

San Mateo County Harbor District Board of Harbor Commissioners Meeting Agenda

February 18, 2015
6:30 p.m.

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

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

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

Roll Call

Commissioners

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

Staff

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

Public Comments/Questions –

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

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San Mateo County Harbor District — Agenda for February 18, 2015

Staff Recognition-

Consent Calendar

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

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

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

New Business

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

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

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

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

- 7 **TITLE:** **Acting General Manager Compensation**
REPORT: Harris, Memo
PROPOSED ACTION: Approve compensation increase for Acting General Manager
- 8 **TITLE:** **Mid-Year Budget Review for Period Ending December 31, 2014**
REPORT: Grindy, Budget Review
PROPOSED ACTION: To be determined
- 9 **TITLE:** **Bills and Claims in the Amount of \$631,857.83**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$631,857.83 to cover payment of Bills and Claims

Staff Reports: a) Administration and Finance

- 10 **Acting General Manager – Grindy**
- 11 **Director of Finance – Galarza**
- 12 **Human Resources Manager – Harris**

b) Operations

- 13 **Oyster Point Marina/Park – White**
- 14 **Pillar Point Harbor – Draper**

Board of Harbor Commissioners

- 15 A. Committee Reports
- B. Commissioner Statements and Requests
1. The Board of Harbor Commissioners may make public statements limited to five (5) minutes.

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

Adjournment

The next scheduled meeting will be held on March 4, 2015 at the Sea Crest School, Think Tank, Room #19, 901 Arnold Way, Half Moon Bay at 6:30 p.m.

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



Debbie Nixon
Deputy Secretary

**San Mateo County Harbor District
Board of Harbor Commissioners
Meeting Minutes****January 21, 2015****6:30 p.m.****Municipal Services Building
33 Arroyo Drive
South San Francisco, Ca. 94080**

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Roll Call**Commissioners**

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

Staff

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

x-absent

Public Comments/Questions — Budd Ratts was concerned the Minutes for December 3, 2014 and January 7, 2015 were not done. **(0:45)**

Staff Recognition - None.

New Business

(4:15)

- 1** **TITLE:** **District Administration Office at Oyster Point Boulevard**
 REPORT: **Grindy, Memo**
 PROPOSED ACTION: **Authorize the Acting General Manager to provide notice by**
 February 1, 2015 to Kashiwa Fudosan America, Inc.

Action: Motion by Mattusch, second by David to authorize the Acting General Manager to provide notice by February 1, 2015 to Kashiwa Fudosan America, Inc. The motion passed.

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

The Board adjourned to Closed Session at 6:42 p.m. **(11:10)**

Closed Session

- 2** **TITLE:** **Conference with Real Property Negotiators. California**
 Government Code Section 54956.8.
- PROPERTY:** **504 Avenue Alhambra, El Granada, CA 94018**
- DISTRICT**
 NEGOTIATOR: **Scott Grindy and Randy Kinghorn**
- NEGOTIATING**
 PARTY: **Working Dirt LLC, Billy Daniels**
- UNDER**
 NEGOTIATION: **Price and terms of payment**
- 3** **TITLE:** **Conference with Legal Counsel-Anticipated Litigation.**
 California Government Code Section 54956.9. One Case

There was no reportable action from Closed Session. **(12:50)**

Continued Business

(13:05)

- 4 TITLE: **Reorganization of Harbor Commission: Selection of Treasurer**
 REPORT: Miller, Memo
 PROPOSED ACTION: Select Treasurer

Action: Motion by David to nominate Parravano as Treasurer. The motion failed due to lack of a second.

Action: Motion by Mattusch, second by Brennan to nominate Grindy as Treasurer. The motion passed.

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

(26:25)

Action: Motion by David, second by Mattusch to extend the meeting up to 1 hour. The motion passed.

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

Consent Calendar

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

(27:20)

- 5 TITLE: **Minutes of Meeting December 3, 2014**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval
- 6 TITLE: **Minutes of Meeting January 7, 2015**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

(27:35)

7 **TITLE:** **Approve Acting General Manager to be a Board Member of the California Association of Harbor Masters and Port Captains**

 REPORT: Grindy, Memo
 PROPOSED ACTION: Approve Acting General Manager to be a Board Member of the California Association of Harbor Masters and Port Captains

Grindy pulled items 5 and 6 from the consent calendar.

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

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

New Business, Continued

(27:57)

8 **TITLE:** **Amendment to FY14/15 Budget for Salary and Benefits**
 REPORT: Harris, Memo, Resolution
 PROPOSED ACTION: Adopt Resolution 04-14 to amend FY14-15 budget

Action: Motion by Mattusch, second by Parravano to adopt Resolution 04-14 to amend FY 14-15 budget. The motion passed.

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

(29:00)

9 **TITLE:** **Amendment to FY14/15 Budget for Recruitment Expense**
 REPORT: Galarza, Resolution
 PROPOSED ACTION: Adopt Resolution 05-15 to amend FY14-15 budget

Action: Motion by David, second by Mattusch to adopt Resolution 05-15 to amend the FY14-15 budget. The motion passed.

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

(32:16)

10 TITLE: **Coastal Commission Permit – Electrical Project for Relocation of Refrigerated Containers on Johnson Pier – Project Change of Scope**
REPORT: Grindy, Memo
PROPOSED ACTION: Modify permit application to Coastal Commission to keep bait at their current location on Johnson Pier and to allow for electrical car charging in parking lot

Action: Motion by David, second by Mattusch to authorize the General Manager to notify the California Coastal Commission that this project and permit will no longer be requested and the work has been stopped with no further efforts to be performed to complete the project. The motion passed.

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

(44:57)

11 TITLE: **Possible Change in Location of Three Captains' Hoist at Pillar Point Harbor**
REPORT: Grindy, Memo
PROPOSED ACTION: To be determined

Action: Motion by Parravano to allow Three Captains Seafood's hoist at the existing location, pending review and approval by the California Coastal Commission and all other required permitting authorities. The motion failed due to lack of a second.

No other motions were made on this item.

(1:10:25)

12 TITLE: **Suspension of Hiring Freeze to Fill Two (2) Deputy Harbormaster Positions**
REPORT: Harris, Memo
PROPOSED ACTION: Authorize the lift of the hiring freeze to hire Deputy Harbor Masters

Action: Motion by Parravano, second by Mattusch to authorize the lift of the hiring freeze to hire Deputy Harbor Masters. The motion passed.

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

(1:15:00)

- 13** TITLE: **Request for Proposals: District Counsel Legal Services**
REPORT: Grindy, Memo, Attachments
PROPOSED ACTION: Approve draft Request for Proposal and direct Acting General Manager to issue Request for Proposals (RFP)

Action: Motion by Brennan, second by Mattusch to approve draft request for proposal and direct Acting General Manager to issue request for proposal. The motion passed.

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

(1:23:30)

- 14** TITLE: **Information Report: Amendments to District Policies**
REPORT: Harris, Memo
PROPOSED ACTION: Information only

This item was for information only. No action was taken.

(1:26:35)

- 15** TITLE: **Updated List of Signatures for US Bank**
REPORT: Galarza, Memo, List of signatures
PROPOSED ACTION: Update list of signatures for the San Mateo County Harbor District's signatures for US Bank

Action: Motion by Parravano, second by Mattusch to update the list of signatures for the San Mateo County Harbor District's signatures for US Bank. The motion passed.

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

(1:27:40)

- 16** TITLE: **Information Report: San Mateo County Investment Pool**
REPORT: Galarza, Memo
PROPOSED ACTION: Information only

The Board decided to continue this item to the next meeting.

(1:28:15)

17 TITLE: Information Report: Agenda Preparation and Packet Distribution
REPORT: Grindy, Memo
PROPOSED ACTION: Information only

This item was for information only. No action was taken.

(1:29:20)

18 TITLE: Authorize Sending of Letter to San Mateo County Local Agency Formation Commission (LAFCo) requesting delay in Municipal Service Review and Sphere of Influence Update
REPORT: Brennan, Draft letter
PROPOSED ACTION: Authorize sending of letter to LAFCo

Action: Motion by David, second by Mattusch to authorize sending the letter to LAFCo requesting delay in Municipal Service Review and Sphere of Influence update with additional cover letter. The motion passed.

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

Staff Reports: a) Administration and Finance

19 Acting General Manager – Grindy (1:42:55)

Nothing further to report.

20 Director of Finance – Galarza (1:43:17)

Action: Motion by Brennan, second by David to extend the meeting to allow completion of item 20. The motion passed.

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

Nothing further to report.

Adjournment

Action: Motion by Parravano, second by Mattusch to adjourn the meeting. The motion passed at 10:34 p.m.

The next scheduled meeting will be held on February 4, 2015 at the Sea Crest School, Think Tank, Room #19, 901 Arnold Way, Half Moon Bay at 6:30 p.m.

Debbie Nixon
Deputy Secretary

Sabrina Brennan
President

Draft

The following items were not taken up at the January 21, 2015 meeting.

21 Human Resources Manager – Harris

b) Operations

22 Oyster Point Marina/Park – White

23 Pillar Point Harbor – Draper

Board of Harbor Commissioners

24 A. Committee Reports

B. Commissioner Statements and Requests

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

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

Closed Session, Continued

25 TITLE: Public Employee Performance Evaluation, Acting General Manager, pursuant to Government Code §54957(b)

Standing Committee By-Laws San Mateo County Harbor District

These by-laws apply to all standing committees

Purpose

Committees will be created to facilitate in-depth examination of issues. Committees do not set policy – they only make recommendations to the Board.

Selection of Chair

Board members on the Committee will select a chair. If commissioners assigned to a committee are unable to agree on who will chair the committee the Harbor Commission Board President will decide.

Selection of Committee Membership

Each commissioner serving on a committee can select up to two public members to serve on the committee. All members of the public appointed to a committee must be confirmed by a board vote. A member of the public can serve as chair if agreed to by both committee board members.

Decorum

If a commissioner assigned to a committee consistently works against the mission and goals of the committee the Board President will appoint a replacement commissioner to the committee.

Procedures

1. Each Committee will decide its own meeting dates and times. The meeting time must be public-friendly, i.e., no earlier than 6:30 pm.
2. At least one Commissioner must be present at each committee meeting.
3. Each Committee will meet at least once every four months. The exact number of meetings will be determined by the needs.
4. The Committee will set each agenda for the committee. In the event of disagreement, the Committee Chair sets the agenda.
5. Meeting sessions will be limited to approximately two hours.
6. Committee discussions should always attempt to reach consensus. Recommendations sent to the Commission will be approved by a vote of the Committee.
7. A quorum will consist of a simple majority of committee members.
8. Board members on a Committee will determine if the General Manager and/or management staff members will attend a committee meeting. In the event of a disagreement, the Board President will decide staff attendance.
9. A written meeting report to the board will be produced after each committee meeting.
10. Agendas, committee packets, presentations, and meeting reports will be published on the Harbor District website.
11. In accordance with the Brown Act, meetings of standing Committees will be publicly noticed and the agendas will be published 72 hours in advance of the meeting. Agendas will be published on the Harbor District website 72 hours in advance of the meeting.
12. Every committee member is expected to attend meetings and to participate in committee activities.
13. Each member is expected to study the issues or problems that come before the committee in order to contribute to the resolution process.



San Mateo County Harbor District

ITEM 3

Board of Harbor
Commissioners

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

Scott Grindy, Acting General Manager & Treasurer

PRESENTATION

Memo

Date: February 9, 2015

To: Board of Harbor Commissioners

From: Marietta Harris
Human Resources Manager

Re: Request for Waiver of Event Fees for Athletic Event Permit for Non-Profit Organization Dolphin South End Runners Event, June 14, 2015 and September 6, 2015 at Oyster Point Marina/Park

RECOMMENDATION

Waive event fees and approve Athletic Event Permit for non-profit organization Dolphin South End Runners event on June 14, 2015 and September 6, 2015 at Oyster Point Marina/Park.

BACKGROUND

Dolphin South End Runners, a non-profit organization, requests an Athletic Event Permit and fee waiver for two run events for June 14, 2015 and September 6, 2015 (see attached application).

The June 14, 2015 will consist of a 4-mile race, 2 miles south on the Bay Trail and back. The September 6, 2015 event will consist of a 6-mile race, 3 miles north on the Bay Trail and back. They will take place from 9:00 a.m. to 10:30 a.m. with a set-up time of 8:00 a.m. and an exit time of 11:00 a.m. A total of 150 participants are expected to attend each event. Adults are charged \$5, teens \$3, and children are free as well as Harbor District staff.

The fee for this event is \$65.00. This organization is a non-profit and is asking for a fee waiver. As with previous such events, the fee has been waived. The non-refundable application fee of \$150 has been paid to the District. They have provided all the insurance requirements.

January 22, 2015

Debbie Nixon
San Mateo County Harbor District
400 Oyster Point Blvd., #300
South San Francisco, CA 94080

Dear Debbie:

I am enclosing for your review our completed Special Use Permit Application. This includes the two events that we have held at Oyster Point Marina for several years no – a 4-mile race on June 14 and a 6-mile race on September 6. I am also enclosing a copy of the Certificate of Liability Insurance and a check to cover the application fee. The check is in the amount of \$150, which is the same fee we paid for our 2014 events. If this is not the correct amount, please let me know and I will reissue the check for any adjusted amount.

Please let me know if you need any additional information or fees at this time. Otherwise, I hope our permits will be approved as we look forward to returning to the marina again this year for our events.

Sincerely,

A handwritten signature in cursive script that reads "Janet Nissenson".

Janet Nissenson
DSE Runners
1214 Oddstad Blvd., Pacifica 94044
(650) 355-7660
dserunclub@aol.com



San Mateo County Harbor District

400 Oyster Point Blvd., Suite 300,
 South San Francisco, CA 94080
 (650) 583-4400 T
 (650) 583-4611 F
 www.smharbor.com

Please supply the information requested below. Please remit this application at least 21 days prior to your event. Attach additional sheets if necessary, to provide required information. A non-refundable application fee of should accompany this application. You will be notified of the disposition of the application and the necessary steps to secure your final permit. A permit fee, signed permit agreeing to reimburse District for any costs incurred by damages and proof of liability insurance named the San Mateo County Harbor District as also insured will be required. See Event Policy, Permit Fee Schedule and Category Definitions.

APPLICATION FORM – Special Use Permit		
Applicant Name:	Janet Nissen	
Organization Name:	DSE Runners	
Address:	1214 Oddstad Blvd.	
City, State, Zip Code	Pacifica CA 94047	
Telephone	Day 355-7440 Cell 245-9982 Fax n/a	
Alternate Contact Person (s) and Phone Number		
San Mateo County Resident:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Non- Profit:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Commercial:	<input type="radio"/> Yes	<input type="radio"/> No
Type of Event:	Athletic / Running	
Description of Proposed Activity:	Event 1 is a 4 mile race, Event 2 a 6 mile race, both held on paved Bay Trail bike path.	
Event Date (s)	June 14, 2015 + September 6, 2015	
Number of Events per year:	2	
Event Hour:	Start 8 9:00am	End 10:30am
Set up Time:	8:00am	
Exit Time:	11:00am	
Number of Participants/Guests:	150 per event	
Maximum number of vehicles/parking requirements for the event: (provide parking plan)	70 vehicles - many of our runners will be carpooling - we are willing to park in whatever lot directed	



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<p>Equipment to be used: (Chairs, tables, tents, microphones, speakers)</p>	<p>We will be setting up about three 6-foot long folding tables, plus our finish line chute & timing clock. We only use a portable microphone for pre and post race announcements, 5 minutes or less.</p>
<p>Individual in charge on event day (include name, address and contact number on the day of the event)</p>	<p>Kevin Lee</p>

Information will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee based on the Permit Fee Schedule. The District may require additional information.

Request for fee waiver:	<u>Yes</u>	No
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Reason for request of fee waiver: we are a 501(c)3 non-profit, Tax ID #94-2402108, and charge a very modest entry fee for our events, \$5 or less.

Are you familiar with/have you visited the requested area?	<u>Yes</u>	No
Do you plan to advertise or issue a press release before the event?	<u>Yes</u>	No
Is there any reason to believe there will be attempts to disrupt, protect or prevent your event? (If yes, please explain on a separate page.)	Yes	<u>No</u>
Do you intent to solicit donations or offer items for sale?	Yes	<u>No</u>

Applicant is required to comply with all Federal, State, Local and District laws and ordinances, and represents as part of this permit application that he/she reviewed the Ordinance Code of



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the San Mateo County Harbor District and is fully familiar with the restrictions and laws stated therein.

Applicant is required to submit with this application any permit or license if required by the governing local jurisdiction (e.g. San Mateo County, City of South San Francisco, or City of Half Moon Bay wherein the event or activity will take place.) The Event Permit issued by the San Mateo County Harbor District will be null and void if applicant is required to have San Mateo County, City of South San Francisco, or City of Half Moon Bay permit or license and does not obtain said permits or license.

Prior to commencing any activities hereunder, applicant shall furnish to District satisfactory evidence of insurance written upon a form and by a company acceptable to the District, insuring District, its directors, officers, agents and employees against any losses or liabilities which may arise out of applicant's use of the facilities, including all costs of defending any action. Said insurance shall consist of a Comprehensive General Liability policy with a Broad Form Endorsement that provides coverage for bodily injury and property damage in the amount of \$1,000,000 per occurrence and \$2,000,000 in aggregate. Said policy shall be in favor of, and name applicant and District, its directors, officers, agents and employees as additionally insured and shall be maintained in full force and effect during the term of the permit.

Absence of insurance makes the Event Permit null and void.

In signing this application, and accepting the permit issued thereby, the undersigned certifies under penalty of perjury that any and all events or activities will be attended by the applicant personally or by individuals known to the applicant, the names of whom must be provided in advance to the District on this application, or on any future amendment to this application, to enable the District to monitor the use of their facilities.

The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given.

Signature *John Mission* Date 1-22-15

Note: This is an application only, and does not serve as permit to conduct any use of the Harbor or Marina. If your request is approved, a permit containing applicable terms and conditions will be sent to the person designated on the application. The permit must be signed by the responsible person and return to the San Mateo County Harbor District prior to the event for final approval by the General Manager or his/her designee.

Memo

Date: February 18, 2015

To: Board of Harbor Commissioners

From: Nicole David
Harbor Commissioner

Re: Letter to Coastal Regional Sediment Management Plan (RSMP) for Santa Cruz Littoral Cell

Recommendation

Approve attached draft letter to RSMP and request the consideration of Surfer's Beach as a Pilot Project site for sand replenishment.

Problem statement

Construction of breakwater resulted in shoaling in Pillar Point Harbor and created an erosion hot spot at Surfer's Beach (Figure 1). Pillar Point Harbor traps sand supply to HMB littoral subcell, causing sediment deficit and erosion at Surfer's Beach. Breakwater causes wave reflection, which increases further erosion and sand transport toward south.



Figure 1. Sand buildup in Pillar Point Harbor (red arrows) and erosion at Surfer's Beach (blue arrow).

Background

The Coastal Regional Sediment Management Plan (RSMP) for the Santa Cruz Littoral Cell is a collaborative effort including the Monterey Bay Marine Sanctuary, the US Army Corps of Engineers, local jurisdictions, and stakeholders. The Santa Cruz Littoral Cell encompasses the 75-mile coastline from Moss Landing to Pillar Point (including Pillar Point Harbor). The RSMP's goal is to present ways to restore

and maintain coastal beaches and other critical areas of sediment deficit, reduce the proliferation of protective shoreline structures, and sustain recreation and access to coastal sandy beaches.

The RSMP developed a draft plan that reflects regional needs for the restoration of coastal areas and that should become available to the public for review very soon. Suggesting the consideration of Surfer's Beach as a Pilot Project would therefore be a timely recommendation.

Caltrans received a permit from the State Coastal Commission to construct a sea wall extending south of the Pillar Point Harbor breakwater for the protection of Highway 1 in 1980 (Half Moon Bay Review 5/22/1980). The permit required that the beach is maintained with periodic sand replenishments. The sand was supposed to come from Pillar Point Harbor.

A year later, in 1981, the State Department of Transportation notified the consulting engineers that they were unable to find a mutually acceptable solution on sources of sand to satisfy the permit requirement.

The Harbor District has the resources to support a Pilot Project and could provide the sand necessary for beach nourishment to help maintain a popular beach at the south end of the breakwater and to help protect Highway 1 from wave inundation. Providing the sand and engaging in a Pilot Project with RSMP to protect the shoreline would be a great service to the public that the Harbor District serves.

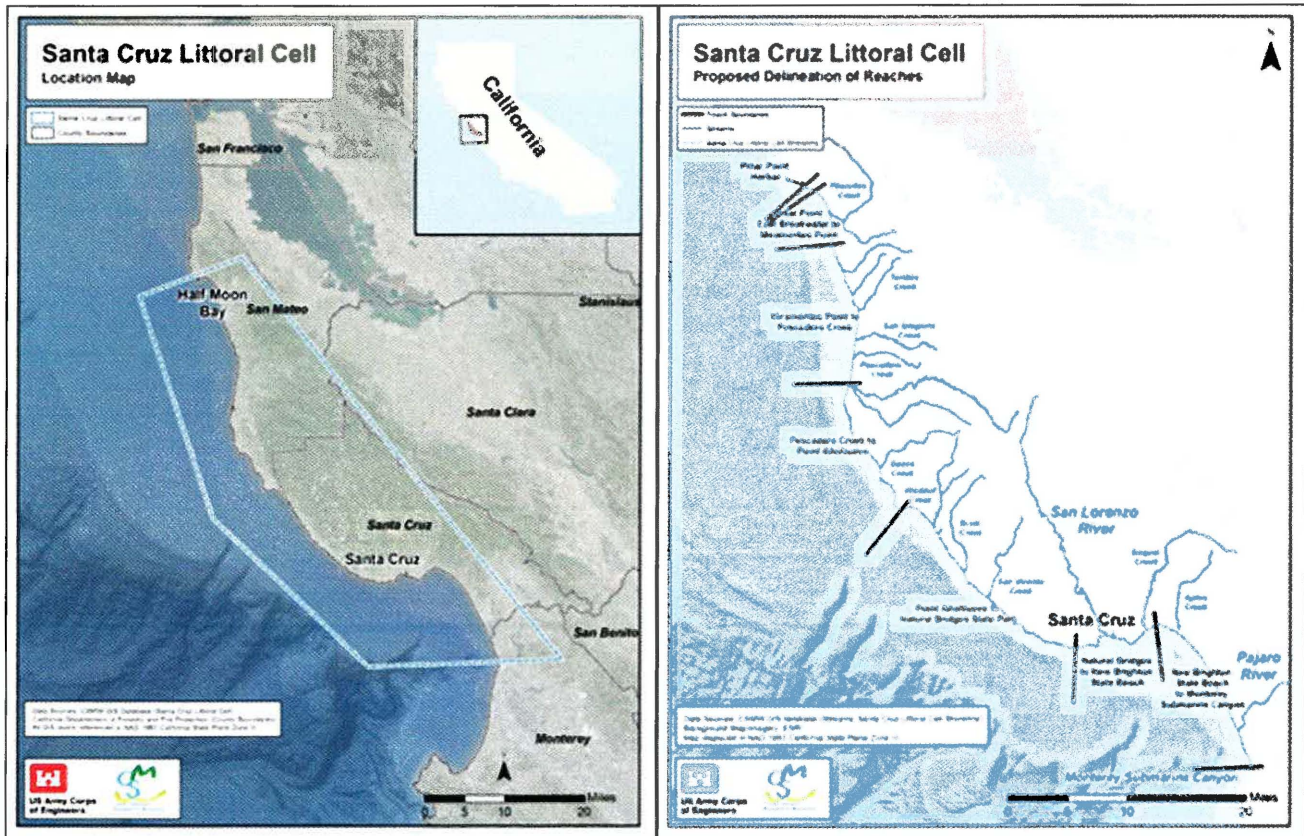
Fiscal Impact

Once the RSMP report is released, funding options will be explored based on the report's Pilot Project recommendations. Collaborative efforts will be sought that could potentially include various local agencies (e.g., City of HMB, County of San Mateo, Caltrans, Harbor District), potential state and federal funding sources, and local sponsors (environmental groups and private businesses).

Source: <http://montereybay.noaa.gov/resourcepro/resmanissues/crsmp-sc.html>

Coastal Regional Sediment Management Plan For Santa Cruz Littoral Cell

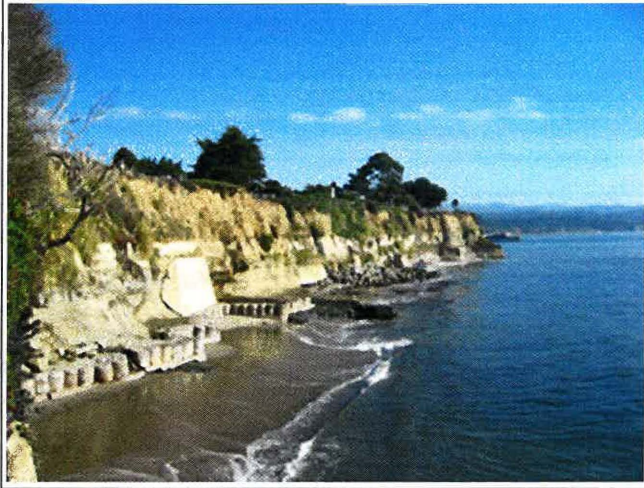
In 2014, Monterey Bay National Marine Sanctuary (MBNMS) and the U.S. Army Corps of Engineers (USACE), in collaboration with local jurisdictions and stakeholders, began developing the *Coastal Regional Sediment Management Plan for the Santa Cruz Littoral Cell* for the State Coastal Sediment Management Workgroup, a task force co-chaired by the USACE and the California Natural Resources Agency. The Santa Cruz Littoral Cell encompasses the 75-mile coastline from Moss Landing to Pillar Point.



Map of Overview for Santa Cruz Littoral Cell Study Area

Map of Delineation for Santa Cruz Littoral Cell

As a background, a Coastal Regional Sediment Management Plan (CRSMP) is a consensus-driven guidance and policy document for a stretch of the California coast that seeks to present ways to: restore and maintain coastal beaches and other critical areas of sediment deficit; reduce the proliferation of protective shoreline structures; sustain recreation and tourism; enhance public safety and access; and restore coastal sandy habitats. The Plan will compile the best available data on sources of sediment inputs into the cell (e.g. rivers, bluff erosion), sediment sinks (e.g. harbors, submarine canyons), shoreline erosion rates along the cell, threatened infrastructure and erosion hotspots, etc. It will recommend future regional- and site-specific strategies for best managing and responding to these issues to protect coastal resources and infrastructure. It will provide sufficient information for local and regional coastal decision makers to develop policies, pursue sediment management measures, and provide a scientific background to support local coastal planning decisions.



Opal Cliffs in Santa Cruz



Rip-rap revetments have been installed as coastal protective structures in many locations in Santa Cruz

Each Coastal Regional Sediment Management Plan includes:

- A recommended governance structure best suited to implement recommendations within the Plan;
- An outreach program to ensure participation by most stakeholders and the public;
- An assessment of physical conditions (erosion, sedimentation, sand transport patterns, etc.) within the Plan boundary;
- An economic analysis of benefits and costs associated with potential sediment management strategies within the Plan area;
- An assessment of the environmental conditions and concerns within the Plan area, including sensitive biota and habitats, and;
- A compilation of geospatial data layers for inclusion of this data into CSMW's GIS database, designed for visualization and ease of use by coastal decision makers.

The CRSMP is being developed now and several Stakeholder Advisory Group (SAG) meetings and Public Workshops will be held throughout the process to obtain stakeholder input, thereby ensuring that the Plan adequately reflects regional needs. A draft Plan is expected to be available for public review in the fall of 2014, public meetings to solicit feedback on the draft will be held at that time in the Santa Cruz and Half Moon Bay areas.

Your input and participation in this process is highly encouraged and appreciated. If you are unable to attend the public meetings, you may submit written comments, by e-mail to: crsmp.comments@noaa.gov

For more information on the CRSMP process, please contact:

Brad Damitz, MBNMS
(415) 259-5766
brad.damitz@noaa.gov

or

James Zoulas, USACE/CSMW
(415) 503-6923
james.g.zoulas@usace.army.mil

More background information on the CSMW, including the RSM process and the overarching California Coastal Sediment Master Plan, can be found at: <http://dbw.ca.gov/csmw/default.aspx>



San Mateo County Harbor District

Board of Harbor Commissioners

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

Scott Grindy, Acting General Manager & Treasurer

February 18, 2015

Brad Damitz
National Oceanic and Atmospheric Administration
Brad.Damitz@noaa.gov

Subject: Coastal Erosion/Sediment Management for Santa Cruz Littoral Cell

Dear Brad,

The Board of Harbor Commissioners is looking forward to the completion and release of the Santa Cruz Regional Sediment Management Plan draft. We are excited about the opportunity to participate in future efforts to develop mutual strategies for the beneficial use of beach re-nourishment for the protection of our shorelines within and surrounding Pillar Point Harbor.

Accordingly, we believe neighboring Surfer's Beach in Princeton would be an ideal Pilot Project site. We would be pleased to discuss with you the opportunity to supply much needed sand for a beach replenishment test at this location.

Please contact Commissioner Nicole David with any questions at ndavid@smharbor.com or at (650) 438.7685.

Sincerely,

Sabrina Brennan

San Mateo County Harbor Commission, President

Staff Report

TRAVEL AND ATTENDANCE AT THE CALIFORNIA HARBOR MASTER AND PORT CAPTAINS BOARD MEETING: LAKE TAHOE, NV FOR THE ACTING GENERAL MANAGER OR DESIGNEE

Recommendation

Approval of attendance for the California Harbor Masters and Port Captains Board Meeting in Lake Tahoe, NV for March 26, 27, 28, 2015 for the Acting General Manager and/or his designee.

Background

The Board of the California Harbor Masters and Port Captains has meetings approximately 3 times per year. The March meeting will be the first board meeting of 2015.

This would be the first meeting as a Board member to attend for the SMCHD position.

Fiscal Impact

Funding for Training and related Board activities are allocated in the budget for 2014-15. Group rates apply for the hotel stay.

Conclusion

Working with a new Board, the first meeting together allows for a better understanding of each of the specific harbors/marina's and allows for improved Board member relationships.

Alternatives

Conference call in for specific meetings.

Do not attend.

Scott Grindy

From: CAHM&PC <cahmpc@comcast.net>
Sent: Friday, January 23, 2015 2:32 PM
To: CAHM&PC
Cc: Ekers, Lisa; Endersby, Eric; Helms, Charlie; Jones, Gary; McGrath, Steve; Mullany, Ryan; Price, Bill; Razzeca, Tom; Reilly, Joe; Underwood, Keith; Scott Grindy
Subject: March Board of Directors Meeting

TO: 2015 Board of Directors
FROM: Sue Gross, Executive Secretary CAHM&PC
RE: Board Meeting Thursday, March 26 and Friday, March 27, 2015

Dear Board:

President Lisa Ekers has selected the Lake Tahoe Resort Hotel as the location for our 67th Annual Training Conference & Trade Show and therefore we will be holding our first Board meeting there on the dates of March 26 & 27, 2015. The meeting will start at 10:00am Thursday and conclude on Friday approximately at 3:00pm. We will have a working lunch on Thursday, a hosted dinner on Thursday evening on property (your spouse/guest) are invited to attend (please advise if you have a guest so I can have an accurate count for the restaurant). Friday morning we will provide a breakfast in the meeting room. For those new Board members, please advise me of any dietary concerns.

Reservations can be made on line at www.tahoeresorthotel.com, group code: **CAHBOD**. Or you can call the hotel directly at 530.544.5400. Reservations at our group rate are available for the nights of Wednesday March 25th and Thursday March 26th. If you plan to stay Friday night the hotel's prevailing rate applies.

Would each of you please confirm with me not only the number of nights but which night(s) you are staying.

We will have a polycom for those who conference call in. (Tom)

Flight options are either out of Sacramento or Reno.

Let me know if you have any questions.

Sue

Sue Gross
Executive Secretary
California Association of
Harbor Masters & Port Captains
798 Lighthouse Ave., #163
Monterey, CA 93940

707-364-6737

www.harbormaster.org

Staff Report

ACTING GENERAL MANAGER COMPENSATION

Recommendation

- Approve compensation for the Acting General Manager based on Personnel Rule 4.04 in the increased amount of \$19,507.07 annually retroactive to November 5, 2014. The amount of retroactive pay will be \$5,402.27 through February 7, 2015. Extra compensation shall continue until no longer in the Acting General Manager role.

Background

On October 15, 2014, the Board of Harbor Commissioners appointed Harbor Master Scott Grindy to the role of Acting General Manager. At the time of the appointment the Board determined that no extra compensation would be given. The Board may not have been aware of Personnel Rule 4.04 (t). Since that time the Human Resources Manager has made management aware of this rule.

Personnel Rule 4.04 (t) states that an employee assigned to a higher classification to fill a vacancy caused by sick leave or other absence, or any other reason stipulated by the Board of Harbor Commissioners, and who serves in said higher classifications for 15 consecutive work days, shall thereafter be paid the salary of the higher classification at the same step of his previous classification.

In May 2006, the prior Human Resources Manager was an Acting General Manager from February 8, 2006 through May 10, 2006. Her compensation was adjusted during this period of time per Rule 4.04(t).

Analysis

Currently, Acting General Manager Grindy in his Harbormaster role is in Step E of the Harbormaster classification.

Mr. Grindy's Acting General Manager role started on October 16, 2014. On November 6, 2015 his compensation should have been adjusted per Rule 4.04(t) at an additional rate of \$9.379 per hour. This compensation should continue until he is no longer in the Acting role and return to his role as Harbormaster.

Fiscal Impact

The General Manager retired on December 31, 2014. No salary has been incurred for this position since that time for a savings of \$21,791 through February 6, 2015.

Conclusion

Increase Acting General Manager compensation from November 6, 2014 through the duration of the Acting General Manager role.

formerly occupied in good standing shall occupy the salary step status, probationary status and anniversary date he would have achieved if he had remained in the lower class throughout the period of his service in the higher class.

(s) Salary on Suspension. Whenever an officer or employee is suspended from duty, no salary shall be paid the suspended employee for the duration of his suspension and such suspension shall be treated as an authorized Leave of Absence without pay for purposes of vacation and sick leave accruals.

(t) Salary on Temporary Promotion. An officer or employee assigned to a higher classification to fill a vacancy caused by sick leave or other absence, or any other reason stipulated by the Board of Harbor Commissioners, and who serves in said higher classifications for 15 consecutive work days, shall thereafter be paid the salary of the higher classification at the same step of his previous classification. He shall receive this salary as long as he continues to serve in said higher classification and shall be entitled, pursuant to Section H through K to receive increases within the range for the position as though he had been appointed on the day he began to receive the salary designated for the position. The 15-day waiting period shall apply each time a regular employee is assigned to a higher classification in this matter.

(u) Additional Compensation to Superiors

A person occupying a superior position may receive compensation at a rate of five percent (5) more per month pay period than any one of his subordinates provided that:

1. Both the General Manager and the Board of Harbor Commissioners find he is exercising substantial supervision over the subject subordinate and that he is satisfactorily performing the full supervisory duties of his position, and,
2. Both the supervisor and his subordinate have been permanently appointed to full time positions, and,
3. The classifications of both the superior and subordinate positions is appropriate to the organization and their duties.

Such compensation shall not be effective before the first day of the period during which the finding called for in Paragraph i. above is made. Unless otherwise determined by the Board of Harbor Commissioners, such additional compensation shall be effective only for the period deemed necessary to maintain the salary of the superior at a rate of 5% above that received by the subordinate. If the 5% differential shall cease to exist due to the reclassification, promotion, demotion, termination, or any other contingency, then the salary of the superior shall be adjusted to the rate he would have attained notwithstanding the provisions of this section. The

4.04 Salary Administration

- (a) New Employees. Except as otherwise provided in this section, new regular employees shall be appointed at the first step of the salary range in effect for their particular classification. The same provisions shall apply to the appointment of new extra help employees except that they shall receive the hourly rate based on the first step of the salary range.
- (b) Recruiting Salary. In all instances, the recruiting step shall be the first step of the appropriate salary range unless authorization of the Board has been given for a hiring rate at some other step within the particular salary range assigned a specific classification.
- (c) Advance Step Appointments. The Board upon the recommendation of the General Manager, may provide that a particular position be filled higher than the first step of the salary range. For unrepresented management employees, advance step appointments may not be made within the top 10% of the range.
 - 1. Whenever reasonable proof has been presented that no qualified person can be recruited to fill a position at the minimum rate, an appointment may be made at an advanced step of the salary range. The salary step and anniversary date of employees holding positions in the same classifications shall be adjusted as follows: An employee whose salary at the effective date of the authorization is less than the new starting step shall advance to the new step, and an employee whose salary at the effective date of authorization is the same as the new starting step or higher shall advance to the next salary step. All anniversary dates shall be changed as provided for in section entitled "Anniversary Dates".
 - 2. Whenever reasonable proof has been presented that an applicant has qualification deserving a starting salary higher than the recruiting step, an appointment may be made to any step of the salary range without affecting the salaries of employees in the classification who do not possess equivalent qualifications.
- (d) Pay for Part-Time Service in Regular Positions. The actual compensation for part-time employment shall be determined by the relation that the total number of hours of service bears to the number of hours of service required in regular employment. In each class of position, except for those positions for which the board has established a special or flat rate of pay as full enumeration for all services rendered irrespective of the number of hours worked.

(e) Hourly Wage Rate. Whenever an officer or employee whose salary or wage is fixed on a yearly or bi-weekly basis works less than the total number of workdays in a particular bi-weekly period, he shall receive salary or wages for the period in accordance with the hourly rate of his classification.

(f) Salary on Re-Employment. Employees returning to District service shall be deemed to be new employees for salary purposes and determinations concerning ~~sick leave and vacation~~ Extended Leave Bank (EIB) and Personal Time Off (PTO), except that an officer or employee being re-employed within three working days from date of termination shall be deemed to have been on leave of absence without pay for such period of time.

(g) Anniversary Dates. Whenever a person is appointed to and begins working in a position on or before the 5th working day of the pay period the initial employment date for anniversary salary increase purposes shall be deemed to be the first day of that pay period during which he was employed. Whenever a person is appointed to and begins working in a position on or after the 6th working day of the pay period, his initial employment date for anniversary salary increase purposes shall be deemed to be the first day of the pay period following the date of his employment.

(h) Merit Increases within a Salary Range. Merit increases within a range shall not be automatic. They shall be based on merit and shall require written approval of the appointing authority, containing the effective date thereof.

1. Except for unrepresented management employees, or as may otherwise be provided, a merit increase shall consist of an increase of approximately 5% within a range for the class unless the employee is less than 5% from the top of the range.

2. Merit increases for unrepresented management (classified) employees shall be based on merit. A merit increase may be any whole percent between 1% and 10% inclusive, within the range. Increases shall not be automatic, and require the approval of the Board of Harbor Commissioners.

(i) Merit Advancements. A newly appointed re-employed, promoted or appointed officer of regular employee may qualify for:

(a) An initial merit advancement within the salary range after six (6) calendar months of service in that class.

2. Succeeding merit increases within the salary range after completion of each twelve (12) additional calendar months of service in that class

3. The period of service required to qualify for merit increases by regular part-time employees within a salary range shall be lengthened by the ratio that a regular full-time work schedule bears to the regular part-time schedule.

4. Additional merit increases for unrepresented management employees after six (6) months after each anniversary date may be provided for outstanding performance following the same approval as is required in the section covering merit increases of 8% or more. Such merit increases are restricted to any whole percent between 1% and 10% and must be documented through the performance review process.

(j) Merit Review. Thirty (30) days prior to each employee's merit increase anniversary date, the District Secretary shall notify the General Manager and the employee in writing of the employee's eligibility for a merit increase. Within fifteen (15) days of such notice, the General Manager shall notify the Board and the employee in writing his decision regarding approval, denial, or deferment of said merit increase. In all cases, the recommendation of the General Manager shall be based on the outcome of performance reviews as previously discussed with the employee.

Denial of Merit Increase:

1. Except for unrepresented management (classified) employees, if in the General Manager's judgement, the employee's performance does not merit an anniversary salary increase on his anniversary date, and if an intensive effort at improved performance might be productive, the increase may be denied and the structured performance rating shall be completed. Within a year of that employee's anniversary date, the General Manager may reopen the matter by submitting another performance review and recommendation. If an employee's merit increase is denied and granted within the year, the employee's next anniversary merit increase shall not be due until 26 pay periods have elapsed from the first day of the pay period in which the increase was finally granted, if approved on or before the fifth day of the pay period. The anniversary date will be adjusted accordingly.
 2. The provisions of Section J.1. are not applicable to unrepresented management (classified) employees. Merit increases for unrepresented management (classified) employees shall be governed by Sections H.2. and I. 4.
 3. In the event that an employee disputes action of the General Manager he may file a formal grievance in accordance with provisions contained in Rule 14, contained herein.
- (k) Should an employee's anniversary date be overlooked through an error, and upon discovery of the error and if the record shows that the employee is eligible for the anniversary merit increase, the District Secretary shall prepare a supplemental paycheck compensating the employee for the additional salary he should have received dating from his anniversary date.

- (l) Performance ratings and anniversary salary increase recommendations for the District Chief Administrative Officer appointed by the Board of Harbor Commissioners shall be made by the Board. Extra help employees shall not be eligible for merit increases within range.
- (m) Salary Range Changes. Whenever a higher salary range is assigned to a position, an appointive officer or employee holding such position shall have his salary adjusted to the corresponding step of the new range and shall retain his anniversary date upon approval of the Board provided that no salary shall be lower than the first step of the new range. Whenever a lower salary range is assigned to a classification, an employee or appointive officer holding a position in that class shall receive the step, if any, in the new range which is the same as the salary he was receiving on the day preceding the effective date of the new range. If there is no comparable step in the lower range, he shall receive the upper step of the new range, and shall retain his anniversary date. Y-rating?
- (n) Salary on Promotion. Any appointive officer or regular employee who is promoted to a position in a class having a higher salary rate shall receive the first step salary for the higher class or such higher amount as would constitute a salary increase of approximately 5% on the range over the salary received prior to the promotion.
- (o) Anniversary Dates on Promotion.. Whenever a person is promoted to a position on or before the 5th working day of the pay period, the effective date of this promotion for purposes of anniversary salary increases shall be the first day of that payperiod during which he was promoted. Whenever a person is promoted to and commences a position on or after the 6th day of the pay period, the effective date of his promotion for the purpose of anniversary salary increases shall be the first day of the pay period following.
- (p) Salary on Demotion. Whenever an officer or employee has completed his probationary period in a higher class and is then demoted to a position in a lower class for reasons other than unsatisfactory performance, or for physical disability, he shall receive the salary on the new salary range that does not exceed his rate of pay immediately prior to demotion and shall retain his anniversary date.
- (q) Whenever an officer or employee who has completed his probationary period in a higher class is demoted for reasons of unsatisfactory performance his compensation shall be adjusted to the salary in the range of the new position which is approximately 5% lower than the salary he was receiving in the higher class and he shall retain his anniversary date.
- (r) A promotional probationary officer or employee demoted to the class which he



STAFF REPORT

TO: San Mateo County Harbor District Commissioners
 FROM: Debra Galarza, Director of Finance
 DATE: February 18, 2015
 SUBJECT: Finance Department Report to the Commission
 Six Month Budget Review for Period Ending December 31, 2014

SUMMARY

On an overall basis, the San Mateo County Harbor District (District) is on track to meet its budget for FY2014-15. At the end of the second quarter it is anticipated departmental revenues and expenses would be at or close to 50%.

Quarter 2, 2014

July 1, 2014 thru December 31, 2014

<u>Revenues</u>	<u>Exhibit</u>	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Actual Year to date 12/31/14</u>	<u>% to Budget should be approx 50%</u>
Admin/Taxes	A	\$ 5,117,300	\$ 5,117,300	\$ 2,469,203	48%
Pillar Point	B	\$ 2,375,800	\$ 2,375,800	\$ 1,351,434	57%
Oyster Point	C	\$ 1,412,450	\$ 1,412,450	\$ 713,362	51%
Total Revenues		\$ 8,905,550	\$ 8,905,550	\$ 4,533,999	51%

<u>Expenses</u>	<u>Exhibit</u>	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Actual Year to date 12/31/14</u>	<u>% to Budget should be approx 50%</u>
Commission	D	\$ 923,087	\$ 939,138	\$ 696,835	74%
Administration	E	\$ 1,369,696	\$ 1,408,349	\$ 754,588	54%
Pillar Point -Operating	F	\$ 3,375,351	\$ 3,776,758	\$ 1,787,994	47%
Pillar Point -Depreciation & Capital	F	\$ 1,074,111	\$ 1,309,126	\$ 156,541	12%
Oyster Point-Operating	G	\$ 2,333,467	\$ 2,509,646	\$ 1,154,809	46%
Oyster Point-Depreciation &Capital	G	\$ 1,013,195	\$ 1,013,820	\$ 207	0%
Total Expenses		\$ 10,088,907	\$ 10,956,837	\$ 4,550,975	42%
Net Revenues(Expenses)		\$ (1,183,357)	\$ (2,051,287)	\$ (16,976)	1%

Attached to this report are line by line year to date budget reports separated by department and revenue or expenditure classifications. The Exhibit letter in column two above corresponds to the report referenced in the attached. Following is commentary that may relate to some of those line items.

The 2014-15 budget had estimated that the District would need to dip into reserves by \$1.2 million. Including carryovers and FY2014-15 budget adjustments that draw has increased to \$2.1 million. This is primarily due to FY2013-14 capital projects carried over and augmentations to the Budget via the resolution process. Other line items that have had an increase are the termination benefit expense, legal costs, and professional service expense. The District focuses on capital projects that are necessary for health and safety issues and evaluates which non-essential projects need to be completed in order to preserve cash reserves.



STAFF REPORT

Comparing the budget to actual allows us to measure the accuracy of the forecasting given the assumptions at the time of budget preparation. Changes to conditions are addressed with budget adjustments or budget reallocations. Comparing actuals to the previous year gives us another view of the District's financial standing.

A comparison of Year to Year is in the table below:

<u>Year to Year Comparison</u>	<u>Actual</u>	<u>Actual</u>	<u>Increase/ (Decrease)</u>
<u>Revenues</u>	<u>YTD 12/30/13</u>	<u>YTD 12/30/14</u>	
Admin/Taxes	\$ 2,211,425	\$ 2,469,203	\$ 257,778
Pillar Point	\$ 1,265,047	\$ 1,351,434	\$ 86,387
Oyster Point	\$ 984,741	\$ 713,362	\$ (271,378)
Total Revenues	\$ 4,461,212	\$ 4,533,999	\$ 72,787
<u>Expenses</u>	<u>Actual</u>	<u>Actual</u>	
	<u>YTD 12/30/13</u>	<u>YTD 12/30/14</u>	
Commission	\$ 186,574	\$ 696,835	\$ 510,260
Administration	\$ 591,161	\$ 754,588	\$ 163,428
Pillar Point-Operating	\$ 1,625,931	\$ 1,787,993	\$ 162,062
Pillar Point-Depreciation & Capital	\$ 612,569	\$ 156,541	\$ (456,028)
Oyster Point-Operating	\$ 1,080,224	\$ 1,154,809	\$ 74,585
Oyster Point-Depreciation & Capital	\$ 470,512	\$ 207	\$ (470,305)
Total Expenses	\$ 4,566,971	\$ 4,550,974	\$ (15,997)
Net Revenues(Expenses)	\$ (105,759)	\$ (16,974)	\$ 88,785

PILLAR POINT HARBOR

For the 6 months ending December 31, 2014, operating revenues are \$1.4 million or 57% of budget due to another stellar fishing season. At times the facility was 100% occupied. This attributes to higher Rents and Concession due to percentage rents for surrounding restaurants, retail, and fish buyer activities.

On an expense basis, regular salaries are on track with budget. A budget adjustment is needed for termination benefit costs as Health and Welfare costs increases and one more employee has vested for the benefit. Some Pillar Point Harbor expenditures are greater than 50% due to temporary staffing at Pillar Point to maintain customer service with weekend coverage, self- paid unemployment insurance, and legal service. Capital projects have not moved forward as the Harbor Master has assumed the acting GM role and is putting efforts into that assignment at this time.



STAFF REPORT

OYSTER POINT MARINA/PARK

For the six months ending December 31, 2014 operating revenues are \$713,362 or 51% of budget. Compared to the same time last year there is a negative variance of \$271,378. Last year the District had received a \$250,000 grant which accounts for the majority of the variance. Live Aboard fees remain strong and there is currently a waiting list for those wanting to live aboard their vessel. At Oyster Point Marina transient dockage is at 90.6% but note that part of that is due to a large vessel accruing fees on a daily rate that is in the collection process. Operating Expenses are in line with budget.

ADMINISTRATION

For the six months ending December 31, 2014, property tax revenue receipts are \$2,412,700 or 52% of budget. Including Redevelopment Agency receipts and ERAF tax revenues are projected to be 4% over budget for the remainder of the year. In addition, interest income is below budget.

On an expense basis, salaries are on slightly higher due to an unanticipated PTO payout to a retiree which was not known at the time of the budget preparation. A budget adjustment is needed for termination benefit costs as Health and Welfare costs increased but will be offset with an employee now retired. In addition an employee that originally opted for the buyout will now be enrolled in the benefit so there will be an additional budget adjustment for that health coverage benefit.

COMMISSION

For the six months ending December 31, 2014, some Commission expenses are well over budget. The Commission expenditures are at 74% because the Election cost of \$513,378.05 for the November 2014 election has been posted. The variance of \$136,621.95 can be used to offset overages in termination benefit expense and professional and legal contractual services.

CONCLUSION

The District is on track to meet its budget in FY 2014-15. Year to date the District is almost operating at a "balanced" budget with actual expenses exceeding revenues by \$16,976. The District expects to receive a greater ERAF distribution than budgeted. Also, the Vessel Abatement grant awarded was \$143,800 rather than the \$90,000 budgeted. Forecasted operating revenues are in line with actuals. Expenses overall are lower to date because several capital project have not started and depreciation expense does not get booked until year end. Where there are some savings in some line items to offset overages in others, prudent attention to remaining budget is advised. Pending budget adjustments must be made to recognize the increased cost of the termination benefit, temporary staff for weekend coverage at Pillar Point, legal costs, and self-paid unemployment insurance, unbudgeted moving costs, and contractual services for the GM search.

REVENUE REPORT
ADMINISTRATION

SMCHD

For the Period: 7/1/2014 to 12/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - General Fund							
Revenues							
Dept: 000.000							
410.075 RPTTF Distributions	0.00	0.00	218,218.09	214,701.06	0.00	-218,218.09	0.0
410.076 ERAF 3 Refunds	800,000.00	800,000.00	0.00	0.00	0.00	800,000.00	0.0
410.095 SMC Treasurers Tx Revenues	4,250,000.00	4,250,000.00	2,194,482.35	1,804,611.13	0.00	2,055,517.65	51.6
Dept: 000.000	5,050,000.00	5,050,000.00	2,412,700.44	2,019,312.19	0.00	2,637,299.56	47.8
Dept: 103.000 Administration							
410.054 Interest Income	65,000.00	65,000.00	20,529.79	0.00	0.00	44,470.21	31.6
410.061 State Mandated Costs Grant	0.00	0.00	34,739.00	0.00	0.00	-34,739.00	0.0
410.080 Rebates	1,200.00	1,200.00	625.83	246.23	0.00	574.17	52.2
410.097 State and County Citation Fees	1,100.00	1,100.00	608.00	49.00	0.00	492.00	55.3
Administration	67,300.00	67,300.00	56,502.62	295.23	0.00	10,797.38	84.0
Revenues	5,117,300.00	5,117,300.00	2,469,203.06	2,019,607.42	0.00	2,648,096.94	48.3
Grand Total Net Effect:	5,117,300.00	5,117,300.00	2,469,203.06	2,019,607.42	0.00	2,648,096.94	

EXHIBIT A

**REVENUE REPORT
PILLAR POINT HARBOR**

SMCHD

For the Period: 7/1/2014 to 12/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - General Fund							
Revenues							
Dept: 201.000 Pillar Point Harbor							
420.009 Berth Promo	-12,500.00	-12,500.00	-5,794.95	-1,950.90	0.00	-6,705.05	46.4
420.010 Berth Rental	1,500,000.00	1,507,500.00	771,296.73	131,873.34	0.00	736,203.27	51.2
420.011 Live Aboard	97,000.00	97,000.00	66,584.00	11,130.00	0.00	30,416.00	68.6
420.014 Transient Dockage/Berth Rent	82,000.00	82,000.00	51,534.96	4,051.50	0.00	30,465.04	62.8
420.018 Impound Fees	3,000.00	3,000.00	648.00	0.00	0.00	2,352.00	21.6
420.020 Launching Fees	81,500.00	81,500.00	69,495.20	8,194.00	0.00	12,004.80	85.3
420.021 Event Permit	11,050.00	11,050.00	3,230.00	130.00	0.00	7,820.00	29.2
420.022 Event Application	11,050.00	11,050.00	5,900.00	5,000.00	0.00	5,150.00	53.4
420.025 Boat Wash Fees	5,300.00	5,300.00	4,548.50	620.50	0.00	751.50	85.8
420.026 Hoist Fees	4,000.00	4,000.00	3,060.00	1,330.00	0.00	940.00	76.5
420.034 Princenton Lot-Dry Storage	7,500.00	0.00	0.00	0.00	0.00	0.00	0.0
420.040 Rents & Concessions	433,000.00	433,000.00	298,776.33	32,583.19	0.00	134,223.67	69.0
420.044 RV C Lot - PPH	35,000.00	35,000.00	35,430.00	3,825.00	0.00	-430.00	101.2
420.051 Key Fee	800.00	800.00	840.00	60.00	0.00	-40.00	105.0
420.053 Laundry Revenue - Web	4,400.00	4,400.00	3,917.25	811.95	0.00	482.75	89.0
420.054 Crab Pot Storage Fee	5,800.00	5,800.00	1,200.00	0.00	0.00	4,600.00	20.7
420.055 Mooring Fees	41,000.00	41,000.00	18,475.41	3,743.10	0.00	22,524.59	45.1
420.056 Service Fees for Emergencies	0.00	0.00	400.00	400.00	0.00	-400.00	0.0
420.060 Patrol Boat Service	4,500.00	4,500.00	1,900.00	0.00	0.00	2,600.00	42.2
420.070 Late Fees	5,800.00	5,800.00	3,059.68	145.95	0.00	2,740.32	52.8
420.079 PPH Comm'l Activity Permit Fee	9,000.00	9,000.00	3,600.00	3,250.00	0.00	5,400.00	40.0
420.080 Other Sales and Services	6,500.00	6,500.00	3,328.08	1,171.83	0.00	3,171.92	51.2
420.081 Miscellaneous Income	4,500.00	4,500.00	545.00	0.00	0.00	3,955.00	12.1
420.091 Waiting List Fees	600.00	600.00	650.00	25.00	0.00	-50.00	108.3
420.096 Expense Reimbursement	0.00	0.00	4,500.00	0.00	0.00	-4,500.00	0.0
420.097 County Parking Fines - PPH	5,000.00	5,000.00	4,310.00	1,924.00	0.00	690.00	86.2
420.420 DBW-Abandoned Vessel Grant	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.0
Pillar Point Harbor	2,375,800.00	2,375,800.00	1,351,434.19	208,318.46	0.00	1,024,365.81	56.9
Revenues	2,375,800.00	2,375,800.00	1,351,434.19	208,318.46	0.00	1,024,365.81	56.9
Grand Total Net Effect:	2,375,800.00	2,375,800.00	1,351,434.19	208,318.46	0.00	1,024,365.81	

EXHIBIT B

**REVENUE REPORT
OYSTER POINT MARINA**

SMCHD

For the Period: 7/1/2014 to 12/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - General Fund							
Revenues							
Dept: 301.000 Oyster Point Marina							
430.009 Berth Rent Promotion	-5,600.00	-5,600.00	-3,206.25	-614.25	0.00	-2,393.75	57.3
430.010 Berth Rental	920,000.00	920,000.00	458,139.43	75,201.34	0.00	461,860.57	49.8
430.011 Live Aboard	145,000.00	145,000.00	80,301.67	13,615.00	0.00	64,698.33	55.4
430.014 Transient Dockage/Berth Rent	39,000.00	39,000.00	35,317.75	6,303.60	0.00	3,682.25	90.6
430.016 Dock Boxes	6,400.00	6,400.00	3,150.00	550.00	0.00	3,250.00	49.2
430.018 Impound Fees	6,000.00	6,000.00	648.00	0.00	0.00	5,352.00	10.8
430.020 Launching Fees	17,850.00	17,850.00	8,085.80	0.00	0.00	9,764.20	45.3
430.021 Event Permit	250.00	250.00	85.00	0.00	0.00	165.00	34.0
430.022 Event Application	250.00	250.00	0.00	0.00	0.00	250.00	0.0
430.025 Boat Wash	3,000.00	3,000.00	1,655.81	0.00	0.00	1,344.19	55.2
430.040 Rents & Concessions	235,000.00	235,000.00	120,708.41	20,281.28	0.00	114,291.59	51.4
430.051 Key Fee	1,900.00	1,900.00	690.00	150.00	0.00	1,210.00	36.3
430.070 Late Fees	6,000.00	6,000.00	1,795.97	-692.56	0.00	4,204.03	29.9
430.079 OPM Comm'l Activity Permit Fee	3,200.00	3,200.00	400.00	400.00	0.00	2,800.00	12.5
430.080 Other Sales and Services	1,900.00	1,900.00	590.06	78.08	0.00	1,309.94	31.1
430.081 Miscellaneous Income	500.00	500.00	125.98	0.12	0.00	374.02	25.2
430.091 Waiting List Fees	1,150.00	1,150.00	475.00	125.00	0.00	675.00	41.3
430.097 County Parking Fines - OPM	650.00	650.00	66.00	0.00	0.00	584.00	10.2
430.420 DBW-Abandoned Vessel Grant	30,000.00	30,000.00	4,333.50	4,333.50	0.00	25,666.50	14.4
Oyster Point Marina	1,412,450.00	1,412,450.00	713,362.13	119,731.11	0.00	699,087.87	50.5
Revenues	1,412,450.00	1,412,450.00	713,362.13	119,731.11	0.00	699,087.87	50.5
Grand Total Net Effect:	1,412,450.00	1,412,450.00	713,362.13	119,731.11	0.00	699,087.87	

EXHIBIT C

EXPENDITURE REPORT
HARBOR COMMISSION

SMCHD

For the Period: 7/1/2014 to 12/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - General Fund							
Expenditures							
Dept: 101.000 Harbor Commissioners							
510.000 Salaries and Wages	36,000.00	36,000.00	18,000.00	3,000.00	0.00	18,000.00	50.0
522.000 Social Security Insurance	2,600.00	2,600.00	1,413.60	235.60	0.00	1,186.40	54.4
522.010 Medicare Tax	522.00	522.00	330.60	55.10	0.00	191.40	63.3
523.000 Health Insurance	43,300.00	43,300.00	20,456.00	3,276.00	0.00	22,844.00	47.2
523.001 Health Ins.-Employee Reimburse	9,600.00	9,600.00	4,000.00	800.00	0.00	5,600.00	41.7
523.002 Health Ins.-Retirees	20,300.00	20,300.00	9,828.00	1,638.00	0.00	10,472.00	48.4
523.005 Term Benefit Ann Accrual	-20,300.00	-20,300.00	21,872.00	26,786.00	0.00	-42,172.00	-107.7
523.010 Life Insurance	320.00	320.00	107.34	17.89	0.00	212.66	33.5
524.000 Workers' Compensation Ins.	400.00	400.00	150.00	56.65	0.00	250.00	37.5
525.010 Employee Assistance Program	550.00	550.00	270.96	45.16	0.00	279.04	49.3
640.000 Advertising & Promotion	32,500.00	26,500.00	2,450.77	137.77	388.74	23,660.49	10.7
650.999 Auto Mileage-Unallocated	200.00	200.00	0.00	0.00	0.00	200.00	0.0
670.001 Postage	250.00	250.00	20.64	5.49	0.00	229.36	8.3
680.999 Travel Conf & Mtg.-Unallocated	3,000.00	9,000.00	3,371.57	750.00	0.00	5,628.43	37.5
681.000 Seminars/Prof. Development	500.00	500.00	1,400.00	1,400.00	0.00	-900.00	280.0
685.000 Employee Appreciation Dinner	4,800.00	4,800.00	161.49	52.50	0.00	4,638.51	3.4
685.010 Employee Recognition	0.00	0.00	103.82	103.82	0.00	-103.82	0.0
700.000 Elections	650,000.00	650,000.00	513,378.05	0.00	0.00	136,621.95	79.0
710.000 Insurance Premiums	17,545.00	17,545.00	14,398.00	0.00	0.00	3,147.00	82.1
730.000 Office Supplies	1,500.00	1,500.00	1,364.94	328.79	0.00	135.06	91.0
760.000 Contractual Service-Outside	4,000.00	4,000.00	1,946.81	116.89	0.00	2,053.19	48.7
760.020 Contractual Services - IT	4,000.00	4,000.00	63.68	63.68	0.00	3,936.32	1.6
760.030 Contractual Serv- Professional	0.00	16,050.95	16,362.26	5,551.07	1,541.08	-1,852.39	111.5
762.000 Contractual-Retained Counsel	110,000.00	110,000.00	64,599.05	7,303.50	0.00	45,400.95	58.7
765.000 Miscellaneous Expenses	200.00	200.00	0.00	0.00	0.00	200.00	0.0
765.200 Payroll Processing Fee	1,300.00	1,300.00	785.19	111.96	0.00	514.81	60.4
Harbor Commissioners	923,087.00	939,137.95	696,834.77	51,835.87	1,929.82	240,373.36	74.4
Expenditures	923,087.00	939,137.95	696,834.77	51,835.87	1,929.82	240,373.36	74.4
Grand Total Net Effect:	-923,087.00	-939,137.95	-696,834.77	-51,835.87	1,929.82	-240,373.36	

EXHIBIT D

**EXPENDITURE REPORT
ADMINISTRATION**

SMCHD

For the Period: 7/1/2014 to 12/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - General Fund							
Expenditures							
Dept: 103.000 Administration							
510.000 Salaries and Wages	656,200.00	507,200.00	261,829.24	58,633.09	0.00	245,370.76	51.6
510.010 Salaries and Wages - Temporary	0.00	30,000.00	17,545.50	1,475.00	0.00	12,454.50	58.5
512.000 Overtime	5,500.00	5,500.00	2,241.69	680.67	0.00	3,258.31	40.8
513.010 Extended Illness Bank Expense	0.00	10,000.00	7,243.41	477.99	0.00	2,756.59	72.4
514.010 PTO	0.00	66,000.00	39,578.69	5,457.42	0.00	26,421.31	60.0
517.000 Management Hours-	0.00	11,000.00	6,494.54	1,717.39	0.00	4,505.46	59.0
518.000 Holiday Pay	0.00	30,000.00	19,416.65	7,962.48	0.00	10,583.35	64.7
519.300 JURY DUTY	0.00	0.00	1,158.27	1,158.27	0.00	-1,158.27	0.0
520.000 Retirement-EE Portion	35,200.00	35,200.00	15,736.39	2,722.96	0.00	19,463.61	44.7
520.001 Retirement-ER Portion	119,000.00	119,000.00	55,660.67	9,366.48	0.00	63,339.33	46.8
522.000 Social Security Insurance	0.00	2,000.00	1,232.32	62.78	0.00	767.68	61.6
522.010 Medicare Tax	9,595.00	9,595.00	5,448.69	848.22	0.00	4,146.31	56.8
522.020 Unemployment Insurance Tax	0.00	0.00	2,437.00	0.00	0.00	-2,437.00	0.0
523.000 Health Insurance	81,000.00	81,000.00	39,312.00	6,552.00	0.00	41,688.00	48.5
523.001 Health Ins.-Employee Reimburse	13,000.00	13,000.00	6,987.00	1,164.50	0.00	6,013.00	53.7
523.005 Term Benefit Ann Accrual	10,300.00	10,300.00	68,402.00	65,835.00	0.00	-58,102.00	664.1
523.010 Life Insurance	5,900.00	5,900.00	2,859.55	472.01	0.00	3,040.45	48.5
523.020 Long-Term Disability Insurance	4,200.00	4,200.00	2,118.24	352.92	0.00	2,081.76	50.4
524.000 Workers' Compensation Ins.	4,800.00	4,800.00	3,087.31	1,247.40	0.00	1,712.69	64.3
525.010 Employee Assistance Program	670.00	670.00	325.08	54.18	0.00	344.92	48.5
551.100 Auto Allowance	8,400.00	8,400.00	4,200.00	700.00	0.00	4,200.00	50.0
640.000 Advertising & Promotion	2,500.00	2,500.00	127.00	0.00	0.00	2,373.00	5.1
650.999 Auto Mileage-Unallocated	1,500.00	1,500.00	1,084.14	707.91	0.00	415.86	72.3
670.000 Telephone/Communications	12,500.00	12,500.00	5,460.17	873.79	0.00	7,039.83	43.7
670.001 Postage	2,500.00	2,500.00	1,057.36	459.39	0.00	1,442.64	42.3
680.999 Travel Conf & Mtg.-Unallocated	5,300.00	5,300.00	677.37	16.00	0.00	4,622.63	12.8
681.000 Seminars/Prof. Development	1,200.00	1,200.00	350.12	0.00	0.00	849.88	29.2
685.010 Employee Recognition	100.00	100.00	66.48	66.48	0.00	33.52	66.5
690.000 Memberships, Dues & Subscript.	15,000.00	15,000.00	16,454.12	679.00	0.00	-1,454.12	109.7
695.000 Personnel Administration	0.00	0.00	409.84	5.85	0.00	-409.84	0.0
696.000 Recruiting Expense	2,500.00	2,500.00	431.00	431.00	0.00	2,069.00	17.2
730.000 Office Supplies	11,000.00	11,000.00	4,414.70	191.20	0.00	6,585.30	40.1
760.000 Contractual Service-Outside	30,000.00	30,000.00	8,250.61	1,957.20	0.00	21,749.39	27.5
760.020 Contractual Services - IT	21,000.00	21,000.00	7,912.22	719.63	0.00	13,087.78	37.7
760.030 Contractual Serv- Professional	71,505.00	110,158.20	25,108.10	2,437.95	24,623.20	60,426.90	45.1
762.000 Contractual-Retained Counsel	50,000.00	50,000.00	36,127.95	3,197.00	0.00	13,872.05	72.3
765.010 Bank Service Charges	750.00	750.00	252.21	48.53	0.00	497.79	33.6
765.200 Payroll Processing Fee	3,150.00	3,150.00	1,861.52	381.97	0.00	1,288.48	59.1
770.010 OFFICE RENTAL - ADMIN	101,970.00	101,970.00	45,148.43	7,430.86	0.00	56,821.57	44.3
771.000 Equipment Rent	4,000.00	29,973.52	2,561.58	404.43	9,933.58	17,478.36	41.7
780.000 Repairs & Maintenance-Equip.	5,000.00	9,026.48	1,369.92	141.74	0.00	7,656.56	15.2
784.900 LAFCO Fees	7,500.00	7,500.00	6,182.00	0.00	0.00	1,318.00	82.4
785.000 Property Tax Admin. Costs	29,000.00	29,000.00	23,218.31	23,218.31	0.00	5,781.69	80.1
789.000 Depreciation Expense	13,956.00	13,956.00	0.00	0.00	0.00	13,956.00	0.0
801.003 Computer-Hardware	2,000.00	2,000.00	2,171.40	0.00	0.00	-171.40	108.6
801.004 Computer-Software	7,000.00	7,000.00	577.70	247.70	0.00	6,422.30	8.3
850.000 Office Furniture & Fixtures	15,000.00	-15,000.00	0.00	0.00	0.00	-15,000.00	0.0
Administration	1,369,696.00	1,408,349.20	754,588.49	210,556.70	34,556.78	619,203.93	56.0
Expenditures	1,369,696.00	1,408,349.20	754,588.49	210,556.70	34,556.78	619,203.93	56.0
Grand Total Net Effect:	-1,369,696.00	-1,408,349.20	-754,588.49	-210,556.70	34,556.78	-619,203.93	

EXHIBIT E

EXPENDITURE REPORT
PILLAR POINT HARBOR

SMCHD

For the Period: 7/1/2014 to 12/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - General Fund							
Expenditures							
Dept: 201.000 Pillar Point Harbor							
510.000 Salaries and Wages	998,450.00	759,950.00	368,775.96	80,446.54	0.00	391,174.04	48.5
510.010 Salaries and Wages - Temporary	15,000.00	15,000.00	15,942.50	5,637.50	0.00	-942.50	106.3
511.013 SHIFT DIFF	2,400.00	2,400.00	1,009.40	229.60	0.00	1,390.60	42.1
512.000 Overtime	16,500.00	16,500.00	2,343.97	775.38	0.00	14,156.03	14.2
513.010 Extended Illness Bank Expense	0.00	18,000.00	12,002.07	750.65	0.00	5,997.93	66.7
514.010 PTO	0.00	125,000.00	71,549.27	9,182.65	0.00	53,450.73	57.2
514.011 COMP TIME	0.00	40,000.00	21,970.34	6,718.01	0.00	18,029.66	54.9
515.000 Bereavement	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
517.000 Management Hours-	0.00	2,500.00	513.95	160.61	0.00	1,986.05	20.6
518.000 Holiday Pay	0.00	50,000.00	22,844.12	7,959.77	0.00	27,155.88	45.7
519.200 Administrative Leave Expense	0.00	0.00	275.00	275.00	0.00	-275.00	0.0
520.000 Retirement-EE Portion	61,400.00	61,400.00	28,146.13	4,998.74	0.00	33,253.87	45.8
520.001 Retirement-ER Portion	190,700.00	190,700.00	90,454.42	15,768.56	0.00	100,245.58	47.4
522.000 Social Security Insurance	0.00	1,000.00	998.31	230.17	0.00	1.69	99.8
522.010 Medicare Tax	14,969.00	14,969.00	6,871.03	1,126.10	0.00	8,097.97	45.9
522.020 Unemployment Insurance Tax	0.00	0.00	1,029.00	0.00	0.00	-1,029.00	0.0
523.000 Health Insurance	192,300.00	192,300.00	113,666.00	18,746.00	0.00	78,634.00	59.1
523.001 Health Ins.-Employee Reimburse	19,200.00	19,200.00	6,278.00	1,125.50	0.00	12,922.00	32.7
523.002 Health Ins.-Retirees	22,900.00	22,900.00	18,109.68	3,018.28	0.00	4,790.32	79.1
523.005 Term Benefit Ann Accrual	185,125.00	185,125.00	317,446.00	256,935.00	0.00	-132,321.00	171.5
523.010 Life Insurance	9,725.00	9,725.00	5,812.00	884.25	0.00	3,913.00	59.8
523.011 Life Insurance-Retirees	1,250.00	1,250.00	580.50	96.75	0.00	669.50	46.4
523.020 Long-Term Disability Insurance	6,300.00	6,300.00	3,379.57	570.46	0.00	2,920.43	53.6
524.000 Workers' Compensation Ins.	79,300.00	79,300.00	54,521.66	22,456.13	0.00	24,778.34	68.8
525.010 Employee Assistance Program	1,300.00	1,300.00	623.16	103.86	0.00	676.84	47.9
551.100 Auto Allowance	8,400.00	8,400.00	2,100.00	350.00	0.00	6,300.00	25.0
640.000 Advertising & Promotion	9,000.00	11,203.74	5,343.81	291.44	0.00	5,859.93	47.7
649.000 Special Events-Expenses	6,500.00	6,500.00	3,249.54	1,991.57	0.00	3,250.46	50.0
650.999 Auto Mileage-Unallocated	500.00	500.00	162.16	136.96	0.00	337.84	32.4
660.000 Bad Debts	65,000.00	65,000.00	0.00	0.00	0.00	65,000.00	0.0
670.000 Telephone/Communications	22,600.00	22,600.00	12,875.86	2,352.71	0.00	9,724.14	57.0
670.001 Postage	4,000.00	4,000.00	1,647.70	604.34	0.00	2,352.30	41.2
670.002 WiFi Expense	9,600.00	9,600.00	1,115.86	233.79	0.00	8,484.14	11.6
680.999 Travel Conf & Mtg.-Unallocated	1,300.00	1,300.00	537.19	0.00	0.00	762.81	41.3
681.000 Seminars/Prof. Development	1,500.00	1,500.00	525.56	0.00	0.00	974.44	35.0
682.000 HO Training	3,500.00	3,500.00	1,767.54	210.00	0.00	1,732.46	50.5
685.010 Employee Recognition	100.00	100.00	0.00	0.00	0.00	100.00	0.0
690.000 Memberships, Dues & Subscript.	200.00	200.00	261.50	150.00	0.00	-61.50	130.8
695.000 Personnel Administration	0.00	0.00	76.16	6.17	0.00	-76.16	0.0
695.010 Personnel Admin-Testing/Exams	2,000.00	2,000.00	32.00	0.00	0.00	1,968.00	1.6
710.000 Insurance Premiums	135,000.00	137,830.00	123,652.00	2,711.00	0.00	14,178.00	89.7
720.000 Land Vehicles-Fuel	7,000.00	7,000.00	2,779.02	364.13	0.00	4,220.98	39.7
720.010 Patrol Boat - Fuel	5,500.00	5,500.00	2,441.30	451.99	0.00	3,058.70	44.4
730.000 Office Supplies	12,000.00	12,000.00	2,618.44	418.68	0.00	9,381.56	21.8
740.000 Operating Supplies	65,000.00	65,687.50	22,801.57	4,868.17	625.00	42,260.93	35.7
740.010 Oil Clean-Up Supplies	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.0
745.000 Uniform Related Expenses	12,500.00	12,500.00	3,693.45	886.32	0.00	8,806.55	29.5
755.000 Safety Equipment	3,500.00	3,500.00	1,111.96	42.16	0.00	2,388.04	31.8
760.000 Contractual Service-Outside	85,000.00	117,733.48	51,695.38	28,745.80	1,148.64	64,889.46	44.9
760.010 Contractual Service-Temporary	12,550.00	25,474.35	10,111.94	0.00	3,980.84	11,381.57	55.3
760.020 Contractual Services - IT	18,500.00	18,500.00	2,261.06	539.26	0.00	16,238.94	12.2
760.030 Contractual Serv- Professional	71,505.00	181,982.38	42,087.17	13,614.48	69,393.52	70,501.69	61.3
762.000 Contractual-Retained Counsel	20,000.00	20,000.00	17,991.50	3,773.50	0.00	2,008.50	90.0
763.000 Permits/License Fees	1,000.00	1,000.00	811.52	0.00	0.00	188.48	81.2
765.000 Miscellaneous Expenses	2,000.00	2,000.00	1,994.72	211.38	0.00	5.28	99.7
765.010 Bank Service Charges	2,400.00	2,400.00	865.91	159.69	0.00	1,534.09	36.1
765.030 Collection SVC Expense	7,000.00	7,000.00	4,521.38	0.00	0.00	2,478.62	64.6
765.031 Credit Card Fees	14,000.00	14,000.00	8,155.84	1,800.38	0.00	5,844.16	58.3
765.200 Payroll Processing Fee	6,000.00	6,000.00	3,564.81	711.41	0.00	2,435.19	59.4
771.000 Equipment Rent	4,100.00	26,100.00	2,382.36	0.00	10,823.80	12,893.84	50.6
775.000 Small Tools and Equipment	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0

EXHIBIT F

EXPENDITURE REPORT
PILLAR POINT HARBOR

SMCHD

For the Period: 7/1/2014 to 12/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - General Fund							
Expenditures							
Dept: 201.000 Pillar Point Harbor							
779.000 Removal of Hazardous Materials	9,000.00	9,000.00	0.00	0.00	0.00	9,000.00	0.0
780.000 Repairs & Maintenance-Equip.	30,000.00	30,000.00	14,781.61	57.84	0.00	15,218.39	49.3
780.001 Repairs & Maintenance-Property	85,000.00	119,150.00	39,119.99	2,653.78	22,822.15	57,207.86	52.0
780.004 Vessel Destruction	50,000.00	83,427.46	6,292.50	5,542.50	33,427.46	43,707.50	47.6
780.020 Repairs & Maintenance - Boat	10,000.00	10,000.00	642.50	0.00	0.00	9,357.50	6.4
782.000 Garbage Collectns	151,000.00	151,000.00	74,641.26	15,407.52	0.00	76,358.74	49.4
782.002 Launch Ramp Fish Disposal	3,300.00	3,300.00	1,216.08	304.02	0.00	2,083.92	36.9
782.010 Electric Charges	120,000.00	120,000.00	56,078.50	8,704.57	0.00	63,921.50	46.7
782.011 Electric Reimbursement	-68,000.00	-68,000.00	-30,998.18	-8,138.25	0.00	-37,001.82	45.6
782.020 Water Charges	75,000.00	75,000.00	37,138.46	0.00	0.00	37,861.54	49.5
782.021 Water Charge Reimbursement	-4,000.00	-4,000.00	-2,023.48	-159.41	0.00	-1,976.52	50.6
787.100 Handling Fees for Citations	800.00	800.00	723.84	247.62	0.00	76.16	90.5
788.000 Sewer Fees (Tax Assessment)	45,000.00	45,000.00	46,687.48	0.00	0.00	-1,687.48	103.7
789.000 Depreciation Expense	603,178.00	603,178.00	0.00	0.00	0.00	603,178.00	0.0
790.000 Interest Expense-Cal Boating	168,627.00	168,627.00	0.00	0.00	0.00	168,627.00	0.0
801.003 Computer-Hardware	4,750.00	4,750.00	0.00	0.00	0.00	4,750.00	0.0
801.004 Computer-Software	7,000.00	7,000.00	436.00	436.00	0.00	6,564.00	6.2
830.000 Self Pay Parking Stations	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.0
845.000 Office Equipment	22,000.00	0.00	0.00	0.00	0.00	0.00	0.0
860.000 Harbor/Marina Equipment	25,300.00	25,300.00	0.00	0.00	0.00	25,300.00	0.0
870.000 Facility Fixtures/Landscaping	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.0
880.000 Dock Repairs/Equipment	125,000.00	296,972.65	42,879.14	5,523.50	143,893.51	110,200.00	62.9
912.002 Mooring Replacements	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
912.003 Dock Fingers	0.00	9,279.45	8,299.45	8,020.00	0.00	980.00	89.4
930.001 Dock Repair-West End (ABC)	0.00	3,886.94	0.00	0.00	3,886.94	0.00	100.0
930.200 PPH WEST TRAILS REPAIRS	355,933.00	408,309.15	46,668.94	6,442.49	21,078.50	340,561.71	16.6
937.000 Feasib. Add'l 71 Berths - PPH	0.00	3,315.79	0.00	0.00	3,315.79	0.00	100.0
940.006 Launch Ramp Restroom	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.0
940.040 Johnson Pier Repairs - PPH	0.00	1,369.68	0.00	0.00	1,369.68	0.00	100.0
940.085 Dredge Launch Ramp	0.00	1,830.00	0.00	0.00	1,830.00	0.00	100.0
940.089 Dredging Services	70,000.00	70,000.00	0.00	0.00	0.00	70,000.00	0.0
940.090 Romeo Pier Study/Renovation	0.00	61,200.00	5,404.00	0.00	55,796.00	0.00	100.0
940.110 Sewer System Replacement	0.00	12,441.15	192.89	0.00	12,248.26	0.00	100.0
940.500 North HMB Shoreline Improvmt	0.00	89,316.00	89,316.00	0.00	0.00	0.00	100.0
971.000 PPH Post Office Lot	0.00	0.00	6,660.00	5,160.00	-3,200.00	-3,460.00	0.0
Pillar Point Harbor	4,449,462.00	5,085,883.72	1,944,535.23	554,023.02	382,440.09	2,758,908.40	45.8
Expenditures	4,449,462.00	5,085,883.72	1,944,535.23	554,023.02	382,440.09	2,758,908.40	45.8
Grand Total Net Effect:	-4,449,462.00	-5,085,883.72	-1,944,535.23	-554,023.02	382,440.09	-2,758,908.40	

EXHIBIT F

EXPENDITURE REPORT
OYSTER POINT MARINA

SMCHD

For the Period: 7/1/2014 to 12/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - General Fund							
Expenditures							
Dept: 301.000 Oyster Point Marina							
510.000 Salaries and Wages	689,900.00	521,400.00	274,262.12	62,669.78	0.00	247,137.88	52.6
510.010 Salaries and Wages - Temporary	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
511.013 SHIFT DIFF	1,400.00	1,400.00	567.04	140.64	0.00	832.96	40.5
512.000 Overtime	7,000.00	17,000.00	7,334.41	3,067.88	0.00	9,665.59	43.1
513.010 Extended Illness Bank Expense	0.00	3,000.00	388.72	0.00	0.00	2,611.28	13.0
514.010 PTO	0.00	95,000.00	50,441.98	7,405.71	0.00	44,558.02	53.1
514.011 COMP TIME	0.00	15,000.00	7,357.53	2,255.85	0.00	7,642.47	49.1
517.000 Management Hours-	0.00	2,500.00	513.95	160.61	0.00	1,986.05	20.6
518.000 Holiday Pay	0.00	30,000.00	19,045.69	6,347.88	0.00	10,954.31	63.5
520.000 Retirement-EE Portion	50,000.00	50,000.00	17,579.71	3,123.96	0.00	32,420.29	35.2
520.001 Retirement-ER Portion	139,000.00	139,000.00	57,276.70	9,894.19	0.00	81,723.30	41.2
522.000 Social Security Insurance	0.00	13,000.00	0.00	0.00	0.00	13,000.00	0.0
522.010 Medicare Tax	10,200.00	10,200.00	5,247.01	842.10	0.00	4,952.99	51.4
522.020 Unemployment Insurance Tax	0.00	0.00	11,249.97	0.00	0.00	-11,249.97	0.0
523.000 Health Insurance	119,000.00	119,000.00	61,344.00	10,224.00	0.00	57,656.00	51.5
523.001 Health Ins.-Employee Reimburse	26,354.00	26,354.00	10,530.00	1,726.00	0.00	15,824.00	40.0
523.002 Health Ins.-Retirees	34,000.00	34,000.00	20,626.32	3,437.72	0.00	13,373.68	60.7
523.005 Term Benefit Ann Accrual	136,168.00	136,168.00	108,486.00	112,026.00	0.00	27,682.00	79.7
523.010 Life Insurance	6,900.00	6,900.00	3,876.30	598.50	0.00	3,023.70	56.2
523.011 Life Insurance-Retirees	1,700.00	1,700.00	778.50	173.25	0.00	921.50	45.8
523.020 Long-Term Disability Insurance	4,500.00	4,500.00	2,023.85	385.77	0.00	2,476.15	45.0
524.000 Workers' Compensation Ins.	55,000.00	55,000.00	37,563.03	16,003.32	0.00	17,436.97	68.3
525.010 Employee Assistance Program	1,100.00	1,100.00	514.80	85.80	0.00	585.20	46.8
551.100 Auto Allowance	8,400.00	8,400.00	2,100.00	350.00	0.00	6,300.00	25.0
640.000 Advertising & Promotion	8,000.00	8,000.00	5,382.72	330.35	0.00	2,617.28	67.3
649.000 Special Events-Expenses	6,500.00	6,500.00	4,083.16	1,518.36	0.00	2,416.84	62.8
650.999 Auto Mileage-Unallocated	400.00	400.00	136.29	136.29	0.00	263.71	34.1
660.000 Bad Debts	65,000.00	65,000.00	0.00	0.00	0.00	65,000.00	0.0
670.000 Telephone/Communications	12,800.00	12,800.00	8,635.16	1,209.11	0.00	4,164.84	67.5
670.001 Postage	4,000.00	4,000.00	1,792.46	405.24	0.00	2,207.54	44.8
670.002 WiFi Expense	8,000.00	8,000.00	2,563.92	2,413.92	0.00	5,436.08	32.0
680.999 Travel Conf & Mtg.-Unallocated	800.00	800.00	391.33	5.00	0.00	408.67	48.9
681.000 Seminars/Prof. Development	1,500.00	1,500.00	472.15	0.00	0.00	1,027.85	31.5
682.000 HO Training	4,000.00	4,000.00	189.00	0.00	0.00	3,811.00	4.7
685.010 Employee Recognition	100.00	100.00	0.00	0.00	0.00	100.00	0.0
690.000 Memberships, Dues & Subscript.	200.00	200.00	182.50	150.00	0.00	17.50	91.3
695.000 Personnel Administration	100.00	100.00	100.84	30.85	0.00	-0.84	100.8
695.010 Personnel Admin-Testing/Exams	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
710.000 Insurance Premiums	134,970.00	137,800.00	123,652.00	2,711.00	0.00	14,148.00	89.7
720.000 Land Vehicles-Fuel	5,500.00	5,500.00	1,643.79	368.10	0.00	3,856.21	29.9
720.010 Patrol Boat - Fuel	1,300.00	1,300.00	739.43	0.00	0.00	560.57	56.9
730.000 Office Supplies	7,000.00	7,000.00	2,171.67	338.14	0.00	4,828.33	31.0
740.000 Operating Supplies	25,000.00	25,687.50	9,223.65	3,198.56	625.00	15,838.85	38.3
745.000 Uniform Related Expenses	8,000.00	8,000.00	3,339.48	1,322.39	0.00	4,660.52	41.7
755.000 Safety Equipment	1,500.00	1,500.00	429.63	292.08	0.00	1,070.37	28.6
760.000 Contractual Service-Outside	97,000.00	111,014.48	57,278.27	7,825.02	61,473.21	-7,737.00	107.0
760.010 Contractual Service-Temporary	12,550.00	25,474.45	10,111.92	0.00	3,980.85	11,381.68	55.3
760.020 Contractual Services - IT	13,000.00	13,000.00	5,514.58	314.58	0.00	7,485.42	42.4
760.030 Contractual Serv- Professional	71,505.00	181,022.38	39,576.61	13,033.87	68,494.53	72,951.24	59.7
762.000 Contractual-Retained Counsel	10,000.00	10,000.00	3,724.45	862.50	66.57	6,208.98	37.9
763.000 Permits/License Fees	900.00	900.00	76.00	76.00	0.00	824.00	8.4
765.010 Bank Service Charges	1,750.00	1,750.00	964.70	142.93	0.00	785.30	55.1
765.030 Collection SVC Expense	10,000.00	10,000.00	3,229.98	145.49	0.00	6,770.02	32.3
765.031 Credit Card Fees	10,500.00	10,500.00	5,460.40	872.69	0.00	5,039.60	52.0
765.200 Payroll Processing Fee	4,800.00	4,800.00	2,002.83	417.65	0.00	2,797.17	41.7
771.000 Equipment Rent	4,200.00	4,200.00	1,717.84	0.00	0.00	2,482.16	40.9
775.000 Small Tools and Equipment	1,000.00	1,000.00	90.45	90.45	0.00	909.55	9.0
779.000 Removal of Hazardous Materials	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
780.000 Repairs & Maintenance-Equip.	45,000.00	45,000.00	11,221.50	2,479.29	0.00	33,778.50	24.9
780.001 Repairs & Maintenance-Property	65,000.00	85,325.00	25,484.86	160.54	13,583.02	46,257.12	45.8
780.004 Vessel Destruction	50,000.00	65,880.00	66,495.00	24,000.00	0.00	-615.00	100.9

EXHIBIT G

**EXPENDITURE REPORT
OYSTER POINTMARINA**

SMCHD

For the Period: 7/1/2014 to 12/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - General Fund							
Expenditures							
Dept: 301.000 Oyster Point Marina							
780.020 Repairs & Maintenance - Boat	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
782.000 Garbage Collectns	26,500.00	26,500.00	12,033.30	2,208.80	0.00	14,466.70	45.4
782.010 Electric Charges	123,100.00	123,100.00	44,510.13	8,487.93	0.00	78,589.87	36.2
782.011 Electric Reimbursement	-55,000.00	-55,000.00	-20,773.69	-5,102.37	0.00	-34,226.31	37.8
782.020 Water Charges	60,200.00	60,200.00	21,308.89	2,202.57	0.00	38,891.11	35.4
787.100 Handling Fees for Citations	200.00	200.00	16.08	1.35	0.00	183.92	8.0
789.000 Depreciation Expense	988,195.00	988,195.00	0.00	0.00	0.00	988,195.00	0.0
790.000 Interest Expense-Cal Boating	160,470.00	160,470.00	0.00	0.00	0.00	160,470.00	0.0
801.003 Computer-Hardware	2,000.00	2,000.00	201.65	0.00	0.00	1,798.35	10.1
801.004 Computer-Software	3,000.00	3,000.00	326.70	326.70	0.00	2,673.30	10.9
860.000 Harbor/Marina Equipment	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
916.000 Tidal Design - Flood Control	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.0
940.004 Power Pad -Kayak Vendor/Rental	0.00	625.00	207.32	0.00	417.68	0.00	100.0
Oyster Point Marina	3,346,662.00	3,523,465.81	1,155,016.58	313,894.34	148,640.86	2,219,808.37	37.0
Expenditures	3,346,662.00	3,523,465.81	1,155,016.58	313,894.34	148,640.86	2,219,808.37	37.0
Grand Total Net Effect:	-3,346,662.00	-3,523,465.81	-1,155,016.58	-313,894.34	148,640.86	-2,219,808.37	

EXHIBIT G

ITEM 9

Memorandum

TO: Harbor Commissioners

FROM: Debra Galarza & Belen Cruz

RE: Bills & Claims for Period Ending 2/18/15

Total Disbursements being submitted for your review: \$ 631,857.83

These include:

Handchecks in the amount of: \$ 48,034.44

Payables in the amount of: \$ 583,823.39

<u>Dept. Code</u>	<u>Description</u>		<u>Page Reference</u>
101	Harbor Commission	\$ 527,086.75	2
103	Administration	\$ 14,312.74	2
201	Pillar Point Harbor	\$ 58,625.77	2
301	Oyster Point Marina	\$ 28,209.57	2
	Payroll Related	\$ 3,623.00	2
	Total for Review	\$ 631,857.83	2

Notes:

Handchecks Written for:

Invoices with Due Dates on or Before Board Meeting \$ 48,034.44

Total Handchecks Written \$ 48,034.44

BILLS CLAIMS FOR 2/18/15 BOARD MEETING

VENDOR	DESCRIPTION	AMOUNT	PAYROLL RELATED	COMM 101	ADMIN 103	PILLAR POINT 201	OYSTER POINT 301
ADP, INC.	PAYROLL PROCESSING	552.61		18.60	133.51	257.47	143.03
AIRGAS, NCN	CONTRACTUAL SERVICES	109.70				109.70	
ALX TECHNOLOGY	REPAIRS & MAINTENANCE	226.68				226.68	
ARAMARK UNIFORM SERVICES	UNIFORM SERVICES	335.06					335.06
AT&T	TELEPHONE/COMMUNICATIONS	1,914.12			155.92	1,151.24	606.96
BLUE RIBBON SUPPLY	OPERATING SUPPLIES	1,098.18				947.02	151.16
SABRINA BRENNAN	SEMINARS/PROFESSIONAL DEVELOPMENT	688.78		688.78			
CLARK PEST CONTROL	CONTRACTUAL SERVICES	75.00					75.00
COMCAST	TELEPHONE/COMMUNICATIONS	242.47				242.47	
COUNTY OF SAN MATEO, CLERK RECORDER	ELECTION COSTS	513,378.05		513,378.05			
NICOLE DAVID	SEMINARS/PROFESSIONAL DEVELOPMENT	458.56		458.56			
EMPLOYMENT DEVELOPMENT DEPARTMENT	UNEMPLOYMENT INSURANCE	3,672.00			2,437.00	1,235.00	
FEDEX	CONTRACTUAL SERVICES	46.87		46.87			
GARDA CL WEST, INC.	CONTRACTUAL SERVICES	231.12				115.56	115.56
GHD, INC.	WEST TRAIL COLVERT ENGINEERING PROJ	1,530.50				1,530.50	
GRAINGER	REPAIRS & MAINTENANCE	674.66				674.66	
HALF MOON BAY REVIEW	ADVERTISING EXPENSE	600.00				600.00	
HANSON BRIDGETT LLP	LEGAL SERVICES	19,332.00		8,488.00	5,346.50	5,497.50	
BRENT H. IVES	CONTRACTUAL SERVICES - PROFESSIONAL	4,372.45		1,372.45	3,000.00		
JUAN JANER	REFUND DEPOSIT	9.28				9.28	
JOHN KAWAHARA	REFUND DEPOSIT	286.99				286.99	
KONICA MINOLTA	EQUIPMENT RENT	346.13			346.13		
TOM MATTUSCH	SEMINARS/PROFESSIONAL DEVELOPMENT	603.25		603.25			
MISSION UNIFORM SERVICE, INC.	UNIFORM SERVICES	583.38				583.38	
NATIONAL CHEMICAL SERVICE	CONTRACTUAL SERVICES	74.00				74.00	
OPERATING ENGINEERS LOCAL NO.3	PAYROLL DEDUCTION PAYABLE	1,080.00	1,080.00				
WALTER OSAKA	REFUND DEPOSIT	9.28				9.28	
PACIFIC COLOR GRAPHICS	OFFICE SUPPLIES	50.28			50.28		
PACIFICA COMMUNITY TELEVISION	ADVERTISING EXPENSE	500.00		500.00			
SUSAN PECSVARADI	REFUND DEPOSIT	888.28				888.28	
PENINSULA TREE CARE, INC.	REPAIRS & MAINTENANCE	650.00					650.00
PG&E	UTILITIES	138.60					138.60
RECOLOGY OF THE COAST	GARBAGE SERVICE	12,566.82				12,566.82	
SAFETY KLEEN SYSTEMS INC.	REPAIRS & MAINTENANCE	289.94				289.94	
SEA CREST SCHOOL INC	CONFERENCES & MEETINGS	1,440.00		1,440.00			
JAMES SMITH	UNIFORM SERVICES	70.25					70.25
SOUTH SAN FRANCISCO SCAVENGER	GARBAGE SERVICE	2,150.80					2,150.80
STAPLES ADVANTAGE	OFFICE SUPPLIES	454.97			164.50	88.03	202.44
TEAMSTERS UNION LOCAL 856	PAYROLL DEDUCTION PAYABLE	433.00	433.00				
TURBO DATA SYSTEMS, INC	CITATION PROCESSING	59.33				49.61	9.72
U.S. MOORING SYSTEMS, INC.	REPAIRS & MAINTENANCE	7,500.00				7,500.00	
WEBER CONSTRUCTION SERVICE INC	REPAIRS & MAINTENANCE	4,100.00				4,100.00	
SUB-TOTAL OF PAYMENTS TO BE PROCESSED 2/18/15		583,823.39	1,513.00	526,994.56	11,633.84	39,033.41	4,648.58
AT&T	TELEPHONE/COMMUNICATIONS	84.20					84.20
CALIFORNIA WATER SERVICE	UTILITIES	2,072.10					2,072.10
FEDEX	CONTRACTUAL SERVICES	47.03		47.03			
KONICA MINOLTA BUSINESS SOLUTIONS	REPAIRS & MAINTENANCE	627.91			219.06	408.85	
MARINE LIEN SALE SERVICE	COLLECTION EXPENSE	640.00					640.00
MC COY'S PATROL SERVICE	CONTRACTUAL SERVICES	7,468.78					7,468.78
PG&E	UTILITIES	18,365.98				9,159.91	9,206.07
RECOLOGY OF THE COAST	GARBAGE SERVICE	304.02				304.02	
TEAMSTERS 856 H & W FUND	PAYROLL DEDUCTION PAYABLE	2,110.00	2,110.00				
UNITED SITE SERVICES, INC.	CONTRACTUAL SERVICES	1,287.27				1,287.27	
HOLMAN PROFESSIONAL COUNSELING CENTERS	EMPLOYEE ASSISTANCE PROG SERVICES	289.00		45.16	54.18	103.86	85.80
KONICA MINOLTA BUSINESS SOLUTIONS	EQUIPMENT LEASE	363.52				363.52	
US BANK-CAL CARD-301	CAL CARD PURCHASES	3,204.04					3,204.04
US BANK-CAL CARD-103	CAL CARD PURCHASES	2,373.51			2,373.51		
US BANK-CAL CARD-201	CAL CARD PURCHASES	5,614.93				5,614.93	
BAYGREEN MARINE SANITATION	CONTRACTUAL SERVICES	1,600.00				800.00	800.00
FIRSTCHOICE	CONTRACTUAL SERVICES	32.15			32.15		
SAN DIEGO BOAT MOVERS	EQUIPMENT RENT	1,550.00				1,550.00	
TOTAL HANDCHECKS		48,034.44	2,110.00	92.19	2,678.90	19,592.36	23,560.99
TOTAL BILLS & CLAIMS		631,857.83	3,623.00	527,086.75	14,312.74	58,625.77	28,209.57
			PAYROLL	COMM	ADMIN	PPH	OPM

Memo

To: Board of Harbor Commissioners
From: Scott Grindy, Acting General Manager
Date: February 9, 2015
Re: February 18, 2015 Meeting Report

Oyster Point Marina/Park

- Continuing with meeting and working with the City of South San Francisco in regards to the new grant funded restrooms and project planning efforts. Present design will be a pre-cast concrete 4 to 6 stall unit.

Pillar Point Harbor

- Electrical project punch lists on projects completed to date
- Working with Acting Harbor Master on possible event planning
- Special Meeting of Board Members with Tour of Harbor Pier

Miscellaneous Items

- District Lease reviews and related activities
- Attend Board Dynamics Workshop
- Committee related activities
- Treasurer activities
- Working with acting Harbor Masters on transitional activities
- Meetings and activities with administrative staff for transitional needs
- Staff evaluation activities
- Preparing Agenda Items for present and future board items
- Property searching for potential purchase and/or rental on the coast for the District.
- Strategic Plan discussions and calls
- Commissioner calls and responses

EMS-Clean Marina Activities-District Wide

- RCD Presentation Delayed until March 2015



STAFF REPORT

TO: San Mateo County Harbor District Commissioners

FROM:  Debra Galarza, Director of Finance

DATE: February 18, 2015

SUBJECT: Finance Department Report to the Commission

Accounting and operations

- Finance committee preparation
- Completed mid-year Budget Review for Fiscal Year 2014-2015
- Ongoing expense management through detailed review of invoices and review of bills and claims. Bi-weekly payroll processing and review
- Reviewed monthly accounts receivable aging list and confirmed collection procedures are being consistently applied. Followed up with tenants on payment plans
- Management meeting

Memo

TO: San Mateo County Harbor District Commissioners

FROM: Marietta L. Harris, Human Resource Manager

DATE: February 12, 2015

SUBJECT: Report to the Commission

Activities:

Human Resource Services:

- Working with employees with personnel and HR questions.
- Meeting with management staff on personnel issues and HR concerns.
- Continued recruitment for Deputy Harbormaster.
- Recruitment for Assistant Harbormaster.
- Counseled District staff on a variety of issues.

Administrative Services:

- PRA Requests.
- Staff meetings regarding board agendas.
- Commissioner requests.
- Working with attorney on PRA request.

Information Technology:

- Working with staff on IT issues and problems.
- Working with IT transfer new Firewall and equipment at OPM.
- Continuation of work at OPM for standalone operations.
- Getting quotes on laptop request.

OPERATIONS

Memo

To: Board of Harbor Commissioners
From: Charles White, Acting Harbor Master
CC: Scott Grindy, Acting G.M.
Date: February 11, 2015
Re: February 18, 2015 Meeting Report

Oyster Point Marina/Park

Construction Update & General Status Updates

- Misc. Maintenance Work in Progress Throughout the Marina

OPM Miscellaneous

- Working with the Army Corps of Engineers with the removal of logs and other navigational hazards from OPM waters
- Working on the main sewer line from the Yacht Club to the Vacuum station to remove an obstruction. (work has been completed)
- Working on Kayak rack construction. (work has been completed)
- We are going to bid for the Bay Trail repairs. (slurry seal)

Occupancy Overview (January month of occupancy 2015)

OPM

- Total occupancy: 62% (267 slips/End Ties out of 428 are occupied)
- Berth occupancy: 62% (258 slips only out of 414 are occupied)

Search and Rescue Activity Highlights & Urgent Need Activities

- **OPM:** Two tows non-emergency

EMS-Clean Marina Activities-District Wide

- Vessel inspections are ongoing

Calendar Reminder Items of Events and Activity

- No scheduled activities for February

OPERATIONS

Memo

To: Board of Harbor Commissioners
From: John Draper, Acting Harbor Master
CC: Scott Grindy, Acting General Manger
Date: February 9, 2015
Re: February 18, 2015 Meeting Report

Pillar Point Harbor

Construction Update & General Status Updates

- Misc. maintenance work in progress through-out the Marina.
- Work continues on electrical panels in fish buyer spaces, and removal of abandoned electrical wire and pipe under the fish buyer areas. (Delays with access during busy fish unloading period and supply back orders for stainless materials). Replacement electrical work to ABC main feeder panel on going, power outages will be very limited and noticed prior shutdowns. Installation of new street lights has begun and should be completed by February 13, 2015.
- Finished kiosk at launch ramp area. Joint effort with Department of Fish and Wildlife, and San Mateo County MPA Collaborative. Fish and Wildlife will be sending out a press release regarding this project once the last panel is received and installed.

PPH Miscellaneous

- Continuing to work with USCG, San Mateo County EOC on disaster and emergency planning for fuel availability at Johnson Pier. The draft is complete I will be holding a meeting with the users of the facility for their input on the final report.
- Applied for a grant thru Fish and Wildlife for oil response equipment.
- Working with San Mateo County Environmental Health Department for grant thru CalRecycle for a new bilge oil water separator.
- Boeing/NOAA project to start March 2th – 20th time frame.

Occupancy Overview (February Month of Occupancy 2014)

PPH

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

Berth occupancy (inner Harbor) - 93% (343 slips out of 369 are occupied)

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

Search and Rescue Activity Highlights & Urgent Need Activities

PPH: 3 SAR cases

EMS-Clean Marina Activities-District Wide

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

Calendar Reminder Items of Events and Activities

- Tenant meeting February 25, 2015 from 6PM-7PM at Half Moon Bay Yacht Club.

BayGreen Monthly Report: SMCHD

Summary Services

Pillar Point Marina:

- 17 LAB berther free services
 - Please see 2/1/15 email *BayGreen Monthly Report: Pillar Point Marina (LAB Free)* for full list and amounts.
- 32 overall services
 - Please see 2/1/15 email *BayGreen Monthly Report: Pillar Point (All Reporting Services)* for full list and amounts.
 - Please note this is for all LAB on the free monthly plan and only BayGreen clients who have opted to have their pumpout log records sent to the Harbormaster, other BayGreen services may have occurred outside of this report.
- Pumpout station
 - Please note pumpout was blocked completely by a boat possibly in disrepair on 1/27/15 service day.
 - Volume moved: 15 seconds for 5 gallons
 - Vacuum test: Excellent
 - Suggested maintenance: None currently
- Tenant vessel issues (non-working systems, systems out of compliance, exploding tanks).
 - None currently

Oyster Point Marina:

- 10 LAB berther free services
 - Please see 2/1/15 email *BayGreen Monthly Report: Oyster Point Marina (LAB Free)* for full list and amounts.
- 15 overall services
 - Please see 2/1/15 email *BayGreen Monthly Report: Oyster Point (All Reporting Services)* for full list and amounts.
 - Please note this is for all LAB on the free monthly plan and only BayGreen clients who have opted to have their pumpout log records sent to the Harbormaster, other BayGreen services may have occurred outside of this report.
- Pumpout station
 - City maintained
- Tenant vessel issues (non-working systems, systems out of compliance, exploding tanks).
 - None currently



Feb. 2015

Dear Scott,

Saturday was by far the most beautiful day of the year! The weather was amazing and over 45 volunteers came to help us cleanup the beach.

Last weekend we ended up collecting over 234 lbs of trash including 2 tires, 1 large garbage lid, 452 334 cigarette butts, 122 cans, 56 straws, 2 shotgun shells and other debris. And let's not forget about the 22 lbs of recycling also picked up.

See pictures and full "trash" [report here](#).

I hope you had fun, enjoyed the scenery and felt great about being a good Samaritan! It would be more than an enormous pleasure to see you again at other cleanups that we proudly organize once a week in Pacifica and Half Moon Bay.

Next beach cleanup in HMB:

When: Saturday, February 28th from 9AM to 11AM

Where: We will meet on the coastal trail between Sam's Chowder House & RV Park

Thank you again for coming!

Sincerely,

Celine
HMB Site Captain

**Now that you are a beach cleanup addict...
Let's stay in touch!**

Thank you for helping us make a difference in Pacifica and Half Moon Bay. To know about the latest cleanups, volunteers happy hours and more, add us to your Social Media network of your choice:

- Follow PBC on [Twitter](#)
- Join PBC's [Facebook group](#)
- Follow the [Half Moon Bay beach cleanup blog](#)
- Join our [newsletter](#)

Save the Date

Next Beach Cleanups:

Rockaway - Saturday, Feb. 7th, from 9am to 11am
Esplanade - Thursday, Feb. 12th, from 4pm to 6pm

Next PBC Meeting:

Tuesday, Feb. 10th at Sharp Park Library at 6:15pm

Next PBC Event:

Surf Movie Fund Raiser, Sunday March 1st at 1pm & 5pm
Featuring Step Into Liquid & It ain't Pretty - [Buy tickets today!](#)

Together, we can make a difference!



A few Earth Heroes from the January 31st, Beach Cleanup.

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Pacifica Beach Coalition | 601 Beaumont Boulevard | Pacifica | CA | 94044