

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

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

**Municipal Services Building
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.

A.) Roll Call

Commissioners

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

Staff

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

B.) Public Comments/Questions –

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

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.

C.) Staff Recognition-

D.) Consent Calendar

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

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

E.) New Business

- 2 TITLE: **Special Use Permit for 2015/2016 for “Titans of Mavericks”/”Mavericks Invitational” Surf Event**
 REPORT: Lazof, Memo
 PROPOSED ACTION: Award Special Use Permit to Mavericks Invitational, Inc./Cartel Management for the 2015/2016 surf event
- 3 TITLE: **Add the Proceeds from the Sale of the Post Office Lot to the Committed Reserves for the District Office**
 REPORT: Galarza, Memo, Resolution
 PROPOSED ACTION: Adopt Resolution 16-15 to approve addition of the proceeds from the sale of the Post Office Lot to the 1) Committed Reserves for the District Office in the amount of \$794,008.05; or 2) Unrestricted Reserves
- 4 TITLE: **Possible Action and Discussion: The Top Five Priorities**
 REPORT: Lazof, Memo
 PROPOSED ACTION: Recommend Priorities:
 1) Comprehensive response to Municipal Services Review
 2) Resolving Potential Budget Deficits
 3) Projects: Permitting for removal of Romeo Pier, West Trail, and Repair of Pillar Point Harbor Dock (11) Finger
 4) Refinance of DBW Loan
 5) Bait Shop Lease Process
- 5 TITLE: **Agenda Procedure**
 REPORT: Lazof, Memo
 PROPOSED ACTION: Review and potential revisions of current procedures for placing items on meeting agendas

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| 6 | <p>TITLE: Commercial Activity Permit for California Canoe & Kayak Rate and Fee Structure</p> <p>REPORT: Grindy, Memo</p> <p>PROPOSED ACTION: Request to table item to a future meeting</p> |
| 7 | <p>TITLE: Discussion of Use of Ketch Café Property</p> <p>REPORT: Grindy/Lazof, Memo</p> <p>PROPOSED ACTION: Information only</p> |
| 8 | <p>TITLE: Discussion of Topics to be Included in Coastal Commission Presentation to District</p> <p>REPORT: Lazof</p> <p>PROPOSED ACTION: Provide direction to Interim General Manager for communication to Coastal Commission staff</p> |
| 9 | <p>TITLE: Removal of four (4) Abandoned Watercraft at Pillar Point Harbor</p> <p>REPORT: Grindy, Memo</p> <p>PROPOSED ACTION: Approve removal of four abandoned watercrafts at Pillar Point Harbor</p> |

F.) Staff Reports: a) Administration and Finance

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

b) Operations

- 13 **Oyster Point Marina/Park and Pillar Point Harbor – Grindy**

G.) Board of Harbor Commissioners

14 A. Committee Reports

B. Commissioner Statements and Requests

1. The Board of Harbor Commissioners may make public statements limited to five (5) minutes.
2. Any Commissioner wishing to place an item on a future agenda may make a motion to place such an item on a future agenda


H.) Closed Session

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

I.) Adjournment

The next scheduled meeting will be held on June 17, 2015 at the Municipal Services Building, 333 Arroyo Drive, South San Francisco at 6:30 p.m.

1st Amended Agenda Posted As Required:
May 15th at 9:00 a.m.


Debbie Nixon
Deputy Secretary

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

**April 4, 2015
8:00 a.m.**

**Oyster Point Marina/Park
Office of the Harbor Master
95 Harbormaster Road
South San Francisco, Ca. 94080**

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

Roll Call

Commissioners

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

Staff

Scott A. Grindy, Acting General Manager & Treasurer

x- absent

Public Comments/Questions — None

New Business

- 1 TITLE: **Bills and Claims in the Amount of \$141,044.20**
- REPORT: Bills and Claims Detailed Summary
- PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$141,044.20 to cover payment of Bills and Claims

Action: Motion by Parravano, second by David to approve Bills and Claims for payment and a transfer in the amount of \$141,044.20 to cover payment of Bills and Claims. The motion passed unanimously.

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

Adjournment

The meeting adjourned at 8:05 a.m.

Debbie Nixon
Deputy Secretary

Sabrina Brennan
President

Draft

Staff Report

APPROVE SPECIAL USE PERMIT FOR 2015-2016 TO “TITANS OF MAVERICKS”/”MAVERICKS INVITATIONAL” SURF EVENT

Glenn Lazof: Interim General Manager

Background: There have been multiple interpretations of previous Commission Actions on this event, including by staff, insofar as they impact the 2015 2016 contest. The applicants have cooperatively agreed to submit an updated application for a permit for 2015 2016; even though this does not conform to their understanding that the event has been approved by previous action.

Please note, the permit under discussion is only for the 2015-2016 surf window. As with previous year’s permits, and in accordance with staff’s understanding from other regulatory agencies involved in the event, the permit is exclusive during the window granted by the permit.

Also these conditions will be met, at a minimum:

- 1) The permittee will need to be in compliance with the District’s Event Policy.
- 2). The permit, when issued, must be in a form approved by legal counsel, in particular to ensure that no activities are conducted without appropriate insurance in place.
- 3). The permit, when issued, must include assurances that the permittee has secured the necessary approvals from the myriad of other agencies with regulatory and supervisory responsibilities.

Recommendation: Approve Special Use Permit for 2015 2016 to “Titans of Mavericks”/”Mavericks Invitational Surf Event.



May 14, 2015

SENT VIA CERTIFIED MAIL AND EMAIL

<p>San Mateo County Harbor District 400 Oyster Point Blvd., Suite 300 So. San Francisco, Ca 94080</p> <p>Attn: Sabrina Brennan, <i>President</i> Email: sbrennan@smharbor.com</p> <p>Tom Mattusch, <i>Vice President</i> Email: tmattusch@smharbor.com</p> <p>Nicole David, <i>Secretary</i> Email: ndavid@smharbor.com</p> <p>Robert Bernardo, <i>Commissioner</i> Email: rbernardo@smharbor.com</p> <p>Pietro Parravano, Past President, Commissioner Email: pparravano@smharbor.com</p>	<p>Mr. Glenn Lazof Interim General Manager San Mateo County Harbor District 400 Oyster Point Blvd., #300 South San Francisco, CA 94080 E-mail: glazof@smharbor.com</p>
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Re: Permits for Operation of Events by Titans of Mavericks/Cartel Management Inc./Mavericks Invitational, Inc.

Dear Madame President, Mr. Vice-President and Board Commissioners:

Please be advised that this firm represents the interests of Cartel Management Inc. ("Cartel") as the organizers, in conjunction with Mavericks Invitational, Inc., of the "Titans of Mavericks" big-wave surf event (previously known as the "Mavericks Invitational" and hereafter referred to as the "Event"), an event that, as you know, is scheduled annually to take place at Pillar Point near Half Moon Bay.

The purpose of this letter is two-fold: (1) to formally request clarification and confirmation of the status of the permit for the Mavericks surf event for the upcoming season of 2015/2016; and (2) to formally request a hearing on an application to extend the permits already issued for a period of up to 5 years.

(1) Confirmation of Current Active Permit

As to point (1) regarding the existing permit, quite frankly, we had not until very recently seen this letter as being necessary. However, due to recent publicity in local news outlets reflecting what we believe to be some misinformation and/or misunderstanding of the facts of this matter, we now feel obligated to address the matter in an up-front and direct fashion.

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Re: Mavericks Surf Event

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As you know, Mavericks Invitational, Inc. ("MII") has been staging the Mavericks surf event at Pillar Point for a number of years, at least since the 2012-2013 season. (The principals at what is now MII had staged the Event previously, dating back to approximately 1998, but in its present form, MII has been staging the Event since 2012.)

In April 2013 (specifically on or about April 5, 2013), in order to facilitate the organizational effort necessary to stage the Event, to assist in obtaining sponsors necessary to finance the Event, and to secure such sponsors for multiple years for the long-term benefit of MII and the District, MII submitted an application for permits extending for a period of three (3) years.

The San Mateo County Harbor District ("SMCHD") heard the matter on June 5, 2013. (Video of the June 5, 2013 hearing related to this 3-year permit application is available at <https://www.youtube.com/watch?v=CejrLgSNzz8>. The specific agenda item, referred to as "Item 13," begins at approximately 2:20:30 and continues to approximately 2:37:35 when the vote was tallied.) (Copies of the minutes for that June 5, 2013 meeting are also enclosed/attached herewith as Exhibit "1.")

During the course of this meeting, the Board acknowledged that the purpose and intent of the application was to provide the applicant (MII) with "exclusivity" for the 3-year period encompassed by the application. It was also abundantly clear that a significant reason for the 3-year request was that assurances of permits for multiple years allowed the Mavericks team to secure long-term commitments from sponsors, who were more likely to commit larger sums for the benefit of the community as a whole, if they could be assured of multiple year exposure.

After discussion on the record over the course of approximately 17 minutes, the SMCHD Board approved the application submitted by MII, approving the permit for the 2013/2014 season (defined then as the "opening date" of November 1, 2013 through March 31, 2014). The Board then also approved application fee and permit fee due dates for 2013 of July 1, 2013 and November 1, 2013, respectively. The motion to approve the application also specifically approved the proposal that conditional use permits would issue for the 2014/2015 and 2015/2016 seasons. Notably, the modified motion was silent as to due dates for the payment of the application fees or permit fees for the 2014/2015 and 2015/2016 seasons. Notwithstanding that omission, the Mavericks team has always understood that the application fees would be due by July 1 of each year of the permit, with the permit fees paid at or about the time that the event window opened.

In January 2014, per the initial 2013/2014 permit, MII staged a very successful event that involved 24 of the world's best big wave surfers and the Event crowned Grant "Twiggy" Baker as Champion.

Though the following is not necessarily a part of the public record before the Board, in May 2014, Cartel entered into an agreement with MII, in which Cartel agreed to develop a stronger media presence and a new business model to promote, produce, develop and market the Event through expanded media exposure. As part of those promotional efforts, Cartel renamed the Event the "Titans of Mavericks." Cartel, since that time and in conjunction with the efforts of

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Re: Mavericks Surf Event

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the principals of Mavericks Invitational, Inc., has spent a considerable amount of time and money working to better promote the Event, securing multiple news media outlets and other sponsors to fund and produce the Event.

In anticipation of the 2014/2015 season, and pursuant to the terms of the permit for that season approved by the Board at its June 5, 2013 meeting, Cartel/Mavericks then issued a check in the sum of \$5,000, which was apparently credited to the Event's account on June 13, 2014, payable to the Harbor District for the permit application fees. Thereafter, the Harbor District then accepted an additional payment of \$11,600 for the "Event Fee", resulting in a credit of \$11,600 on the permit's account. (For the Board's reference, a copy of the accounting ledger reflecting these payments and the balance being carried is also enclosed/attached as Exhibit "2.") Per the permit provided, the Event window was established as January 1, 2015 through March 31, 2015.

Unfortunately, due to unfavorable weather and surf conditions this winter season, the Titans of Mavericks Event window officially closed as of March 31, 2015, without the Event taking place.

Immediately upon the closure of the Event's "window" (indeed, in the days before the anticipated Event window closure), the Mavericks team reached out to staff at the SMCHD to inquire about the permit and payment of the fees, and whether such fees would be applied to the next year's season (i.e. the 2015/2016 season). More specifically, Cassandra Clark of MII inquired of Administrative Assistant/Deputy Secretary to the Board, Debbie Nixon, with regard to a request to transfer or apply the accrued balance paid for the 2014/2015 MII permit to the next season, and/or to have that issue placed on the agenda for the upcoming Board meeting. Mrs. Clark then followed up with an email dated March 30, 2015, asking if there was any reason why the request for a Board audience was not placed on the April 1, 2015 agenda. Ms. Nixon, in a reply email dated March 31, 2015, replied:

"There is no need for Board action for that request. That is what we have done in the past when one year had been paid for and there was no contest. We just simply noted the file and can see that the monies are in the account and they are then applied to the following years contest. *After the 2015/2016 November 1 – March 31 window closes, then a new request for a permit will need to go to the Board.*

(A copy of this March 30-31, 2015 email exchange is enclosed/attached as Exhibit "3" for your reference.)

On April 29, 2015, Mrs. Clark again sent an email to Ms. Nixon inquiring of the SMCHD about the status of the permit for the 2015/2016 season. Ms. Nixon responded via email that same day. (A copy of this April 29, 2015 email exchange is enclosed/attached as Exhibit "4" for your reference.) In this exchange, Ms. Nixon expressly advised as follows:

"I have attached the Minutes from the June 5, 2013 SMCHD meeting where the Board took action to grant Mavericks Invitational LLC a 3 year permit for the years 2013/2014, 2014/2015, and 2015/2016. The cross over into the next year is due to the window of the event, which is November 1 through March 31 of each season.

I have attached a copy of the account history from our billing system. It can be confusing, but if you look at page 2, it shows the charge and credit of \$11,600 and there have been no charges against that since it was paid, therefore leaving the amount in full as a credit.

I have attached the original email dialog between you and I on 3/31/2015 where we discussed closing out the 2014/2015 season and where I stated that *the monies paid would remain as a credit and be applied to the 2015/2016 season.*

Based on the foregoing, it is our understanding (and has been since June 2013) that the Mavericks surf event had been granted its permit through the 2015/2016 season, as approved by the Board in June 2013. Further, in reliance on that multi-year commitment, all application and permit fees through the 2014/2015 season had been paid and accepted by SMCHD, and we have been advised that the fees already paid and accepted by SMCHD would be "rolled over" into the 2015/2016 event period. Thus, it is and remains our distinct and express understanding and position, based on all the foregoing, that the issue of the permit was and remains essentially resolved, and that the Mavericks team, which includes MII as the original permittee, held and holds a valid permit for the upcoming 2015/2016 season.

Notwithstanding the payment of the fees described above, and the SMCHD's acceptance thereof, and the remaining balance showing on the account on the District's ledgers, in order to ensure compliance with the terms of the permit, on May 6, 2015, Cartel issued a further cashier's check in the sum of \$5,000 as payment for an additional application fee for the 2015/2016 permit season.

(A copy of the \$5,000 check and the receipt therefor are also enclosed/attached with this letter as Exhibit "5.")

Bringing this matter "full circle" to the first point of the stated intent of this letter, it has come to our attention that a certain group outside of the Mavericks team has sought to obtain a permit for the 2015/2016 surf season. Public pronouncements have declared that the permit for the 2015/2016 season is "up for grabs." As you can well imagine, such public pronouncements are a source of concern for those already committed to staging the Titans of Mavericks event for the 2015/2016 season, for which and for whom the Board has already approved the conditional use permit.

Since learning of the efforts of these outside forces to apply for a permit for the 2015/2016 season, a permit to which MII and Cartel understand and believe they have already been awarded and in reliance thereon have expended a great deal of time and money promoting, Cassandra Clark of MII and Zoe Lee of Cartel have made repeated requests for confirmation of the permit.

Thus, on behalf of Cartel Management, Inc. and its partners at Mavericks Invitational, Inc., by this letter we seek confirmation that the Board at SMCHD is indeed standing by its resolution, approved in June 2013, to issue the permit for the 2015/2016 season as stipulated.

(2) **Application For Permit Extension: 5-Year Extension (2016/2017-2020/2011)**

Moving forward, it is the intent of the “Titans of Mavericks” team, including Mavericks Invitational, Inc., to submit a further application to secure additional permits, on similar if not identical terms as those approved by the Board in June 2013, for the event periods beyond the 2015/2016 season for which the Board has already approved permits. More specifically, filed as nearly as concurrently with this letter will be the application for permits for the 2016/2017 through 2020/2021 seasons. The wisdom of granting such an extension of the permits is, we believe, self-evident. However, we take this opportunity to provide some further explanation.

Over the years, MII has staged this Event very successfully, as the Board and Madame President noted during the hearing on June 5, 2013.

In associating with Cartel, MII and the new “Titans of Mavericks” team sought, and continues to seek, (a) greater opportunities for the athletes that compete in the Event, (b) greater business opportunities for local businesses in Half Moon Bay, and (c) greater exposure for the unique phenomenon of the Mavericks wave formation with which this community has been blessed. These efforts are guided by an overwhelming underlying concern for and appreciation of the District’s precious natural resources. In seeking an extension of the existing permits, the applicant will seek to extend the stability and sustainability of the Event for years to come.

(We would also note that, notwithstanding the unwillingness of Mother Nature to cooperate for the 2014/2015 Titans Event, at the May 6, 2015 District Meeting, there was a large outpouring of support for the “new” team consisting of Cartel and those at MII.)

In preparing for the Event moving forward, the Titans of Mavericks team has been involved in extensive negotiations with a myriad of prospective sponsors, each of whom has expressed willingness to fund the Event for a minimum of 3 years, and up to 5 years. Such sponsor will infuse the local community with capital and provide a host of other business opportunities into the next decade. The community as a whole will benefit from successful staging of the Event for years into the future. This extends to local boat charter operations, merchants who will serve customers visiting the venue, and local charities (including the Boys and Girls Club of the Coastside, which Cartel has specifically supported and to whom it has pledged continued support moving forward). However, as this Board recognized in 2013 and should be aware now, such sponsors are far more willing to commit to long-term agreements and in larger dollar amounts, and therefore commit to long-term investments into the Half Moon Bay community, when assured that permits will be available.

Some have offered criticism of MII and Cartel over its operation of the Event for this past-expired season, based on what we deem to be improvidently made assumptions. Two such criticisms include the perception that (1) Mavericks is restricting the District’s waterways to the exclusion of local boat charters, and (2) that the Mavericks team will limit media access to the Event. Such assumptions are simply not true, and we address those very simply.

No one at Cartel, MII or others associated with Titans of Mavericks have ever sought to restrict or prohibit access to the waterways, and have not made any statements to that effect. Are

there limits to access during the Event? Sure, but those are imposed not by Cartel, MII or others associated with Titans of Mavericks.

We note initially that the District's own permit imposes limitations on the Event's organizers, requiring that "Permittee shall provide on-water safety arrangements during the event" [Permit, Section 4.2] and other limits on the manner in which District property is used [see, e.g. sections 4.3-4.7]. The District's Permit also requires that the "Permittee shall obtain and comply with all permits and approvals, licenses and other certification as required by other government agencies and departments." [Permit, Section 4.9.4]

As referenced immediately above, and as this Board has noted, the District's permit is but one of many that organizers of the Event must obtain to stage this Event. (In its June 5, 2013 meeting, Board members even commented on the magnitude of coordinating with "16" other agencies. [See video, 2:31:27-2:31:55]) Each agency imposes its own requirements for staging the Event. For example, the U.S. Coast Guard imposes "zone" or area restrictions on the waterways, specifying a "competition zone," a zone of "controlled movement" and a "regulated area." (For reference, a copy of the Coast Guard Zone Map is attached as Exhibit "6.")

The permitting provided by the U.S. Department of Homeland Security/U.S. Coast Guard further mandates that as the event organizer, the permittee has the "responsibility to conduct a safe event" and that "[i]t is imperative that your organization maintain 100% accountability for every participant. At any time during your event, if there is not full accountability of each participant, immediately notify the Coast Guard Command Center..." [Coast Guard permit, **bold emphasis in original**].

As an additional example, the National Oceanic and Atmospheric Administration (NOAA), Office of National Marine Sanctuaries (ONMS) (branches of the United States Department of Commerce) requires permitting to conduct activities within the Monterey Bay National Marine Sanctuary (MBNMS or sanctuary) and area around the Pillar Point region where the contest is held. That NOAA permit, *inter alia*¹, expressly limits activity in and around the "nearshore environment" (defined as that area especially between Sail Rock and Pillar Point Harbor), to avoid disturbing harbor seals, rafting seabirds, and other marine resources that may be using the nearshore environment.

As a component of that limitation on Event activity, the NOAA permit provides:

All persons participating in the permitted activity must be under the supervision of the permittee, and the permittee is responsible for any violation of this permit, the NMSA, and sanctuary regulations for activities conducted under, or in junction with, this permit. The permittee must assure that all persons performing activities under this permit are fully aware of the conditions herein.

Other permit providers include similar restrictive language regarding the extent and scope of the activity authorized under the permit(s), ***and***, impose an obligation on the permittee (very

¹ There are a myriad other example of restrictions, but these limited example are raised simply for demonstrative purposes.

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Re: Mavericks Surf Event

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often Cartel) to enforce the terms it agreed to by supervising those in the water during the Event, and holding the permittee responsible for any violations of the terms of the permit(s).

The clear purposes behind these restrictions (and those imposed by any and all of the many other permits) is to (a) to preserve the wildlife and other natural resources in and around Half Moon Bay and specifically Pillar Point, and (b) to ensure safety of all participants in the Event. Cartel, MII and the entire Titans of Mavericks team have whole-heartedly embraced these restrictions, as the goal of all the Event's organizers is to provide a safe environment for all involved, from the surfers who challenge Mavericks, to the media and other observers in the water, to the public taking in the spectacle.

Given that background, the Titans of Mavericks team has established necessary protocols for gaining access to the Event. Access to the Event has never been denied, to any media members or to any private boat charters or other businesses.

Rather, Cartel and the Titans team simply established an application process, whereby Cartel and the Titans team request that Media members "register" with the organizers of the Event, so that the organizers can fulfill their obligations under the permits to define the restricted areas, inform those in the water of those restrictions, and make every effort to ensure compliance with the permits. No Media application for access to the contest has ever been denied. Cartel and the Titans crew have simply attempted to know who exactly is going to be in the water (and surrounding areas) so as to advise those partaking in the Event of their obligations to preserve the natural resources.

Similarly, no one at Cartel, MII or the Titans team has ever sought to deny private boat charterers or other local entrepreneurs access to the public waterways (i.e. those areas that the Coast Guard, NOAA and others have not already designated as "restricted" or "regulated"). The contest organizers have simply requested that such businesses go through Cartel, so that all the necessary information (that information that no less authorities than the U.S. Coast Guard and the NOAA have required that the Titans of Mavericks team provide) regarding restricted areas, shoreline sanctuaries, and other areas of precious natural resources can be provided. This is also consistent with the message of wildlife preservation heralded by Cartel's and Titans of Mavericks' partnership with the Monterey Bay Aquarium.

Those that seek access for viewing must be aware of what areas are designated for "competition" purposes, which areas are sanctuaries, etc., and any "application" process set up by the Event's organizers is designed so that Cartel and the Titans team can alert those present as to those restrictions imposed by the government entities.

As a final note, over the course of the last year, Cartel and MII have developed an "operations manual" for the Event. The Cartel employees have taken to calling it the "playbook," taking a page from the coaching staff at the San Francisco 49-er headquarters a few miles east of Half Moon Bay.

Much of this "playbook" (consisting of over 500 pages) is the result of many, many hours of work and is generally regarded as containing proprietary information and/or trade secret information, which is not generally known to the public. Thus, Cartel and MII are reluctant not

to disclose (if not duty bound not to disclose) such information in the public record that this letter may enter. However, at the time that Cartel and/or MII seek to extend the permits for a period beyond the 2015/2016 season, Cartel will be willing to permit, subject to appropriate trade secret protections, inspection of its "playbook" by the Board.

Conclusion

For all the foregoing reasons, Cartel Management Inc., on its own behalf and on behalf of the entire "Titans of Mavericks" team that includes Mavericks Invitational, Inc., respectfully requests District action to: (1) clarify and confirm the status of the permit for the Mavericks surf event for the upcoming season of 2015/2016; and (2) to formally request a hearing on an application to extend the permits already issued for a period of up to 5 years.

Based on discussions with our clients, we expect that the application for permit extension will be filed forthwith. We look forward to making it onto the Board's Agenda for consideration in the very near future, perhaps as early as the May 20, 2015 meeting. The Titans of Mavericks Team is ready at the District's convenience.

Thank you for your kind attention to this matter. Should you have any questions with regard to the foregoing, please do not hesitate to contact the undersigned.

Very truly yours

TIEDT & HURD



MARC S. HURD

MSH/mh
Enclosures
cc:

Mr. Scott A. Grindy
Harbor Master/
(Former) Acting General Manager
San Mateo County Harbor District
400 Oyster Point Blvd., #300
South San Francisco, CA 94080
E-mail: sgrindy@smharbor.com

Debbie Nixon
Administrative Assistant/
Deputy Secretary to the Board
San Mateo County Harbor District
400 Oyster Point Blvd., #300
South San Francisco, CA 94080
E-mail: dnixon@smharbor.com

EXHIBIT "1"

- 13 TITLE: **Special Event Permit for Mavericks Invitational LLC**
REPORT: Grenell, Memo, Attachments
PROPOSED ACTION: Approve Special Event Permit for Mavericks Invitational LLC

Grenell stated this item is a request for a special use permit under the District's new event policy. He stated that the request is for a Mavericks surf event for the 2013-2014. He stated that the contest window would be from November 1st through March 31st, as in previous years. He stated that the last couple of years, contest staff and contestants would be the only people provided access down to the west trail from the parking lot to the trail. He stated that Mavericks Invitational has made well organized arrangements for mobilizing the contestants, working with the various safety agencies, as well as having an arrangement with Oceano Hotel & Spa to hold their festival behind their hotel. Grenell stated that the festival happened last year very successfully. He stated that the packet includes the application and the plan. He stated that in past years before the new policy was adopted the practice was to require payment of fees by the applicant on or before the opening of the permit window. He stated that it is very important for the applicant to line up their sponsors, which is why the request is before the Commission now. Grenell stated that the applicant would like to pay the application fee now but pay the permit fee closer to the event, which would be an exception to the new event policy.

Tucker stated that he was concerned with the request of a 3 year permit but understands the reason behind the request. He stated that the event policy is a three-tiered system of fees, there is an application fee of \$5,000, and permit fee is \$6,800 plus \$4,800 because it is a water-related event. He asked Grenell if the applicant is asking to pay the permit fee at the time of the event. Grenell stated the applicant was there and deferred to them. Cassandra Clark stated that the event is unique to the harbor. She stated that since there is no cost incurred by the District and their permit is unique as it is for a certain window of time, she would like to pay the permit fee prior to the window opening of November 1, 2013. She stated the need to secure the permit early is to obtain sponsors and let them know that the permit is in place. She stated that the reason for the three year permit is to also let the sponsors know that the permit is secure and hope that they can secure a sponsor for multiple years ahead of time. Tucker asked Clark if she had a problem paying the \$5,000 application fee now. Clark stated that she did ask Grenell if that payment could be deferred to November 1 as well. Tucker stated that the application fee is different than the permit fee and rather than change the event policy he felt that it would be okay if the permit fee was paid prior to the start window of the event but not the application fee. He asked Clark if a three year permit was to be approved, was she asking to pay the application fee of \$5,000 one time, or pay it each year for the next three years. Clark stated that she would still like the item to be brought to the Board each year but have the approval for the three year permit tonight. Parravano clarified that the current item is a request for a three year permit. Clark stated yes and that each year they would pay the \$5,000 application fee. Grenell conferred with counsel regarding the multi-year permit and given the good track record of the applicant felt that a three year permit was not unreasonable. Brennan asked for clarification regarding the three year permit. Tucker stated that the Board would act and give Mavericks Invitational permission for three years but the fees would be paid during the contest period for each event. He stated that it enables them to go to their sponsors and say they have secured a permit from

the Harbor District for three years. Clark stated that there are 16 other agencies involved in the event and the three year permit allows them to work with those agencies and allows those agencies to budget for the next year years. Bernardo felt that asking for the application fee upfront was reasonable and was fine with the permit being paid prior to the event start window. He stated he supports the event and commended Mavericks Invitational regarding the thoroughness of the report and detail provided. Holsinger stated he felt comfortable with the application fee being paid each year on July 1 on the same terms and conditions. Brennan asked if there were any issues that came up during a contest, what protection the District had and would the applicant be allowed to continue with future events. Grenell stated that there is language in the permit that either party can withdraw.

Action: Motion by Brennan, second by Bernardo to allow the application fee of \$5,000 due July 1 of each year and approve the special use permit for Mavericks Invitational, Inc. for use of specified District facilities and services for an annual Mavericks Big Wave surf contest event during 2013-2014 at or in the vicinity of Pillar Point Harbor, and for up to two additional years (2014-2015 and 2015-2016), conditioned upon the right of the Harbor District to review and modify its approval of the additional years as may be deemed appropriate by the District. Grenell stated there was a typo in this memo and corrected the name of the event production company from Rhody Co. to Mountain Sports International. Savaree stated that the motion didn't clarify when the permit fee would be due. Tucker stated on or before November 1. The motion passed by a roll call vote.

Ayes: 4
Nays: 0
Abstention: 1 (Holsinger)

- 14 TITLE: **Bills and Claims in the Amount of \$1,377,335.54**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$1,377,335.54 to cover payment of Bills and Claims

Bernardo stated he reviewed the bills and claims and found them in order. He recommended approval. Bernardo pointed out that the amount under Commission was \$94,530.41. He clarified that \$94,243.70 of that total was a payment to the County of San Mateo for the cost of the past election. He also noticed a spike in legal services and stated that the amount for the month was \$10,986.46 for Aaronson, Dickerson, Cohn & Lanzone. He asked Savaree to do a month-by-month comparison of the first six months of 2013 and the first six months of 2012 to find out what is causing the spike in cost.

Action: Motion by Bernardo, second by Parravano to approve the bills and claims. The motion passed by a roll call vote.

EXHIBIT "2"

*** 04/29/2015
 *** 3590 T Tenant
 MAVERICKS INVITATION,

 151-B HARVARD AVE
 HALF MOON BAY, CA 94019

H: 650-560-8088
 W: 650-726-7123 (FAX)
 O:
 SPACE:
 LIV/BRD: 0
 DATE IN: 11/03/11
 DATE OUT: 00/00/00
 Hist. Date Entrd : 11/03/11

**

Boat: Reg/Doc#:
 Info: TANK: N
 Size: L: 0.0 B:0.0 D:0.0 H:0.0 W:.0
 Bt. Make/Class:
 Hull: TYPE: PROPLS:
 Insurance:
 Renewal:
 EMail:
 Tickler Date: 00/00/00

Reg. Exp:
 SO SEC:
 DR LISC:

CODES:

Meters: Current 0 Previous 0

** LAST PAY DATE: 02/27/15 \$ 11600

Wait/Transfer List: 00/00/00

MOORING # Information
 CARDKEY Information
 DRIVER LIC Information
 PRKNG PRMT Information

DEPOSITS:

Security Deposit 0.00 Key Deposit 0.00
 CRAB POT 0.00
 LAB DEP 0.00

RECURRING CHARGES:

04/29/2015 Period 4 April 2015
 CURRENT ACCOUNT

MAVERICKS INVITATION, 3590

CHARGES	CREDITS	BAL FWD
		0.00

04/29/2015

CUR	-30	-60	-90+	BAL DUE
0.00	0.00	0.00	0.00	0.00

***** PERIOD 3 March 2015

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
	-----	-----	0.00
	0.00	0.00	Due: 0.00

***** PERIOD 2 February 2015

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
	-----	-----	11,600.00
02/27/15 4702-CHK#3696, 2015 PERMIT FEE		11,600.00	
	0.00	11,600.00	Due: 0.00

***** PERIOD 1 January 2015

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
	-----	-----	0.00
01/30/15 2142-EVENT PERM 2015 PERMIT FEE	11,600.00		
	11,600.00	0.00	Due: 11,600.00

***** PERIOD 12 December 2014

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
	-----	-----	0.00
	0.00	0.00	Due: 0.00

***** PERIOD 11 November 2014

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
	-----	-----	0.00
	0.00	0.00	Due: 0.00

***** PERIOD 10 October 2014

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
	-----	-----	0.00
	0.00	0.00	Due: 0.00

* continued

***** PERIOD 9 September 2014

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
	-----	-----	0.00
	0.00	0.00	Due: 0.00

***** PERIOD 8 August 2014

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
	-----	-----	0.00
	0.00	0.00	Due: 0.00

***** PERIOD 7 July 2014

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
	-----	-----	0.00
	0.00	0.00	Due: 0.00

***** PERIOD 6 June 2014

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
	-----	-----	0.00
06/13/14 15521-CHK#3506, MAV PERMIT 14/15		5,000.00	
06/25/14 16516-DEFRD REV permit fee 14/15	5,000.00		
	-----	-----	
	5,000.00	5,000.00	Due: 0.00

***** PERIOD 5 May 2014

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
	-----	-----	0.00
	0.00	0.00	Due: 0.00

***** PERIOD 4 April 2014

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
	-----	-----	0.00
	0.00	0.00	Due: 0.00

***** PERIOD 3 March 2014

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
	-----	-----	0.00
	0.00	0.00	Due: 0.00

* continued

***** PERIOD 2 February 2014

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
			-11,600.00
02/02/14 3626-SP.EV. REV 2013/14PERMIT FEE	11,600.00		
	-----	-----	
	11,600.00	0.00	Due: 0.00

***** PERIOD 1 January 2014

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
			-11,600.00
	-----	-----	
	0.00	0.00	Due: -11,600.00

***** PERIOD 12 December 2013

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
			-11,600.00
	-----	-----	
	0.00	0.00	Due: -11,600.00

***** PERIOD 11 November 2013

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
			-11,600.00
	-----	-----	
	0.00	0.00	Due: -11,600.00

***** PERIOD 10 October 2013

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
			0.00
10/28/13 27018-CHK#244, 13-14 PERMIT FEE		11,600.00	
	-----	-----	
	0.00	11,600.00	Due: -11,600.00

***** PERIOD 9 September 2013

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
			0.00
	-----	-----	
	0.00	0.00	Due: 0.00

***** PERIOD 8 August 2013

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
			0.00
	-----	-----	
	0.00	0.00	Due: 0.00

* continued

***** PERIOD 7 July 2013

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
			10,555.05
07/22/13 17299-CHK#234		10,555.05	
07/22/13 17300-CHK#235, PERMIT 13-14		5,000.00	
07/24/13 18207-%RENT PERMIT 2013-2014	5,000.00		
	-----	-----	
	5,000.00	15,555.05	Due: 0.00

***** PERIOD 6 June 2013

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
			10,555.05
	-----	-----	
	0.00	0.00	Due: 10,555.05

***** PERIOD 5 May 2013

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
			10,555.05
	-----	-----	
	0.00	0.00	Due: 10,555.05

***** PERIOD 4 April 2013

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
			0.00
04/14/13 8875-LABOR PRJ MAVERICK EVENT	8,983.52		
04/14/13 8876-SP.EV. EXP MAVERICK EVENT	1,571.53		
	-----	-----	
	10,555.05	0.00	Due: 10,555.05

***** PERIOD 3 March 2013

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
			0.00
	-----	-----	
	0.00	0.00	Due: 0.00

***** PERIOD 2 February 2013

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
			0.00
	-----	-----	
	0.00	0.00	Due: 0.00

* continued

***** PERIOD 1 January 2013

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
	-----	-----	0.00
	0.00	0.00	Due: 0.00

***** PERIOD 12 December 2012

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
	-----	-----	0.00
	0.00	0.00	Due: 0.00

***** PERIOD 11 November 2012

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
	-----	-----	0.00
	0.00	0.00	Due: 0.00

***** PERIOD 10 October 2012

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
	-----	-----	0.00
	0.00	0.00	Due: 0.00

***** PERIOD 9 September 2012

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
	-----	-----	0.00
	0.00	0.00	Due: 0.00

***** PERIOD 8 August 2012

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
	-----	-----	0.00
	0.00	0.00	Due: 0.00

***** PERIOD 7 July 2012

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
	-----	-----	0.00
	0.00	0.00	Due: 0.00

* continued

***** PERIOD 6 June 2012

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
	-----	-----	0.00
	0.00	0.00	Due: 0.00

***** PERIOD 5 May 2012

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
	-----	-----	0.00
	0.00	0.00	Due: 0.00

***** PERIOD 4 April 2012

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
	-----	-----	0.00
04/05/12 6360-SEC DEP APPLIED		5,000.00	
04/05/12 APP MEMO5,000.00			
SEC DEP 5,000.00 to 0.00			
04/05/12 6363-LABOR PRJ admin costs	375.47		
04/18/12 6988-REFUND CK chk#040639	4,624.53		
	-----	-----	
	5,000.00	5,000.00	Due: 0.00

***** PERIOD 3 March 2012

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
	-----	-----	0.00
	0.00	0.00	Due: 0.00

***** PERIOD 2 February 2012

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
	-----	-----	0.00
	0.00	0.00	Due: 0.00

***** PERIOD 1 January 2012

3590 MAVERICKS INVITATION,	Charges	Credits	Bal. Fwd.
			5,250.00

continued

01/05/12	722-CHK#98 CAP FEE		250.00		
01/12/12	1273-no chk#, event fee		5,000.00		
		-----	-----		
		0.00	5,250.00	Due:	0.00
***** PERIOD 12 December 2011					
3590	MAVERICKS INVITATION,	Charges	Credits		Bal. Fwd.
					35,250.00
12/08/11	25716-CR*OTHER S 1 TIME FEE,		30,000.00		
		-----	-----		
		0.00	30,000.00	Due:	5,250.00
***** PERIOD 11 November 2011					
3590	COMMUNITY, LLC, MAVERICKS	Charges	Credits		Bal. Fwd.
					0.00
11/03/11	23019-CAP FEE CAP FEE 2012	250.00			
11/03/11	23020-OTHER SALE 1 TIME FEE	30,000.00			
11/03/11	23021-SEC DEP CHARGED	5,000.00			
11/03/11	CHG MEMO5,000.00				
	SEC DEP 0.00 to 5,000.00				
		-----	-----		
		35,250.00	0.00	Due:	35,250.00
***END OF ACCOUNTING PERIODS *** FOR 3590 ** MAVERICKS INVITATION Tenant					

MEMOS

12/08/11 Mavericks no longer using District property for event so we will not charge \$30 000. \$5 000 is to cover staff costs associated with the event. It is a flat \$5k whether we spend more or less on our staffing costs. The \$5k is refundable if event cancelled.

EXHIBIT "3"

Marc S. Hurd

From: Debbie Nixon <dnixon@smharbor.com>
Sent: Tuesday, March 31, 2015 7:38 AM
To: Cassandra
Subject: RE: checking in

Hi Cassandra,

There is no need for Board action for that request. That is what we have done in the past when one year had been paid for and there was no contest. We just simply noted the file and can see that the monies are in the account and they are then applied to the following years contest. After the 2015/2016 November 1 – March 31 window closes, then a new request for a permit will need to go to the Board. If you did want formal Board action to do this, please let me know and I will talk to Scott and see about having an item placed on the April 15th Agenda.

Please forward the request to renew the lease on Mavericks Surf Shop to Scott and cc me.


Please let me know if you have any questions.

Thank you for your patience!!

Debbie Nixon

Administrative Assistant/Deputy Secretary
San Mateo County Harbor District
400 Oyster Point Blvd., #300
South San Francisco, CA 94080
650/583-4400 phone
650/583-4611 fax
www.smharbor.com

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 Save Paper. Think Before You Print.

From: Cassandra [mailto:maverickssurf@comcast.net]
Sent: Monday, March 30, 2015 1:56 PM
To: Debbie Nixon
Subject: checking in

Hi Debbie!

I checked the agenda for April 1 meeting and saw that our request to close this season and transfer the permit to next season is not on the agenda for this meeting. That's not a problem, but am wondering when/how to get it on the agenda for the next meeting.

I also need to move ahead and renew our shop lease for the next term. I will re-send my last message to peter last year.

Thanks for any guidance,
Cassandra

EXHIBIT "4"

Marc S. Hurd

From: Cassandra <maverickssurf@comcast.net>
Sent: Thursday, April 30, 2015 12:13 PM
To: Zoe Lee
Subject: Fwd: checking in

Zoe - here is her response. I have sent another e-mail to her requesting the actual permit and dates for 2015-16 season. I also provided her with the extensive Supplemental Questionnaire we were required to fill out and let her know that any other permit app would need to have the same.

From: "Debbie Nixon" <dnixon@smharbor.com>
To: "Cassandra" <maverickssurf@comcast.net>
Cc: "Scott Grindy" <sgrindy@smharbor.com>
Sent: Wednesday, April 29, 2015 2:33:33 PM
Subject: RE: checking in

Hi Cassandra,

I have attached the Minutes from the June 5, 2013 SMCHD meeting where the Board took action to grant Mavericks Invitational LLC a 3 year permit for the years 2013/2014, 2014/2015, and 2015/2016. The cross over into the next year is due to the window of the event, which is November 1 through March 31 of each season.

I have attached a copy of the account history from our billing system. It can be confusing, but if you look at page 2, it shows the charge and credit of \$11,600 and there have been no charges against that since it was paid, therefore leaving the amount in full as a credit.

I have attached the original email dialog between you and I on 3/31/2015 where we discussed closing out the 2014/2015 season and where I stated that the monies paid would remain as a credit and be applied to the 2015/2016 season.

I am embarrassed to ask and to admit that I don't know of the supplemental questionnaire you were required to complete. Unless you are referring to the Incident Action Plan. Please provide me a little more information or the questionnaire if you can.

Please feel free to let me know if you need anything else.

Thank you,

Debbie Nixon

Administrative Assistant/Deputy Secretary
San Mateo County Harbor District
400 Oyster Point Blvd., #300
South San Francisco, CA 94080
650/583-4400 phone
650/583-4611 fax
www.smharbor.com

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From: Cassandra [mailto:maverickssurf@comcast.net]
Sent: Wednesday, April 29, 2015 1:47 PM
To: Debbie Nixon
Subject: Re: checking in

Debbie,

I just want to confirm our e-mail exchanges about the permit, and that we have retained (and paid for) the permit for the coming season. As you can imagine, with another group coming in and thinking it is up for grabs, we would like an assurance that it is indeed still in our possession and, if you can, provide us with the updated permit.

Or, if not, please let me know next steps.

The group is creating some legal issues by attempting to do so. If we can just show that we have the permit it can just go away.

If their permit is being considered, then I would expect that they must complete the exhaustive questionnaire that we have had to complete over the last several years, rather than just going automatically to the Board. As you may recall, before our permit has gone to the board for review, we have had to fill out the supplemental questionnaires addressing very detailed matters around the event.

I appreciate any information you can provide.

Thank you,
Cassandra

From: "Debbie Nixon" <dnixon@smharbor.com>
To: "Cassandra" <maverickssurf@comcast.net>
Sent: Tuesday, March 31, 2015 9:24:24 AM
Subject: RE: checking in

Thanks Casandra!! Right back atcha ☺

From: Cassandra [mailto:maverickssurf@comcast.net]
Sent: Tuesday, March 31, 2015 8:21 AM
To: Debbie Nixon
Subject: Re: checking in

Perfectly clear! Thanks so much Debbie.
Have an awesome day,
Cassandra

From: "Debbie Nixon" <dnixon@smharbor.com>
To: "Cassandra" <maverickssurf@comcast.net>

EXHIBIT "5"

SAN MATEO COUNTY HARBOR DISTRICT

One Johnson Pier, Half Moon Bay, CA 94019
(650) 726-4723

Pillar Point Harbor
(650) 726-4382

Oyster Point Marina/Park
(650) 952-0808

Date: 5/6/15

Name: Titans of Mavericks

Address: 2015 / 2016 permit fees

City, St, Zip: _____

Account #: _____

CF #, Operating #, Lic #: _____

Check # 0053202733 or Cash

Check appropriate box for which payment is being made and total due for each category:

- Launch Ramp _____
- RV Parking _____
- Dockage for _____ Days _____
- Day Use _____
- Wait List _____
- On Account _____

Other Application fee
surf contest

TOTAL 5,000.00

Issued By: [Signature]

Receipt No. **156223**

CASHIER'S CHECK

SERIAL #: 0053202733

ACCOUNT#: 4861-511475

May 06, 2015

****\$5,000.00****

VOID IF OVER US \$ 5,000.00

NON-NEGOTIABLE

0000532

11-24

Office AU #

1210(B)

Remitter **GRIFFIN GUESS**

Purchaser **GRIFFIN GUESS**

Purchaser Account **7140297545**

Operator I D **u389940 u248203**

Funding Source **Paper Items(s)**

PAY TO THE ORDER OF *****SAN MATEO COUNTY HARBOR DISTRICT*****

*****Five thousand dollars and no cents*****

Payee Address

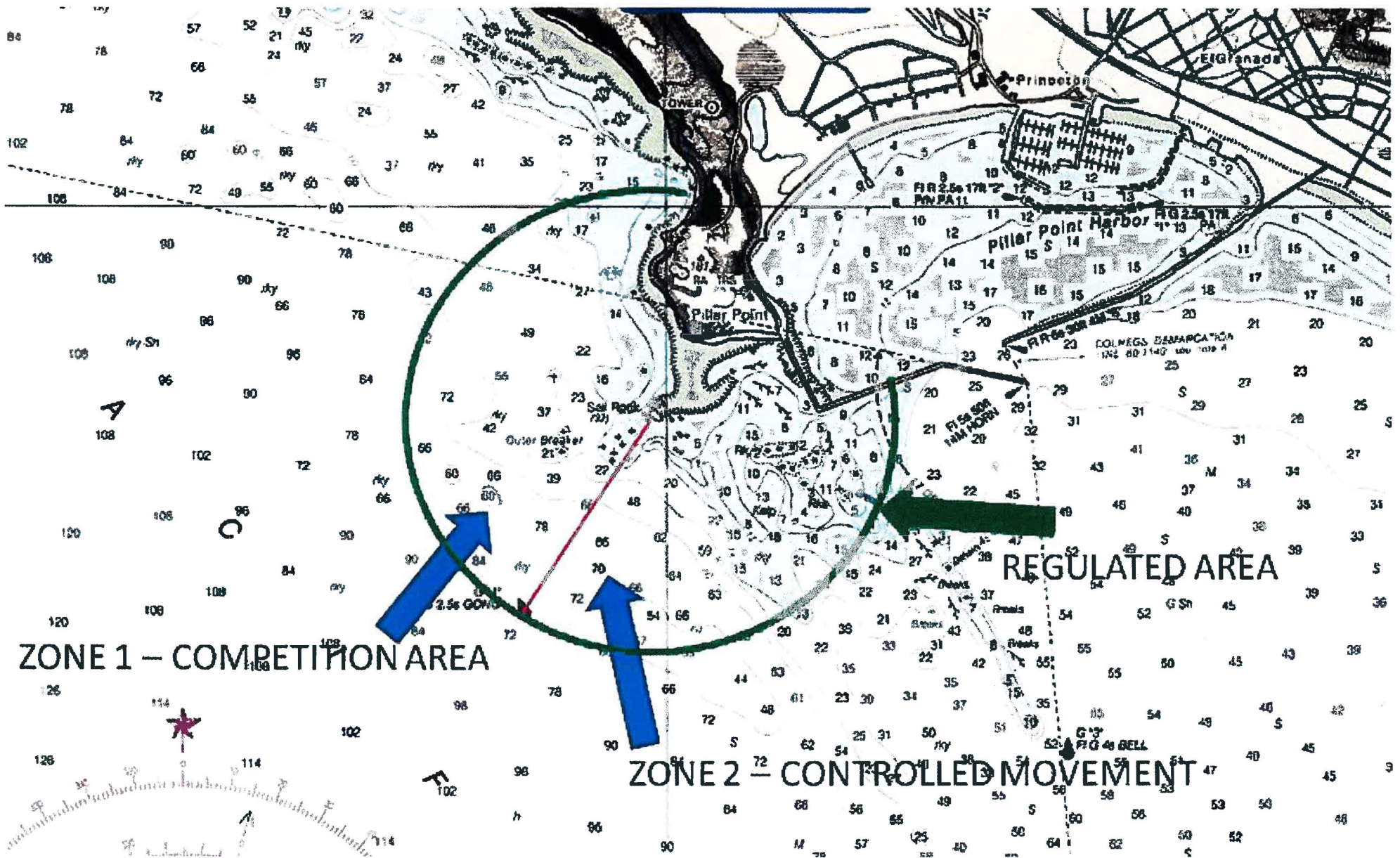
Memo **RE: TITANS OF MAVERICKS 2015-2017**

WELLS FARGO BANK, N.A.
74 RIVER ST
SANTA CRUZ, CA 95060
FOR INQUIRIES CALL (800) 394-3122

NOTICE TO PURCHASER--IF THIS INSTRUMENT IS LOST, STOLEN OR DESTROYED, YOU MAY REQUEST CANCELLATION AND REISSUANCE. AS A CONDITION TO CANCELLATION AND REISSUANCE, WELLS FARGO & COMPANY MAY IMPOSE A FEE AND REQUIRE AN INDEMNITY AGREEMENT AND BOND.

Purchaser Copy

EXHIBIT "6"



Memo

To: Board of Harbor Commissioners

From: Glenn Lazof Interim General Manager
Debra Galarza, Director of Finance

Date: May 20, 2016

Re: Adoption of Resolution 16-15 to increase reserves for District Office

BACKGROUND: There was a commissioner request in April to place receipts from Post Office Sale in the Committed Reserve for the District Office.

The Interim GM supports placing one-time refund being put in a reserve fund. Whether this should be committed to \$1.5 District Office building, as opposed to being considered for other liabilities, or other high priority Capital Projects, is a topic I would prefer to revisit after I have had the opportunity to more closely review reserves and the budget. Therefore my preference is that this be assigned to the general reserve. Staff may not spend reserves without Commission approval in either event. Placing in the general reserve would reflect that the commission has not finalized review of reserves, especially in light of one time Capital needs, and the need for staff to bring a reserve policy before the Commission. In either case, Commission approval is received to expend the fund.

The Commission can vote to change the nature of the reserves at any point. The issue is one of transparency. You should only commit the funds to the Building reserve, if you are convinced that is the highest and best use at this time. If you take no action, the funds will remain in the unassigned reserve, until you act again.

PROPOSED ACTION:

Adopt Resolution 16-15 to increase the Reserves for the District Office building for the sale of the PO lot in the amount of \$794,008.05.

<u>San Mateo County Harbor District Reserves</u>		<u>Current</u>	<u>Proposed</u>	<u>Balances if</u>
<u>Category</u>			<u>Changes</u>	<u>Reso 16-15 Approved</u>
Restricted	Reserved for Debt Service - DBW Loan Collateral	\$ 1,701,349.00	\$ -	\$ 1,701,349.00
Committed	Emergency Reserve	1,619,464.00		1,619,464.00
Committed	Reserve for District Office	1,526,217.72	794,008.05	2,320,225.77
Committed	Capital Improvements Reserves	586,500.00		586,500.00
Assigned	Payables Liability	161,046.86		161,046.86
Assigned	Unfunded Health Insurance Termination Benefit Liability	3,608,954.00		3,608,954.00
Assigned	Debt Service Liability-DBW Loan payment due 12/31/15	1,393,093.77		1,393,093.77
Assigned	Encumbrances for Capital Projects	548,835.46		548,835.46
Assigned	Customer Deposits Liability	287,925.93		287,925.93
Assigned	Customer's Prepayments Liability	270,542.11		270,542.11
Unassigned		4,603,124.17	(794,008.05)	3,809,116.12
<u>Total All Categories</u>		\$ 16,307,053.02	\$ -	\$ 16,307,053.02

Reserve Definitions:

Restricted:

Amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers enabling legislation.

Committed:

Amounts that can be used for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Committed amounts can be changed by formal action of the decision making authority if necessary.

Assigned:

Amounts that are intended to be used by government for specific purposes but do not meet the criteria to be classified as restricted or committed.

Unassigned:

Residual classification and includes all spendable amounts not contained in other classifications.

Staff Report

TOP FIVE PRIORITIES FOR INTERIM GM

Recommendation

Review and approve as revised these top 5 priorities:

- 1) Comprehensive Response to Municipal Services Review
- 2) Resolving Potential Budget Deficits
- 3) Projects: Permitting for removal of Romeo Pier, West Trail, and Replacement of Pillar Point Harbor Dock (11) Fingers (no permit required)
- 4) Refinance of DBW Loan
- 5) Bait Shop Lease Process

Background

The Interim GM is looking for direction on objectives during this period. When time is available for administrative projects, these would be the ones that will be pushed along first.

Analysis

- 1) Response to Municipal Services Review: Seeking confirmation that staff recommendations and responses to initial drafts are a top priority
- 2) Resolving Potential Budget Deficits: Seeking confirmation that analysis preparation of recommendations regarding possible long term structural deficits is a top priority
- 3) Projects: Permitting for removal of Romeo Pier, West Trail, and Replacement of Pillar Point Harbor Dock (11) Fingers. These projects have been recommended because staff believes that we can successfully complete permitting for Romeo Pier removal, West Trail completion, and a necessary replacement of the 11 Pillar Point Dock Fingers during Fiscal Year 2015 2016. Incomplete projects which create liability risks for the District are ultimately the burden of district reserves. Therefore these one- time projects may be funded from reserves if alternative

funding is not found. Funding proposals for items not yet included in Preliminary Budget for Fiscal Year 15/16 will be discussed in greater detail as part of ongoing budget discussions.

- 4) Refinance of Department of Boating and Waterways loan. Staff believes that cost and labor efficient financing alternatives may be available that will permit the district to refinance the loan. This would only be recommended by staff if there are cost savings for the District, no extension of term, and open to refinancing. Benefits include savings from lower interest rates, elimination of delays for DBW approvals for leasing issues. Lenders may wish to add pre-payment expenses only to successor agencies to reduce investor risk, as determined during disclosures.
- 5) Bait Shop Lease Process- Staff would expedite this, hopefully assisted by successful elimination of the need for DBW approvals through refinancing.

Fiscal Impact

The purpose of this action is to prioritize administrative projects within existing administrative resources and therefore there is no fiscal impact. Impacts on the Fiscal Year 2015 2016 budget due to expenditures on proposed Capital Projects which are not currently included the budget will need to be brought back to the Commission prior to obligating District Funds.

Staff Report

AGENDA PROCEDURES

Recommendation

Interim GM is seeking direction on placing items on the Agenda at the request of individual commissioners.

Background

My understanding is that Staff creates the Commission Agenda, but that Commissioners, by a majority vote, may put any item on the Agenda. The interim GM would prefer a more open approach to Commissioners requests for discussion.

Analysis

These are the Commissions meetings. Under this approach, Commissioners can more easily propose discussions. The Commission would retain the ability to control their meeting through such actions as moving to table items (indefinitely or to a later date), calling the question, and other measures at their disposal to facilitate effective meetings. This may also lead to fewer Special meetings, which increases staff's workload, and can inconvenience Commissioners and the public.

Staff may not always be able to complete reports for all agenda items. In such cases we will recommend that the item be tabled for a future meeting.

Fiscal Impact

None. Commissioners direction will be carried out within existing budget. Expected to reduce staff workload, and increase our efficiency.

Action: Motion by Brennan, second by Bernardo to review fish buying leases, fish buying fees, and fee enforcement in Closed Session at the next meeting, August 21st. The motion passed unanimously by roll call vote.

Ayes: 5
Nays: 0

- 6 TITLE: **Review of Resolution 5-94 Concerning Preparation of Board Agendas and Amendment Thereto**
REPORT: Tucker, Amendment, Memo, Resolutions
PROPOSED ACTION: Adopt Resolution 19-13 to amend Resolution 5-94

Lisa Ketcham stated she proposed that having a majority vote by the Board to add an item to the agenda was not a good idea.

Leonard Woren stated that it was inappropriate to have a majority vote in order to allow a Commission put an item on an agenda. He stated that the Brown Act would be violated each time due to the discussion of the item itself for placement on the agenda.

Shaunn Cartright stated that this item was added to the agenda because at the last meeting, a Commissioner asked to have an item added to the agenda. She felt a certain Commissioner was being targeted.

Bill Kehoe stated that the Commission couldn't stop a Commissioner from adding an item to the agenda. He stated that any Commissioner should be able to add an item to the agenda. Kehoe also stated that any member of the public should be able to contact a Commissioner in regard to adding an item to the agenda as well.

Joseph Rosas stated a practice like this didn't work. He stated that people who were involved in Brennan's campaign were also involved in the recall campaign of the Fire District who was decimated in the election. He urged the Commissioners to think about the situation logically and it was not good for the public and democracy.

Dan Haggerty stated the Commission accepted public funds and to stifle topics of public concern was not acceptable. He stated that all topics should be open to the public to hear and participate.

Tucker stated the current Commission has evolved and was more active than those in the past and items were being placed on the agenda by individual Commissioners. He suggested a modification to the Resolution as well as a change to the procedure on placing items on the Harbor District Agenda. Tucker stated that currently, Harbor Commissioners, the General Manager, and Legal Counsel could place items on future agendas. He suggested making a change to the Commissioner requests. Tucker recommended that the Commissioner should

suggest an agenda item during Commissioner Comments and Requests to give the item and reason for said item to be placed on the agenda. He stated at that time the Commissioner would offer a motion to that effect and the Commission would vote. Tucker stated a majority vote would be needed for the item to be considered for the agenda. He recommended amending Resolution 5-94, Item B to add the following language: "If a Commissioner wishes to place an item on a future agenda, he or she shall first suggest the item under the "Commissioner Statements and Requests" portion of the Harbor District meeting agenda; and shall make a motion to that effect. If the motion is successful by majority vote, the item will be placed on a future agenda.

Brennan stated that the proposed change concerned her because if an emergency came up, the item wouldn't be added to the agenda. She stated that another concern was that in order to understand the Agenda item, there would need to be a discussion which would lead to a Brown Act violation. Brennan stated she was not there to just vote without discussion. She stated that was the primary reason why she was not going to vote for this. Tucker stated if there was an emergency, the General Manager could add the item to the Agenda. He stated all he required was for the item to be identified and the reason for the request be provided. He stated there would not be a discussion of the item.

Brennan asked if the suggestion was to prevent her from asking questions about an item on the Agenda that needed to be voted on. She asked Tucker if this was the first Agenda item that he had asked to have on the Agenda during his time serving on the Board. Brennan stated at the last meeting, Tucker stated he had never asked to have an item placed on the Agenda. Bernardo asked her to stay on topic and to not make it personal. Brennan stated she felt that this was an attack on her and that when she asked the General Manager something via email she didn't get a response.

Bernardo asked Savaree to address the Brown Act violation question. Savaree stated the discussion would be limited to whether or not to add the item to the Agenda and the item itself was not being discussed nor would a decision be made. She stated this was done on an informal basis now; this Resolution would make the process more formal. Brennan stated if she needed clarification of the item that was being asked to be added to the Agenda, there would be a discussion about the item. Bernardo asked how the Commission would ask to have an item added to the Agenda. Savaree stated the Commissioner would say "I would like an item on the Agenda and here is why". Brennan asked if a request for an item to be added to the Agenda and she wasn't clear on the item and needed clarification, would the discussion be a Brown Act violation. Savaree stated it would not because there was no action being taken on the item. Brennan stated that this item seemed similar to if the Commission were to get together to discuss an item ahead of time. Savaree stated that it was the Board having a conversation about why an item should be placed on an Agenda at an open meeting and where the public could participate. Savaree stated the Brown Act was concerned with private discussions behind closed doors and this was different.

Bernardo stated he was concerned with the Brown Act violation issue also, but this was a practice the Commission had in the past and this was to make it more formal. He stated that this would streamline the process. He asked why it be added to the agenda if the Board had no interest in discussing the item. Bernardo stated that as long as there was no Brown Act violation, he was in favor of the amendment.

Parravano stated that he had two concerns: one with the timing of the request by a Commissioner and two was approval by a majority of the Commission. He stated the timing of Agenda items would be a burden on staff. Parravano stated that by having a majority vote to approve the addition of an Agenda item, it would infringe on the public's right to inquire. He stated the need for the timing of the request so that staff had adequate time to prepare to the item on the Agenda.

Holsinger stated the Commission meetings were to conduct the business of the Harbor District. He stated the Agenda had Public Comment for members of the public to address the Commission regarding items that were not on the Agenda as well as comments from the public on specific Agenda items. Holsinger stated there was also an item for Commissioner Comments and Requests for anything they wanted to address, which was an opportunity for the Commissioner to bring to the attention of the Commission, staff and the public items that were not being addressed. He stated that if the item had merit, then the Commission as a whole could deal with it as a motion to add the item to the Agenda. Holsinger stated that he was concerned with the items that were added to the Agenda by Brennan that did not have a proposed action; therefore, there was no opportunity for the Commission as a whole to discuss whether or not it was an issue the District should deal with. He stated it seemed to be more of an opportunity for self-promotion and campaigning for some other purpose. Holsinger stated the proposed item didn't prohibit comment from the public. He was concerned with the imposition on staff who were dealing with other priorities.

Brennan stated it wasn't the first time she heard Holsinger make comments about his belief that Agenda items placed on the Agenda by a Commissioner were opportunities for self-promotion.

Action: Motion by Tucker, second by Holsinger to amend Resolution 5-94 to add the additional language. The motion passed by roll call vote.

Ayes: 3
Nays: 2 (Brennan, Parravano)

7 **TITLE:** **Discussion of Procedures for Requests of Legal Counsel and Associated Costs**
 REPORT: Holsinger, Attachment
 PROPOSED ACTION: To be determined

Brenda Hattery stated it was her observation the Commissioners didn't like working together. She stated she didn't like to hear that Commissioners had to go through Counsel for information because there wasn't adequate staff and also because past relationships weren't as they should have been. Hattery stated the Commission needed to work together. She thanked Brennan and Holsinger for their efforts. Hattery stated the General Manger could

ITEM 6

Proposed amendment to Harbor District Resolution 5-94

I wish to suggest a change in the existing procedure for placing items on the Harbor District meeting agenda. Currently the Commissioners, district General Manager and the counsel for the District may place items on future agendas. The only change I would offer is regarding Commissioner requests. This change would require the Commissioner to suggest an agenda item during Commission comments and requests and give the item and reason for said item to be placed on the agenda. At that time the Commissioner would offer a motion to that effect and the Commission would vote. A majority vote would be needed for the item to be considered for the agenda.

The following change to Resolution 5-94 is hereby offered: Change is called "B" and would appear on page 1 of the Memo dated March 15, 2013 and placed between "A" and "C".

B. If a Commissioner wishes to place an item on a future agenda he or she shall first suggest the item under the "Commission Statements and Requests" portion of the Harbor District meeting agenda; and shall make a motion to that effect. If the motion is successful by majority vote the item will be placed on a future agenda.

Staff Report

COMMERCIAL AVTIVITY PERMIT FOR CALIFORNIA CANOE AND KAYAK RATE AND FEE STRUCTURE

Glenn Lazof: Interim General Manager

Background

This information and discussion item was placed on the Agenda per the request of Commissioner Mattusch.

Staff was unable complete reviews of information and drafting of a staff report prior to the packet deadline.

Recommendation

If an action item is desired for a future agenda, please provide staff direction as to the information desired for that discussion, and specific areas of potential concern.

Staff Report

DISCUSSION OF USE OF KETCH CAFÉ PROPERTY

Glenn Lazof: Interim General Manager

Background: This information and discussion item was placed on the Agenda per the request of Commissioner Mattusch.

Staff was unable complete reviews of information and drafting of a staff report prior to the packet deadline.

Recommendation: If an action item is desired for a future agenda, please provide staff direction as to the information desired for that discussion, and specific areas of potential concern.

Staff Report

DISCUSSION OF TOPICS TO BE INCLUDED IN COASTAL COMMISSION PRESENTATION TO DISTRICT

Glenn Lazof: Interim General Manager

Background: This information and discussion item was placed on the Agenda after interest was expressed by a Commissioner at the May 6 meeting.*

Recommendation:

If the Commission wishes to take action requesting a presentation by the Coastal Commission staff, please provide staff with direction as to proposed subject matter of the presentation, if there is a preference for a regular or special meeting, and other elements of interest. Staff will prepare an action item for an upcoming meeting.

*Apologies, my notes did not indicate which Commissioner(s) expressed interest.

Staff Report

EMERGENCY REMOVAL OF ABANDONED VESSEL

Recommendation

Approve the proposal for the removal of 4 abandoned vessels at Pillar Point Harbor with Global Diving and Salvage for the amount of \$8,655.00 through the Division of Boating and Waterways Abandoned Watercraft Abatement Fund:

- CF 2050 SE, 24 foot Fiberform power boat, Fiberglass
- CF 8886 SM, 20 foot sail boat, Fiberglass
- CF 0837 HS, 30 foot Chriscraft power boat, Fiberglass
- CF 0080 SY, 30 foot Homebuilt power boat (Concrete vessel)

Background

We have abandoned vessels in the harbor. Even though we have done all we can to collect fees (thru lien sales, collections etc.), we are still left with these vessels.

The problems that is associated with the abandonment of vessels in our harbor draws concern from everyone that encounters them.

The abandoned vessels in the harbor are also in danger of sinking, causing a possible environmental and navigational hazards.

The removal of these vessels will enhance the harbor, not only in appearance, but allowing the harbor personal to direct their attention elsewhere and not caring for these abandoned vessels, and various problems associated with them.

Analysis

The Division of Boating and Waterways Abandoned Watercraft Abatement Fund let's use remove these vessel thru the approved grant we have with them.

Fiscal Impact

We have this item budgeted for this fiscal year in the Vessel Destruction expenditures. Cost is supported by grant funding.

Alternatives

- 1) Approve the proposal with Global Diving and Salvage.
- 2) Reject the proposal with Global Diving and Salvage.
- 3) Direct staff to explore other alternatives.



GLOBAL
Diving & Salvage, Inc.

May 11th, 2015

Pillar Point Harbor
Attn: John Draper
Email: jdraper@smharbor.com

RE: Removal of Four Vessels

Dear Mr. Draper,

Thank you for contacting Global Diving and Salvage in regards to removing the four abandoned vessels at Pillar Point Harbor. We are happy to present you with a quote in the amount of \$8,655.00. This price includes a three man crew for a 16hr day with an equipment trailer for tools and a boat with trailer for towing and hauling vessels to demolition area. This price also includes the rental of an excavator and debris bins plus disposal. Our intention is to head out early the morning of, haul, demolish, dispose and clean jobsite all in one fell swoop. Feel free to contact me with any question and again thanks for the opportunity to bid this project.

Best Regards,

Scott Hynd
Environmental Operations Manager
Global Diving and Salvage
(707) 561-6810: Office
(415) 971-4982: cell



John

My bid for the demo of the four boats at Pillar Pt. is \$18,000.00.

Thanks Rick Bishop

Bishop Diving and Salvage



6996A Mission Gorge Road
 San Diego, California 92120-2420
 Office: (619) 582-0700 Fax: (619) 582-0715
 E-Mail: sdboat@pacbell.net
 Site: sandiegoboatmovers.com

QUOTE

Date	Estimate #
5/12/15	20150570

CLIENT:
San Mateo County Harbor District Attn: Accounts Payable/Bellen 400 Oyster Point Blvd., Suite 300 So. San Francisco, CA 94080

SHIPPING DESTINATION:
Pillar Point Harbor One Johnson Pier P.O. Box 39/Attn: John Draper El Granada, CA 94018

PROPRIETARY STATEMENT

This quote contains proprietary information of San Diego Boat Movers. It is intended solely for the information and use of parties named herein. Such proprietary information may not be used, reproduced, or disclosed to any other parties for any other purpose without the expressed written permission of San Diego Boat Movers.

TERMS
Due on receipt

DESCRIPTION	RATE	TOTAL
Haul out for 4 vessels (CF 2050 SE, CF 8886 SM, CF 0837 HS, CF 0080 SY), total feet 104	11,960.00	11,960.00
Decommissioning of each vessel, charged by ton	1,600.00	1,600.00
Cleaning and preparation of each hull bottom for transport \$100/per boat	400.00	400.00
Additional labor for loading time	320.00	320.00
Trench plate(s), chain link fence, tarp(s), misc supplies associated with securing demolition site	2,200.00	2,200.00
Removal of contaminate fuels and bilge \$350/per 55 gallon drum	1,050.00	1,050.00
Specialized equipment for decommissioning abandoned vessels	3,400.00	3,400.00
Boat towing	300.00	300.00
<p>These numbers are estimated based on different variables associated with the disposal of vessels.</p> <p>COIs will be provided based on obtaining contract for disposal Certificates of completion will be provided (Landfill and Hazmat)</p> <p>Balance is due 10 days after receiving certificate of completion.</p> <p>Revised quote submitted 5/12/15. Reduced from 6 to 4 vessels</p>		
TOTAL		\$21,230.00

Thank you for selecting San Diego Boat Movers for a quote.

Client signature indicates the acceptance of terms provided herein and the client's desire to enter into a contractual agreement with San Diego Boat Movers.

Signature: _____

Memo

To: Board of Harbor Commissioners
From: Glenn Lazof, Interim General Manager
Date: May 14, 2015
Re: May 20, 2015 Meeting Report

Getting Started

- Worked quite a few hours prior to original May 13 start date.
- Set and began to conduct meetings with staff at both Marina's and Administration
- Series of Meetings with Legal Counsel, Acting General Manager, Commission Chairperson, and others to aid transition.

Administration

- Board Meeting related activities
- Agenda updates and preparation for meeting
- Human Resources actions
- "Crash Course" on Mavericks event, multiple discussions.

Additional Information/ Transparencies

The interim GM has planned a vacation day for July 2, one day prior to the Federal Holiday July 3. I may also need up to two personal days to complete the move from Oroville over the last days in May. Remember that, per my contract the District has no expense for any leave days, holidays, etc. taken by the Interim GM.

I engaged the same vendor as the District for my personal IT last week. This was for reasons of personal convenience. Commissioners have my full assurance that the expense is all mine and will not impact the District in any way.

Memo

To: Glenn Lazof, Interim General Manager
From: Scott Grindy, Acting General Manager (past)
Date: May 12, 2015
Re: May 20, 2015 Meeting Report

Oyster Point Marina/Park

- Working with the City of SSF Public Works on Directional Signage on city streets and HWY 101 for better way finding to Oyster Point Marina / Park
- Discussions with OPM staff on coming operational priorities for site activities and improvements including some signage way finding needs.
- Continuing activities for design and placement of grant funded restroom via the City of SSF.
- Efforts towards OPM Bait Shop lease going to bid.

Pillar Point Harbor

- Review and discussions with competitive surfing groups, permits and related items
- Finalizing items for board actions with California Canoe and Kayak
- West Trail meeting with Coastal Commission and GHD consultants in SF

Administration

- Move related activities, IT, Mover, Coordination
- Treasurer activities and actions
- Agenda updates and preparation for new Interim GM
- Human Resources activities with staff
- RFP labor negotiator

Miscellaneous Items

- District Lease reviews and related activities to support future leases
- Commissioner calls, requests and responses

EMS-Clean Marina Activities-District Wide

- Working with Acting Harbor Masters on future water restriction items, while working to preserve trees and plant life of both sites. This includes posting at gates and bulletin boards reminders for boaters of the shortage and the goals of 25% reductions of use.
- Staff working to obtain low to zero cost spill prevention supplies.

GM Tracking of Priorities Report and Commissioner Time Use

Period April 29 through May 12, 2015

Active Priorities

- Move Actions and Related (IT, Movers, Pack up GM Office)
- Related PRA items
- Surfing permits
- Board Meeting Agenda and Meeting Activities
- Misc. including meeting with new Interim GM, staff, and other agencies etc.

Backlog Priorities

Administration

- Responding to Commissioner Emails, Voicemails, and Calls
- LAFCo Activities, Responses & Preparation/CGJ items
- Move of Administration office May 2015
- RFP Bait Shop OPM
- Labor Negotiations Spring, 2 union contracts RFP preparation and
- Restart of Strategic Plan activity
- Complete Community Sustainability Plan Spring
- BCDC activities in Live Aboard limits for OPM

Capital Projects

- West Trail Phase 1-Repairs
- West Trail Phase 2-Full Restoration
- West Trail Restroom Phase 3
- Design and permitting for a restroom at the parking lot of the trail 2015/16
- PPH Fingers-Replacement of 11
- PPH Sidewalk Project-expansion for increased retail revenue
- Electrical Pier Project PPH
- Maintenance Dredging planning for both harbor locations for a 2016/17 permit
- PPH Fishing Pier Rip Rap rebuilding
- Support to Surfers Beach with dredge materials from inside breakwater from maintenance dredging, and for materials the county may wish for the repair project of the beach bulkheads
- PPH Boat Ramp Restroom replacement for 2015/16
- PPH Dock Finger Replacement
- Asphalt repairs and seal coating at both OPM and PPH 2015/16
- OPM Restroom via SSF Grant Funds, design with SSF and SMCHD in process
- Romeo Pier Demolition at PPH

Operations

- Rate Study for OPM (internal) possible rate reduction due to 2 neighboring marinas being less by 10-20%+ to be competitive we need to modify our OPM rates to stay in line with our two competitors who are both at 95% occupied compared to our 60% occupancy.
- Services at both marina's needs to improve for our liveaboard communities from having a laundry and exercise room at OPM like the neighboring marina's, and at PPH 24 hour vending or equal services for tenants, with a farmers market to help the fisherman sell more fish from the boats by having more foot traffic that is consistent, and more dedicated.

Environmental

- To be more inclusive of all vessels at each harbor to meet inspection requirements
- Possible Gray Water containment grant for boats for 2015/16 or 2016/17
- Anchor Out Changes to charge minimal stay per night after 5 days, this will reduce the junk non-compliant boats out of our outer harbor (pollution)
- Fines for polluters and non-compliance in ordinance code changes
- Modifications to Ordinance Codes to improve environmental items

Commissioner Time Log-GM & Staff

Period April 29 to May 12, 2015

Commissioner Bernardo

Date	Item-topic	Phone/Email/Mtg	Time hrs/min
5/4/15	schedule meetings question	Phone	0.10
Totals			0.10 h/m

Commissioner Brennan

Date	Item-topic	Phone/Email/Mtg	Time hrs/min
4/30/15	PRA via S Brennan on IT historical items and emails	Emails	1.50
5/1/15	Call regarding an agenda item at PPH Mural painting	Phone	.20
5/6/15	PRA via S Brennan on IT historical items and emails	Email	1.10
5/7/15	PRA via S Brennan on IT historical items and emails	Email	2.20
5/7/15	1 call Mavericks information and permitting & misc	Phone	0.20
5/11/15	Phone call on Mavericks Permit and related items to the permit	Phone	0.10
Totals			5.30h/m

Commissioner David

Date	Item-topic	Phone/Email/Mtg	Time hrs/min
5/1/15	Phone misc	Phone	.10
5/4/15	Phone coordination of IGM interview	Phone	.20
5/5/15	Email misc	email	.10
5/29/15	Discussion by phone on west trail and CC	Phone	.30
Totals			1.10 h/m

Commissioner Mattusch

Date	Item-topic	Phone/Email/Mtg	Time hrs/min
Totals	NA		0.00 h/m

Commissioner Parravano

Date	Item-topic	Phone/Email/Mtg	Time hrs/min
5/8/15	Discussion on environmental C Parks event	Phone	0.10
5/14/15	Emails on 5/15 mtg presentation effort	email	0.10
5/12/15	Prep for 5/15 environmental mtg PPoint		1.10
Totals			1.30 h/m

California State Senate
SENATOR JERRY HILL
THIRTEENTH SENATE DISTRICT



May 8, 2015

Mr. Glenn Lazof
Interim General Manager
San Mateo County Harbor District
400 Oyster Point Blvd.
South San Francisco, CA 94080

Dear Mr. Lazof,

Congratulations on your recent appointment as interim general manager of the San Mateo County Harbor District. Please do not hesitate to contact me if I can be of service to you or the Harbor District.

I look forward to working with you and wish you success in your new position.

A handwritten signature in blue ink, appearing to read "Jerry Hill".

Jerry Hill
Senator, 13th District



STAFF REPORT

FROM: Debra Galarza, Director of Finance
DATE: May 20, 2015
SUBJECT: Finance Department Report to the Commission

Accounting and operations

- Ongoing expense management through detailed review of invoices and review of bills and claims. Bi-weekly payroll processing and review.
- Finance Committee meeting preparation & attendance.
- Coast Side Budget Workshop #2.
- Work on completion of draft of Strategic Plan-Finance piece.
- Collections meeting.
- Review of Bad Debt expense review with staff.
- Worked with tenants on payment plans.
- Site visits at Oyster Point Marina/Park and Pillar Point Harbor.
- Cash Audit at Oyster Point Marina/Park.
- District office move meeting.
- Audit for review of Treasurer and Deputy Treasurer procedures completed.
- Moved preliminary audit scheduled June 1-5th to June 29-July 2nd.
- PPH Finance Desk software-inoperable at this time. Awaiting IT assistance. Likely need of additional computer.
- PRA Requests.
- Commissioner/Finance Committee Requests.
- Visit to new Office Site for preliminary setup meeting.
- Desk coverage at Oyster Point Marina/Training for new Assistant Harbormaster.
- Rates and Fees discussion with Assistant Harbormasters

Human Resources

- Work with Staff on payroll and benefit questions and concerns.
- CalCard administration.



STAFF REPORT

TO: San Mateo County Harbor District Commissioners
VIA: Glenn Lazof, Interim General Manager
FROM: Marcia Schnapp, Interim Human Resources Manager
DATE: May 20, 2015
SUBJECT: General Report to Board

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

Office Move:

The District has selected a mover (the lowest cost bid among the 4 that bid) that will move the District's administrative offices the end of this month.

IT Services:

The District has selected an interim IT service provider to service the District's IT needs until the RFP for IT services is released the end of June and a permanent IT services vendor can be put in place. The District has been without services since the end of March, including having no server back-ups to preserve data in the event of a system crash. Having this interim IT service provider will alleviate that issue and allow the District to have its minimal IT service needs met during now and the time a permanent solution can be provided.

Insurance Renewal:

The insurance renewal process has begun. Staff will bring forward the quotes for FY2015-16 budget year at the June 17 board meeting. Our insurance broker has indicated that there should be only a minimal increase in premiums if any, for the property insurance portion.

Upcoming RFPs:

Once the office move is completed, staff will be preparing RFP's for a variety of services: IT (June), Property Management (August), Web Design and Management (October), Fiscal Audit (November) and Insurance Services (January).

Turbo Data Citation 5-Year Contract Renewal:

This contract will come before the Board at the June 17th meeting. Staff is waiting for the County Board of Supervisors to approve the legal agreement between the County and Turbo Data so that the District may use a duplicate of that agreement without going through the legal cost of developing an individual agreement. The contract will be altered accordingly (name, size of collections, etc). Staff will send to District's legal counsel for review as soon as confirmation of acceptance by the County has been received.

Turbo Data manages the citation processing and collection for San Mateo County, the cities and most of the special districts that have citation activity. The County has over 17 thousand citations a year to be processed. By comparison, our District had 285. Turbo Data was awarded the 5-year contract for all the above agencies (they are individual contracts), but the County took the lead and prepared the legal agreement.

Because the District has so little volume, this is the most cost effective solution for processing and collection of District issued citations.

Memo

To: Board of Harbor Commissioners
From: Scott Grindy, Harbor Master
CC: Glenn Lazof, Interim General Manager
Date: May 12, 2015

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.
- Start construction of the laundry room.
- Start construction of the Dragon boat float
- Abandoned vessel removal complete
- Cigarette program with S.M. County

Pillar Point Harbor

Construction Update & General Status Updates

- Misc. maintenance work in progress through-out the Marina.
- Replacement electrical work to ABC main feeder panel on going, power outages will be very limited and noticed prior shutdowns.
- Permit final with Building department regarding ADA parking.

PPH Miscellaneous

- Posted water conservation flyers thru out harbor
- Installing self-closing hose bibs to reduce water usage at fish cleaning stations.

Occupancy Overview (April)

PPH

Total occupancy (inner harbor) 93% (this includes slips, end ties and walk way)
Berth occupancy (inner Harbor) 93% (345 slips out of 369 are occupied)
Moorings (Outer Harbor) 21% (8 out of 38 moorings occupied)

OPM

Total Berth Occupancy 63% (264 out of 428 are occupied)

Search and Rescue Activity Highlights & Urgent Need Activities

PPH: 2 SAR cases, numerous vessel tows, both inner harbor and regional

OPM: Misc. tows during report period, no major actions to report at time of report.

EMS-Clean Marina Activities-District Wide

- PPH/OPM-Vessel inspections are ongoing at both sites
- PPH-Continue working with San Mateo County Resource Conservation District with monthly water sampling in harbor.
- PPH-Ordered new replacement bilge oil/water separator should be installed by mid-June.

Calendar Reminder Items of Events and Activities

None at this time

Water Conversation Steps @ PPH

Present faucets at Fish Cleaning Station can be left on, staff converting to hold on type to reduce water waste

Dog Washing after being on beach

