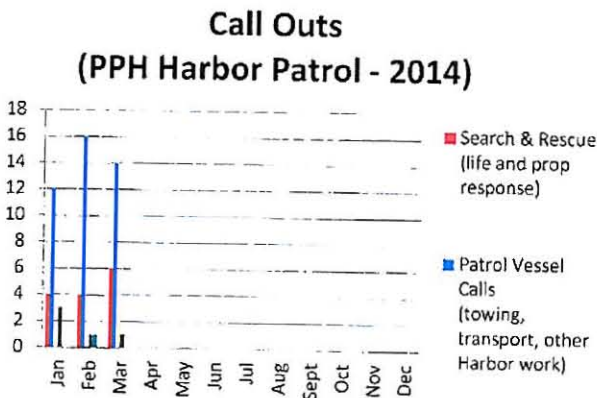
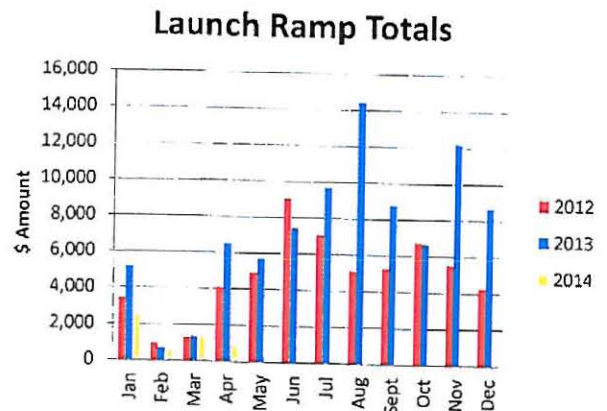
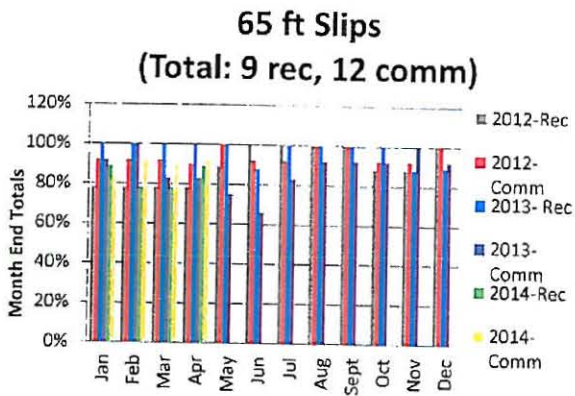
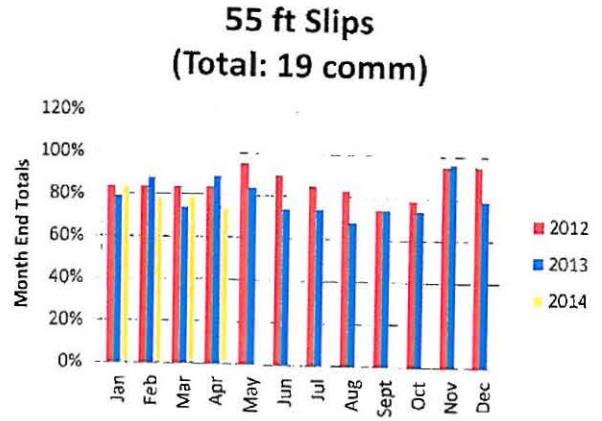
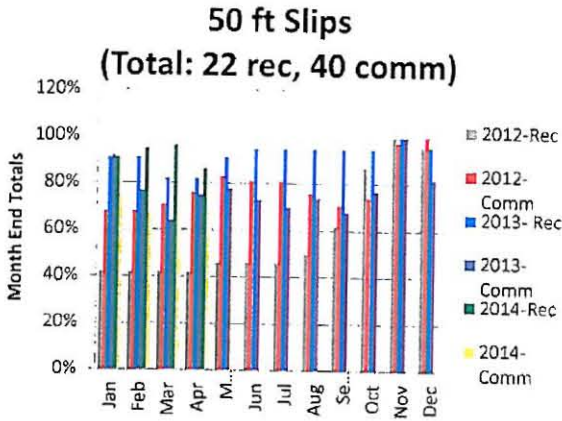
**45 ft Slips**  
**(Total: 22 rec, 27 comm)**






# Pillar Point Harbor Dashboard

## Monthly Marina Activity Report - April 2014






(650) 726-8380

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## Rock the Block

Name: Rock the Block  
Date: May 17, 2014  
Time: 2:00 PM - 4:00 PM  
Website: <http://www.rocktheblockhmb.com>



Share:

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**Location:**  
Main Street in downtown Half Moon Bay  
[View a Map](#)

**Contact Information:**  
info@hmbcc.com

**Fees/Admission:**  
FREE ENTRY

If you'd like to be a vendor:

- [Click here for a food booth application](#)
- [Click here for a non-food booth application](#)

[Set a Reminder](#)

Enter your email address below to receive a reminder message.

Enter Email Address

-- Select Days Before Event --


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San Mateo County Harbor District

Board of Harbor  
Commissioners

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

TO: Charles White Gary Stern  
Jim Merlo Greg Gubser  
Neil McGeehan James Smith  
Matt Hoff Abby Dometita

FROM: Scott Grindy, Harbor Master

DATE: April 24, 2014

SUBJECT: Letter of Appreciation  
Team Effort In Support of the Easter Egg Hunt Event

---

With much gratitude and sincere appreciation I am sending each of you this "Letter of Appreciation" for your major efforts, actions and support for the first ever Easter Egg Hunt at Oyster Point Marina/ Park.

The teamwork, passion for a fun event and demonstrated skills along cooperative efforts with the Oyster Point Yacht Club, Oyster Point Dragons, South San Francisco Chamber of Commerce and United States Coast Guard efforts made it a great success.

Congratulations to the Oyster Point Marina/ Park team for this activity.

A handwritten signature in blue ink, appearing to read "S. Grindy", with a long horizontal line extending to the right.

Scott Grindy  
Harbor Master


CC: Peter Grenell General Manager  
Employee Files



San Mateo County Harbor District

Board of Harbor  
Commissioners

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

TO: Gary Stern  
FROM: Scott Grindy, Harbor Master   
DATE: April 24, 2014  
SUBJECT: Letter of Appreciation  
Easter Egg Hunt Event

---

I write this letter with much gratitude. Gary Stern, Deputy Harbormaster at Oyster Point Marina/Park, took the lead role in efforts of site and vendor coordination for the event.

His leadership efforts were clearly shown and the activity was a great success for the first time ever Easter Egg Hunt at Oyster Point Marina/ Park.

This is not Gary's first time in leading an activity such as this at OPM, however it is very important that Gary is recognized for his stellar efforts and actions towards the work he performs both on a daily basis and for special events such as this.

Scott Grindy  
Harbor Master

CC: Peter Grenell General Manager  
Employee Files



# Save the Date

San Mateo County

★ 10<sup>th</sup> Annual ★

## DISASTER PREPAREDNESS DAY

**Saturday, June 7, 2014**

10AM-2PM, San Mateo County Event Center  
1346 Saratoga Avenue, San Mateo

Arrive BEFORE 11am for FREE Parking &  
FREE Admission to the County Fair!

First-Aid, Police, Fire, Emergency Medical Services  
and Equipment Demonstrations

★Learn How to Put Together a Disaster Plan and Emergency Kit!★

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Office of Emergency Services at (650) 363-4790

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## San Mateo County Harbor District Pillar Point Harbor – Half Moon Bay, CA

### Johnson Pier: Commercial Fishing Pier Transportation Expansion Project

#### Tiger Grant 2014 – Rural Area

---

Type of Applicant: Special District Government  
Amount of Funding Requested: 3,432,000.00  
Grant Submission: April 28, 2014

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**Note:** All Benefit Cost Analysis Data and Analysis can be found in the link below:

[www.smharbor.com](http://www.smharbor.com)

## Contact Information

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General Manager  
San Mateo County Harbor District  
400 Oyster Point Blvd., Suite 300  
South San Francisco CA, 94080  
Phone: (650) 583 - 4400  
Email: [harbordistrict@smharbor.com](mailto:harbordistrict@smharbor.com)



## Project Description

Pillar Point Harbor is located on the Northern California Coast near the City of Half Moon Bay. It is under the jurisdiction of San Mateo County Harbor District, an independent special district in San Mateo County.

The Pillar Point Harbor serves a commercial fishing fleet with over 100 commercial vessels, with 3 fish unloading business facilities on the same pier area. With increased commercial fish catch activities, semi-trailer truck access to and from the harbor have exceeded the access abilities of the highway and roadway entrance and exit, as well as the truck staging and loading infrastructure abilities for meeting the business demand. Typical commercial transportation at peak truck loading days will include an average of 53 semi-trailer trucks and numerous cube vans, flatbed trucks and low boy trailers carrying an average of 40 tons of fresh fish product. These semi-trailer trucks presently must maneuver through highway to road access points not designed for the turning radii of a semi-trailer truck, and must back up to the 850 foot long pier to the loading area which is also not designed to accommodate adequate product loading while also accommodating public fishing, tourism and recreational boating access points along the pier.

The overall goal of this grant request is to modify the pier to have the ability to load three trucks at one time, correct all access points (4) to meet and or exceed semi-trailer truck traffic needs improve public access to adjacent pier and docks. This project will greatly improve and enhance the safety, mobility, traffic flow and general circulation of this highly used traffic flow area as it enters and exits California Highway 1 that serves the cargo flow of unloading fish products, as well as general public access for personal occupied vehicles, and vehicles towing recreational vessels to the boat launch ramp. For pier area enhancements, sea level rise best practices for long term project life will be a major component of any work performed. Improvements implemented will also greatly improve the coastal areas in terms of emergency and safety, such as spill and tsunami response as the harbor is the only boat ramp launch point from San Francisco to the Santa Cruz area with the primary waterborne Search and Rescue team being located in the harbor. On top of these essential services provided by Pillar Point Harbor, this location remains a primary commercial fishing hub.

The following descriptions are noted by zone area of improvement and or modification. In each area improved ADA access needs to occur, as well as improved traffic signage and road markings.

### Phase 1

**Zone 1:** Intersection of California Highway 1 and Capistrano - A modification to increase highway turning lanes to accommodate up to 3 semi-trailer trucks on both north and south-bound lanes. This would include corrections to the southbound intersection corner to accommodate truck turning radius requirements.

**Zone 2:** Intersection of Capistrano and Pillar Point Harbor Avenue - A modification of the islands and intersection corners on Capistrano to allow turning on to Pillar Point Harbor Avenue. Present radius is for personal vehicles towing recreational boat trailers and does not

accommodate semi-traffic without crossing sidewalks, and handicap ramps of the intersection corners.

**Zone 3:** Intersection of Pillar Point Harbor Avenue and Johnson Pier Avenue - A modification of the islands and intersection corners on Pillar Point Harbor Avenue turning on to and away from Johnson Pier Avenue. Present radius is for personal vehicles and does not accommodate semi-traffic without crossing sidewalks, and handicap ramps of the intersection corners. Additionally there is no truck holding or waiting zone on Pillar Point Harbor Avenue. Area requires a hammerhead or similar design for semi-trailer truck directional changes.

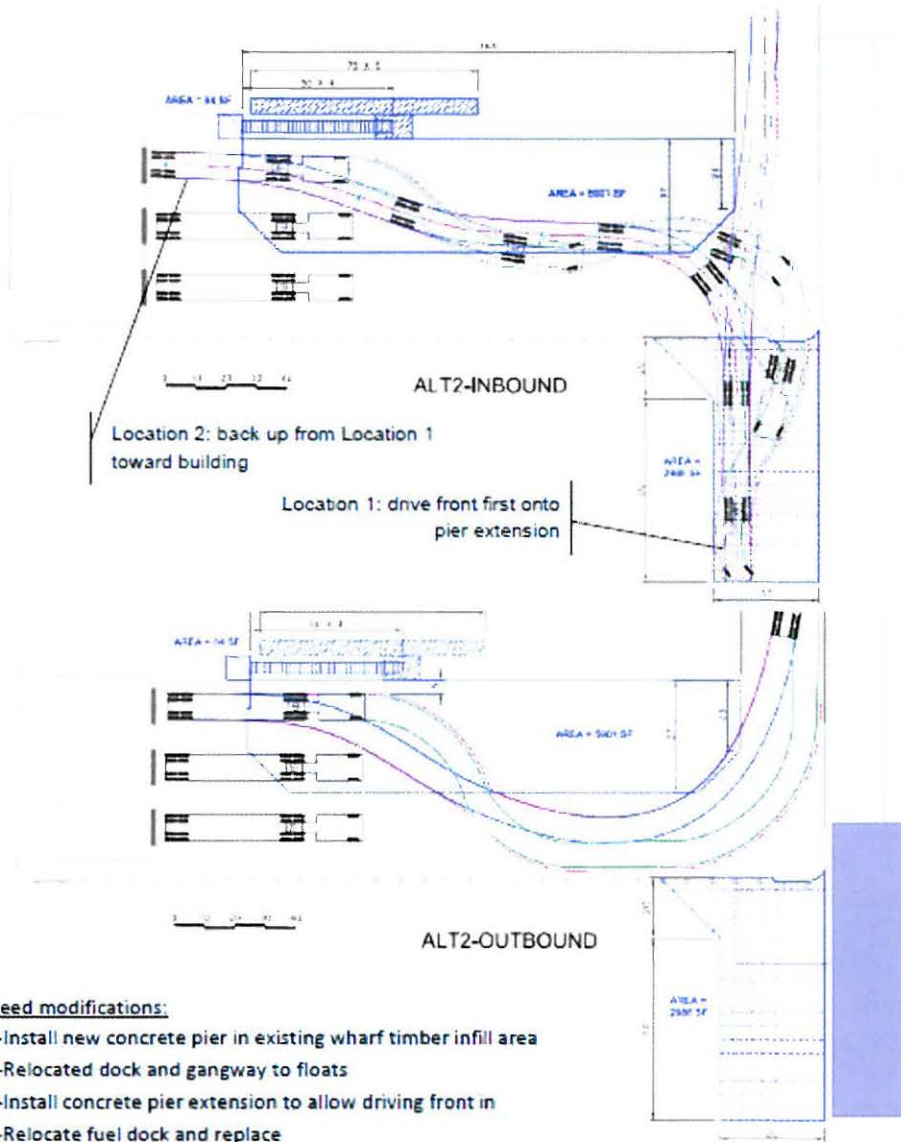


## Phase II

**Zone 4:** Outer Pier Corner - Requires an overwater filler to accommodate up to 3 semi-trailer truck loading lanes while keeping pier open for other vehicle traffic. Adjacent public walks also require the ability to provide safe passage to pedestrians making access to the Johnson Pier



docks. The proposed changes also feature an extension to the pier in the southward direction. This portion is to help mitigate the safety issue associated with the trucks backing on to the pier. With implementation of this additional segment, the trucks will be able to drive straight on to the pier. These trucks can then back up in to the fish buyer’s area as depicted in the diagram below.



The modifications to the existing infrastructure associated with this retrofit include the installation of the new concrete pier in the existing wharf, relocation of the dock and gangway, the installation of the concrete extension and the relocation of the fuel dock. The installation of the new concrete pier in the existing wharf will be implemented first, followed by the concrete pier extension to allow trucks to drive front in.



## Project Background

The San Mateo County Harbor District is an independent special district created by San Mateo County pursuant to provisions of the California Government Code and Harbors and Navigation Code in 1933. The District's jurisdiction is coterminous with that of San Mateo County. The District is governed by a five-member Board of Harbor Commissioners elected at large by County voters for staggered four-year terms. The District presently operates Pillar Point Harbor, a 369-berth public commercial fishing harbor that also supports sport fishing and recreational boating. It is located in the unincorporated community of Princeton on Half Moon Bay approximately twenty-five miles south of the City of San Francisco. Johnson Pier, as well as the outer break water, was initially constructed in the early 1960s. Additional improvements and inner break water were implemented in the 1980s until the present.



Pillar Point Harbor is home to Johnson Pier and one of California's top performing commercial fishing fleets that generate an average of approximately \$6.5 million at the dock each year, over \$150 million since 1990. The top performing fishing seasons are king salmon, Dungeness crab, and squid. The fresh catch is distributed within the local community as well as to markets and restaurants all across the San Francisco Bay Area.

The San Mateo County Harbor District Pillar Point location features a plethora of boating, fishing, and dining experiences for the local and Bay Area community. The Harbor boasts an inner and outer breakwater making it extremely well protected. The Pillar Point facility also



encompasses a Harbor Office, restrooms, parking, a number of restaurants, retail shops and kayak rental business. These activities and amenities draw in over 100,000 visitors a year. In addition to the popularity of the Harbor itself, the Harbor District also hosts frequent events for both the tenants and the public including kite festivals, Easter egg hunts, Boating Lighting festivals and tenant appreciation BBQs. These all contribute to the enterprise activities at Pillar Point Harbor.

The Harbor District also provides and maintains the only search and rescue vessel and personnel in the San Mateo County coast. The search and rescue team covers an area of approximately 420 square miles that expands out 12 nautical miles in to the open ocean. Harbor staff on site is prepared for emergency response 24 hours a day, 365 days a year. Annually, the Harbor Patrol search and rescue team responds to an average of 120 distress calls regarding situations that includes collisions, boat fires, sinking vessels, and other forms or danger or medical emergency.

In recent years, the San Mateo County Harbor District has also taken strides in the field of environmental stewardship. In an effort to maintain and promote the ideals of environmental sustainability, the District applied for and was awarded the Clean Marina Certification title in the spring of 2013. The statewide Clean Marina program seeks to educate and encourage sustainable practices in marinas and yacht clubs, both private and public, to ensure the protection and maintenance of the marine environment. The San Mateo County Harbor District performed exceptionally in both marinas, Pillar Point and Oyster Point scoring 92% and 90% respectively.

Pillar Point Harbor supports a steadily growing fishing culture and economy. As a contributor and supporter of this seaside community, the Harbor District's role in the cultivation and promotion of this vital economic drive is crucial.

## Project Parties

The San Mateo County Harbor District will be contributing to all of the direct employment costs for this project, assigning 0.5 full time employees to oversee its progression. This project also has the support of various entities and multiple facets of government agencies on a local, county and state level.

- Regional government leaders and elected officials
- Chamber type groups by bringing more business to the coast
- Fish retail firms in the region
- Local and regional businesses
- The coast side community at large

## Grant Fund and Sources

The funding applied for in the TIGER grant will cover all of the design and construction costs. Preliminary analyses have been completed and funded by the San Mateo County Harbor District. Harbor Staff and Harbor-funded engineering consultant will be monitoring this project as it progressed. The San Mateo County Harbor District is requesting \$3,432,000 in grant funding. The District is contributing \$0.035 for every federal TIGER grant dollar to the effort in funding staff time for project coordination and implementation.

The set of charts below summarizes the cost organized by year (2015 to 2018) and expenditures as the project progresses.

	2015			
	Q1	Q2	Q3	Q4
<b>Phase I - Harbor and Pier Access Roads Modification</b>				
<i>Construction Expenditures</i>				
<i>Engineering Professional Expenditures</i>	\$40,000.00	\$40,000.00	\$40,000.00	
<i>Direct Employment</i>	\$3,750.00	\$3,750.00	\$3,750.00	\$3,750.00
<b>Phase II - Pier Infrastructure Extensions</b>				
<i>Construction Expenditures</i>				
<i>Engineering Professional Expenditures</i>	\$40,000.00	\$40,000.00	\$40,000.00	
<i>Direct Employment</i>	\$3,750.00	\$3,750.00	\$3,750.00	\$3,750.00
<b>Total</b>	\$87,500.00	\$87,500.00	\$87,500.00	\$7,500.00

	2016			
	Q1	Q2	Q3	Q4
<b>Phase I - Harbor and Pier Access Roads Modification</b>				
<i>Construction Expenditures</i>	\$62,500.00	\$62,500.00	\$62,500.00	\$62,500.00
<i>Engineering Professional Expenditures</i>	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00
<i>Direct Employment</i>	\$3,750.00	\$3,750.00	\$3,750.00	\$3,750.00
<b>Phase II - Pier Infrastructure Extensions</b>				
<i>Construction Expenditures</i>				
<i>Engineering Professional Expenditures</i>				
<i>Direct Employment</i>	\$3,750.00	\$3,750.00	\$3,750.00	\$3,750.00
<b>Total</b>	\$82,000.00	\$82,000.00	\$82,000.00	\$82,000.00

	2017			
	Q1	Q2	Q3	Q4
<b>Phase I - Harbor and Pier Access Roads Modification</b>				
<i>Construction Expenditures</i>				
<i>Engineering Professional Expenditures</i>				
<i>Direct Employment</i>	\$3,750.00	\$3,750.00	\$3,750.00	\$3,750.00
<b>Phase II - Pier Infrastructure Extensions</b>				
<i>Construction Expenditures</i>	\$470,333.34	\$470,333.34	\$470,333.34	\$470,333.34
<i>Engineering Professional Expenditures</i>	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00
<i>Direct Employment</i>	\$3,750.00	\$3,750.00	\$3,750.00	\$3,750.00
<b>Total</b>	\$489,833.34	\$489,833.34	\$489,833.34	\$489,833.34

	2018			
	Q1	Q2	Q3	Q4
<b>Phase I - Harbor and Pier Access Roads Modification</b>				
<i>Construction Expenditures</i>				
<i>Engineering Professional Expenditures</i>				
<i>Direct Employment</i>	\$3,750.00	\$3,750.00	\$3,750.00	\$3,750.00
<b>Phase II - Pier Infrastructure Extensions</b>				
<i>Construction Expenditures</i>	\$470,333.34	\$470,333.30		
<i>Engineering Professional Expenditures</i>	\$12,000.00	\$12,000.00		
<i>Direct Employment</i>	\$3,750.00	\$3,750.00	\$3,750.00	\$3,750.00
<b>Total</b>	\$489,833.34	\$489,833.30	\$7,500.00	\$7,500.00

The San Mateo County Harbor District will be responsible for covering 100% of the operations and maintenance costs for then more infrastructures and amenities that will result from this project in the years subsequent.



## Project Matrix

Criteria	Description
<b>Primary</b>	
<i>State of Good Repair</i>	Goals of the harbor are aligned with the theme of this project. All current projects reflect the same values and priorities. The pier currently operates at full capacity and is in need of expansion. This project reflects an effort to prevent the stifling the fishing, boating and tourism industries that are currently operating at full capacity at Pillar Point Harbor.
<i>Economic Competiveness</i>	The expansion of the pier and the modification of the roads will allow for the fishing, boating and recreational industries of the Pillar Point area to grow. This will provide a plethora of new middle class jobs for the community. Tourism, restaurants and hotel profits are expected to increase due to this as well.
<i>Environmental Sustainability</i>	The implementation and maintenance of the expanding infrastructure proposed by this project will not pose detrimental effects to the marine environment. Additionally, this project seeks to reduce air pollution due to vehicle emissions as well as mitigate risks of runoff issues by targeting storm drain improvements.
<i>Safety</i>	Safety is a priority outlined by this pier expansion. Many current safety issues will be mitigated. Expanding the curvature of the roads will allow a larger turning radius for large trucks. This will ensure the decrease in the number of accidents in the turn areas in question. Another safety priority is reflected in the design of a walkway on the pier to ensure pedestrian safety for all tenants, worker and visitors that frequent the pier.
<b>Secondary</b>	
<i>Innovation</i>	Safety and congestion management approach in this project will ensure that maximum results will occur from minimal resources. The retrofitting of the pier is designed so that a complete reconstruction will not be necessary to meet the criteria of the project and the needs of the users, fishermen and boat owner alike.
<i>Partnership</i>	Working with both private and public entities in unison to ensure the completion of the project will promote efficiency and cohesion. The community is also involved as they voice their opinion regarding this project. Support from the local, county and state government as well as approval from local commissions, clubs and companies are all present as this project progresses.

## Primary Selection Criteria

### State of Good Repair

Pillar Point Harbor has been established and self-sustaining since its implementation in the early 1960s. The maintenance and retrofitting has ever been an ongoing effort upheld by the San Mateo County Harbor District. This specific project exemplifies this endeavor as it seeks to expand the pier to finally provide infrastructure that would better meet the needs of its growing user.

*i. Project is consistent with relevant plans to maintain transportation facilities or systems in a state of good repair and address current and projected vulnerabilities.*

The Harbor District's effort to analyze and improve the existing pier infrastructure is evident in multiple efforts. As the pier and harbor area was constructed in the early 1960s, there are various aspects of the pier and vicinity that have not been upgraded to meet the newer codes that have developed since then. Additionally, initial infrastructure supported a much smaller fishing and boating community. The pier was not designed to accommodate all of the usability aspects prevalent now. Throughout the years, the businesses on site have increased in size and scope. The Harbor District has been diligently tackling this continual effort to maintain and upgrade the amenities on a preventative, priority basis. Below is a list and description of recent project undertakings from this year alone as of April 2014.

- Facilities Conditions Survey (FCS) – Engineering Consultants, Moffatt and Nichol, are conducting a study to analyze the current deteriorating infrastructure and identify areas that are not up to current code.
- Electrical Repairs Project – An electrical contractor is on site to repair and update a priority list of electrical upgrades in Oyster Point and Pillar Point Harbor.
- Tenant Concessions Sewer Lining Project – The 4" lateral and the 8" main sewer lines underneath the tenant concession building was repaired and fortified with liners to prevent any future corrosion or leakage.
- Johnson Pier Sewer Repairs – The sewer line underneath Johnson Pier was replaced in early 2014. This line connects the pump-out station and the restrooms in the Fish Buyers Building at the end of the pier to the Granada Sanitary District. Additional cleanouts were also added to accommodate the future pier expansion as described in this project grant application.
- Feasibility Survey (Zones 1-4) – A pre design feasibility survey was conducted by the engineering consultant, Moffatt and Nichol to formulate a plan to mitigate the pier access and maneuverability issues. The findings provided formed the basis for this project.
- Pier expansion Survey 1994 – A similar survey was conducted in 1994 also asserting that the need for the expansion of the pier was evident, necessary and feasible.



- The Strategic Business Plan – This District effort that is currently underway will incorporate aspects and results from all recent studies including the FCS as well as its own analysis to formulate a cohesive business plan for the San Mateo County Harbor District. The business plan will cover all aspects of Harbor District and provide a basis to prioritize project and make general and specific recommendations to ensure profit and long term sustainability of the Harbor District.
- Romeo Pier Demolition – Romeo pier is another example of a piece of older infrastructure built earlier than Johnson Pier. It was once a privately owned pier. However, it has been reduced to a dilapidated state due to previous neglect.

***ii. If left unimproved, poor conditions of the assets will threaten future transportation network efficiency, mobility of goods or accessibility and mobility of people or economic growth.***

The main negative outcome that will stem from the absence of mitigation efforts would be a safety-related one. This would apply to both recreational boaters who need access to the nearby boat launch ramp, as well as the trucks that use the roads to transport fish from the Fish Buyer’s building as well as the trucks that drop off fresh produce and beverages to the restaurants in the tenant concessions building. The current design of the roads has jeopardized the safety of the pedestrians as well as the efficiency and maintenance of the vehicles that use these roads.

Additionally, with the current road infrastructure, there have been many complaints of the trucks and trailer towed boats that would get damaged in an attempt to make the tight turns that lead up the pier and boat ramp. The property damages amounts to a significant amount. However, due to the lack of data, the exact cost is unknown.

***iii. The project is appropriately capitalized up front and uses asset management approaches that optimize its long term cost structure.***

This project features both a long term and short term portion. The short term portion of the project is already underway. The pre-design and public education portions have already been completed. This has all been funded by the San Mateo County Harbor District. The design and construction costs will be sustained by the TIGER Grant.

Additionally, with increased ease of access, revenue will continue to increase which would lead to funding of additional projects. As revenues are anticipated to increase 3 fold and the Districts’ 7.1 million dollar debt to the Department of Boating and Waterways will be completely paid off a year early in 2018, there are no funding issues in the foreseeable future that would inhibit the maintenance of the new infrastructure. Thus, with the TIGER grant, the independent utility of this project will allow or implementation and completion of both Phase I and Phase II.

*iv. A sustainable source of revenue is available for operation and maintenance of the project.*

The Harbor District operated and maintained Johnson Pier and its vicinity since its construction. Revenue is generated by the renting of berths and leases. This project is anticipated to triple and sustain revenues in Pillar Point Harbor within the next 5 years. Thus, in expanding Johnson Pier in an effort to aid and support the fishing, boating and recreational industries established at Pillar Point Harbor, the District is also ensuring that there will be sufficient funds to sustain operations and maintenance of the new infrastructure. Hence, this strategy will allow the District to invest funding to improve the amenities they are responsible for maintaining for the community it has been set up to serve.

*v. Project improves the transportation assets ability to withstand probably occurrences or recurrences of an emergency or major disaster or other impacts of climate change.*

Pillar Point Harbor currently has a reliable defense against potential emergencies and major natural disasters. In addition to having trained harbor patrol capable of efficient search and rescue, the harbor also features 2 breakwaters that protect the area from large waves and tsunamis. These safety and emergency response institutions inherent to the harbor provide an excellent foundation for any additional mitigation effort to be implemented.

The proposed improvements will enable extensive economic growth as well as provide more ideal infrastructures for preventative preparation methods in terms of emergencies and climate change. More space on the pier and road leading up to it will allow for safer, more efficient access in an event of an emergency to promote maximum response efforts when necessary. This expansion, for example, will allow for emergency response vehicles such as fire trucks and paramedics to access the pier without fear of obstructions at any time of the day.

Furthermore, the new portions of the pier will take in to consideration the potential of 3 feet of sea level rise in the next 50 years. The designs for the new sections will incorporate an elevated utilities line that will run along the side of the pier instead of under it. This would also mitigate issue caused by King Tides, abnormally large swells.

In addition to efficient vehicle access in the time of an emergency, this design will also feature a pedestrian walkway to ensure the safety of the pedestrians.

Considering all of these factors which will be incorporated in the retrofitting of the pier, this will extend the time frame necessary for repairs. In terms of maintenance, Facilities Condition Surveys will be conducted every 5 to 10 years. This will isolate and prioritize the fixtures and infrastructure that are in need of repair before they enter a state of negligence.

*vi. Costs mitigated during Construction*

Construction will be planned to that it will pose little to no impact on the normal progression of business for both users and non users.



The primary users that would potentially be affected will be the fishermen, and the fish buyers who are located on the pier. The detrimental impact on business can be easily mitigated when by planning construction during the fishing off seasons. The three top grossing fishing seasons for Pillar Point Harbor, Half Moon Bay are Dungeness crab, King salmon and squid. The crab season reigns from mid-November to June while the squid season begins in mid-October and finish by the end of March. Salmon season starts in April and goes until the end of September. This inherent cycle provides a window of approximately 5 months in the buffer period as each season transitions to the next to complete the implementation portion of the project.

The section that extends the fish buyer pier surface area to accommodate 1 truck to 3 trucks will be prioritized. Upon completion, multiple trucks will be able to utilize the extra space immediately. The construction of the section that extends the pier will then become the focus.

Additionally, during all construction phases, vehicle parking on the pier, which is currently allowed, will be eliminated. This will provide an extra lane that would otherwise have been lost for pedestrians during construction.

The loss of parking abilities on the pier would not pose an inconvenience as there will be abundance of spaces in the adjacent parking lot area. The parking on the pier was originally used by recreational boaters who would load and unload personal items to and from their boats. During construction, in an effort to ensure convenience and lack of negative effect on routine, the contractors working on the pier will be required to provide dock carts for the tenants. These will be provided to ease mobility and transport of personal items for boaters that frequent the docks and pier.

## Economic Competitiveness

### *i. Improve long term efficiency, reliability or cost competitiveness in movement of goods.*

The current infrastructure is outdated compared to that which is required for the current states of the fishing, boating and recreational community. This project will bring the Pier up to date with its current usage demands.

#### *Phase I*

The modification of the roads to accommodate semi-trailer truck and large trailer-towed boats will not only mitigate the safety issue, it will also prevent any further damages to these larger vehicles.

#### *Phase II*

The current pier only allows one truck to access the pier at one given time. However, there are three fish buyers and multiple hoists on site at the end of the pier. The wait time for the trucks to be loaded and unloaded is contingent upon the dock space, or the current lack thereof. Upon completion of this new pier extension, there will be little to no wait time. The trucks will be able to safely and efficiently access the pier as well.

The implementation of the pedestrian walk way will also provide another facet of transportation to the pier. With the different modes of transportation accessible on the pier, it is important, from a safety standpoint, that the pedestrian walkway necessity is addressed.

**ii. *Increased economic productivity in distressed areas***

The fishing economy in Half Moon Bay is currently functions far below its full potential due to the lack of a functional infrastructure. With the implementation of this project, the fish sales from boat to dock to consumers are expected to triple within 5 years of steady growth. This would allow for the restoration of a fishing industry that provides the main economic drive for the community of Half Moon Bay, Princeton and El Granada vicinity.

Additionally, these infrastructural changed will positively influence the boating, recreational, hotel and restaurant facilities on site as well. With this influx of new potential customers accessing the vicinity, revenue increases are expected.

**iii. *Long terms job creation for disadvantaged groups***

Increased capacity to support 3x more loading will benefit the following

- Trucking
- Dock workers to perform unloading
- Local fish buyers and sellers
- Local and regional restaurants
- General consumers of fish
- Fueling Dock
- Party boats (Charter fishing)
- Ocean fishing trips and tours
- Boat services and supply companies
- Boat retailers
- Fishing equipment suppliers
- Restaurants and tourism activities

**iv. *Increased economic mobility (Ladders of Opportunity)***

This project will promote the creation of short term during construction and long term jobs from businesses that would benefit the middle class. With the implementation of this project, there will be in an increase in a wide range of jobs in terms of income, required skills, and offered training. The prime job creation targets will be aimed at supporting and expanding the middle class. This increase in scope for the smaller businesses will promote local job creation, providing better opportunities to those currently with a limited income. This sectors that can benefit include but are not limited to trucking, fish buying and selling, dock loading, fuel, party boats, restaurants and ocean tours. Additionally, these jobs created will allow for the cultivation of skill sets that would be applicable in many other sectors of society.

## **Environmental Sustainability**

**i. *Reduce energy use and air or water pollution***

Along with the pier retrofitting, new policies will be enacted to enhance air quality improvements. Since there will now be more space on the pier for the trucks to be loaded,



there will be a decreased wait time period. Typically, the trucks will be idling during this waiting period as it is difficult for large trucks to start and warm up the engine once turned off. The more convenient and time efficient alternative is for the trucks to be left running while waiting to access the pier. With the pier expansion, there will be less time for the trucks to be spent waiting. Hence, the District will be able to feasibly implement a “no idling” regulation for the majority of the pier.

Additionally, with the expansion of the pier, there will be specifically allotted truck waiting area. This would be implemented in the pavement area adjacent to the pier with a maximum idling time of 15 minutes. The wait area would feature a sign estimating real time wait period. If the period exceeds 15 minutes, the truck would be required to turn off the ignition immediately upon entering the waiting area. This would dramatically improve air quality in the harbor, reducing emissions by 10% - 20%. This is equivalent to \$433,626 a year and \$12,023,673 in 20 years.

In addition to the reduction of emissions on land, there will also be a significant decrease of pollution and energy usage on the waters as well. Currently, there are a handful of fishing boats berthed at Pillar Point Harbor and vicinity that are forced to make trips to the Port in San Francisco to unload their catch. Many commercial fishermen would conduct their fishing in the Half Moon Bay vicinity but would opt to drive to a farther harbor to unload their catch as the congestion on the pier accumulates.

This is primarily due to the long unloading wait times at Johnson Pier at Pillar Point Harbor. Unfortunately, there is no means of accurately gauging the percentage of fishing boats that perform this trip. However, the environmental and time cost due to this is significant and this cost would be saved with the implementation of this project.

***ii. Avoid adverse air or environmental impacts to air or water quality, wetlands or endangered species.***

Improvements to the pier and road infrastructure will not be reflected in an increased fishing rate. The amount of annual poundage will remain the same as it is dictated by regulations as established by the California Fish and Wildlife Department. Though the new Johnson Pier will have a high capacity for loading and unloading rates, the adverse environmental sustainability impacts are inherently mitigated.

***iii. Provide environmental benefits such as brownfield redevelopment, ground water recharge in area of water scarcity.***

Efforts to sustain and improve the environmental integrity of Pillar Point Harbor are also incorporated in this project. As this project will be implemented in a harbor, water pollution is always a major source of concern. In order to alleviate this issue, bioswales improvements will be made for the storm water system. A report recently conducted by the San Mateo County Resource Conservation District states that the most prevalent sources of fecal contamination in the harbor stem inland from runoff from the nearby town. Though, the Harbor itself is not the source of these pollutants, there are still steps that the District can take that can help resolve this issue. With a decreased amount of fecal contamination bacteria in the water, eutrophication will decrease and there will be more dissolved oxygen in the water to sustain a plethora of plants and organisms.

In addition to tackling this fecal contamination from the runoff issue, oil and heavy metals are other contaminants prevalent in the harbor. A good percentage of this is also sourced from runoff. Oil and heavy metals filtration systems will be installed at all street and storm water catch basins on both the pier and inbound and outbound roadways, holding lanes and loading zones.

Boating itself will inherently contribute to this issue. Thus, boater education effort will be enacted in hope to providing users a solid foundation in helping maintain a clean harbor and marina. The San Mateo County Harbor District will partner with the California Dockwalker's program in this endeavor. There will be regularly scheduled informational sessions where boaters can be updated and reminded about boating regulations as well as receive free resources such as oil absorbing pillows, and maps.

Energy efficiency and decreased energy usage plans will also be considered while pursuing this project. Lighting improvements are currently underway in preparation. All streets, loading areas and public access points will be illuminated with LED lighting. This longer lasting, energy efficient alternative will be able to save 113,460 kWh a year. This amounts to \$29,628 a year and \$849,626 in 20 years consideration a 3% inflation factor.

## Safety

The safety aspect is the driving factor of this project and permeates every goal established both in the implementation and the design for usability.

### *Phase I*

The road modifications will accommodate the large turning radius of the semi-trailer trucks and large trailer towed boats. The initial design of the harbor did not consider this issue. These tight corners leading to the pier are areas where an inconsistently high number of small vehicle incidents occur. The Harbor District has received many complaints from individual damages to vehicles incurred due to the design of the roads. Most incidents were resolved personally and no police reports were filed. Hence, though there have been numerous incidents due to this issue, the Harbor District lacks specific data that chronicles this. However, with implementation of this project to modify the roads to accommodate the larger vehicles, it is estimated that \$40,000 worth of damages will be saved each year.

Furthermore, currently, pedestrian access on the sidewalks is compromised by the large trucks when turning. The new design will ensure the safety of the individuals walking in the Pillar Point Harbor vicinity.

### *Phase II*

The extension of the pier will allow for better vehicle organization and maneuverability on the pier itself. In terms of safety, the vehicles that access the pier will no longer have to drive backwards down the pier to reach the Fish Buyers Building. This enhances the safety of both the pedestrians as well as other vehicles that use the pier area.



## Secondary Selection Criteria

### Innovation

The nature of this project itself is one that reflects a certain level of innovation. The current foundation of the existing infrastructure is one that was implemented for a 1970 market and setting. The community and economical dynamics have evolved dramatically since then. This endeavor to retrofit Pillar Point Harbor incorporates methods as unique and innovative as the community itself.

#### *i. Congestion Management*

This project as described in this application is designed to modify the pier in lieu of the demolition of the pier and harbor to implement a completely new design to facilitate the growing fishing industry. The project provides not only a more efficient means of mitigating the issues at hand, but it also upholds the concept of financial sustainability. Additionally, the pier design reflects innovative aspects as well. Pillar Point Harbor will be one of the only piers of its size and design to accommodate 3 semi-trailer trucks on the pier at any given moment. This concept would vastly increase efficiency without excessive modification to the pier, saving both time and resources.

### Partnerships

This project and the goal that it seeks to achieve are supported by multiple government and public entities. The community understands the importance of the maintenance and improvement of the pier on which so many jobs rely. Stakeholders range from the fish buyers to the San Mateo County Resource Conservation District. Apart from the potential funding from the TIGER grant, the San Mateo County Harbor District is the only entity contributing to the project from a financial standpoint at this time. However, with the initiation of this project, the District will continue to seek alternative grants for project efforts to ameliorate the harbor such as installing permeable asphalt, bio-swales, drought tolerant landscaping.

### Project Readiness

#### *i. Technical feasibility*

The technical aspects of this project have been analyzed and confirmed in the pre-design portion by an engineering consultant. Additionally, this same project concept was introduced in 1994. Both the 1994 and 2014 studies that were conducted recommended a similar design and asserted its feasibility from structural and engineering standpoint. More specific design and analysis will be conducted upon the beginning of the initial portion of the project. This would also be conducted by engineering consultants and overseen by District Staff.

#### *ii. Financial feasibility*

The TIGER grant for the project being considered will be a key financial determinant. The San Mateo County Harbor District will be able to invest a specific amount of in kind contributions in the form of direct employment costs. However, the final design and

construction costs are needed from this grant to ensure the successful implementation and completion of this project.

Upon completion of the project, all subsequent costs in the form of repair and maintenance will be upheld by the San Mateo County Harbor District. The District will be responsible for prolonging and ensuring the integrity of the newly added infrastructure.

**iii. Project Schedule**

The project is set to begin as soon as funding is approved and released. Assuming that this occurs upon obligation of the funds in 2016, the design portion of Phase I can begin immediately. Please refer to the table below for the complete project progression and timeline.

	2015				2016				2017				2018					
	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4		
<b>Phase I - Harbor and Pier Access Roads Modification</b>																		
<i>Design and Engineering RFP</i>																		
<i>Board Approval and Permits</i>																		
<i>Project Contractor RFP</i>																		
<i>Implementation</i>																		
<i>Project Closeout</i>																		
<b>Phase II - Pier Infrastructure Extensions</b>																		
<i>Design and Engineering RFP</i>																		
<i>Board Approval and Permits</i>																		
<i>Project Contractor RFP</i>																		
<i>Implementation</i>																		
<i>Project Closeout</i>																		

*iv. Assessment of Project Risks and Mitigation Strategies*

<b>Risk Factors</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Mitigation Method</b>
<b>1) Project Size</b>	High	Medium	<ul style="list-style-type: none"> <li>• Break project into smaller phases</li> <li>• Phased implementation</li> </ul>
<b>2) Project Scope</b>	Medium	Medium	<ul style="list-style-type: none"> <li>• Break project into smaller phases</li> <li>• Defined design and analysis phase</li> <li>• Detailed specifications of project</li> <li>• Regular review of project scope and goals</li> <li>• Add buffer time for project implementation</li> </ul>
<b>3) Project Decision-Making</b>	Medium	High	<ul style="list-style-type: none"> <li>• Specify decision-makers’ role in project documentation</li> <li>• Add tasks to the Project Plan for involving decision-makers and managing relationship with them</li> </ul>
<b>5) Team’s Experience</b>	Medium	High	<ul style="list-style-type: none"> <li>• Additional team training</li> <li>• Cross-training</li> <li>• Consider hiring consultant with additional experience for initial period</li> </ul>
<b>6) Impact on community and other Operations</b>	High	High	<ul style="list-style-type: none"> <li>• On-site assistance for implementation period</li> <li>• Phased project</li> <li>• Educate, inform and update key stakeholders</li> </ul>
<b>7) Project Schedule</b>	Medium	Medium	<ul style="list-style-type: none"> <li>• Supplement resources (outside consultants, other groups)</li> <li>• reduce scope of deliverable if necessary</li> <li>• Add buffer time to the schedule to allow for delays due to unforeseen issues.</li> </ul>

*v. National Environmental Reviews and Approvals*

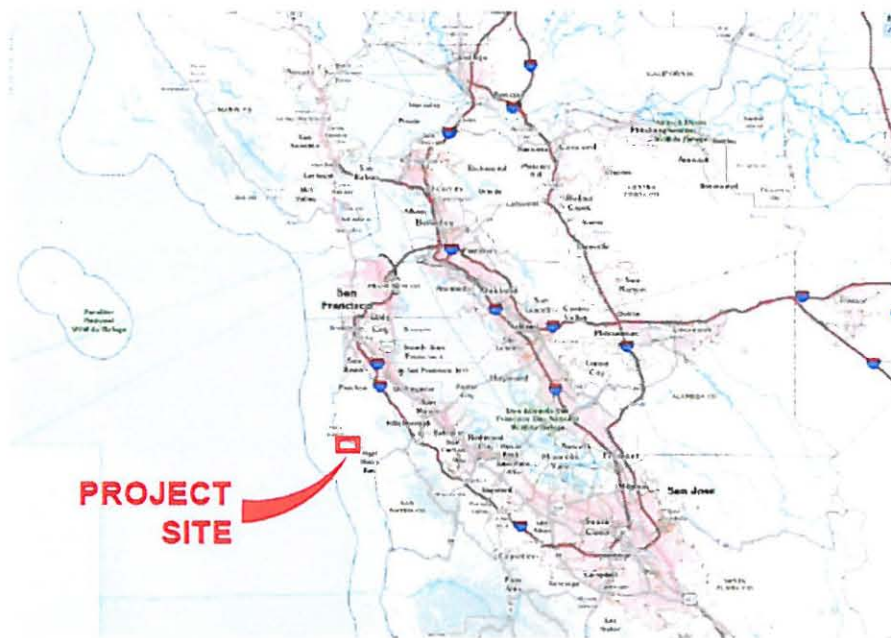
The project is currently gathering data and information in preparation for applying for the permits and approvals necessary to apply for permits and seek approvals.

*vi. Legislative Approvals*

The San Mateo County Harbor District Board of Commissioners has already approved pursuit of this grant and project. There are no additional legislative approvals required for this project to proceed.



## Map and Geospatial Data



**PROJECT LOCATION MAP**

