



**San Mateo County Harbor District**

**Board of Harbor  
Commissioners**

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**EMPLOYMENT AGREEMENT FOR THE  
ACCOUNTING MANAGER OF THE  
SAN MATEO COUNTY HARBOR DISTRICT**

THIS AGREEMENT is made and entered into as of, by and between the San Mateo County Harbor District (hereinafter referred to as "District") a public agency and Boomer Henthorne (hereinafter referred to as "Manager").

**RECITALS**

WHEREAS, District desires to employ Boomer Henthorne as the Accounting Manager of District; and

WHEREAS, Boomer Henthorne desires to accept the position of Accounting Manager pursuant to the terms and conditions set forth in this Employment Agreement.

NOW, THEREFORE, in *consideration* of the mutual covenants contained herein, District hereby appoints Mr. Henthorne, to serve as Accounting Manager and Manager agrees to serve in this capacity beginning on April 19, 2017 under the following terms as follows:

**Section 1. Term**

A. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the District to, at any time and in its sole discretion, terminate the services of Manager. There is no express or implied promise made to Manager for any form of continued employment. Notwithstanding any other provision in this Agreement or in District Personnel Rules and Policies and Procedures, Manager serves on an at will basis, and may be terminated at any time with or without cause. This Agreement is the sole and exclusive basis for an employment relationship between Manager and the District.

B. This Agreement shall commence as of April 19, 2017, and shall continue for a one year term (Term), unless this Agreement is terminated by either party as hereinafter provided. This Agreement shall automatically renew for consecutive one

year terms unless the General Manager provides the Manager with written notice at least 60 days prior to the expiration of the base term or any extension. ✓

**Section 2. Duties**

Manager shall do and perform all services, acts, functions and duties necessary or advisable to perform the duties of Accounting Manager as described in the Job Description, attached. Absent authorization from the General Manager, Manager may be required to regular or special Board of Harbor Commissioner meetings on a "as needed" basis. Except as otherwise expressly provided in this Agreement, the Manager is subject to all applicable District Personnel Rules and Policies and Procedures. ✓

**Section 3. Compensation and Evaluation.**

A. Salary. District agrees to pay Manager an annual base salary of \$112,000 payable in installments at the same time and in the same manner as other management employees of the District are paid, for the faithful and diligent performance of the duties and obligations of Manager. ✓

B. Performance Evaluation. The Director of Administrative Services will conduct a performance review and evaluate Manager's performance at least once annually at or near the anniversary of employment with District. Failure of the Director of Administrative Services to complete the evaluation process shall not result in the amendment or extension of this Agreement. Failure of the Director of Administrative Services to evaluate the Manager shall not preclude the General Manager from giving notice of termination or non-renewal in accordance with the terms of this Agreement. ✓

**Section 4. Holidays; Vacation; Leave**

A. Holidays, Vacation and Leave. Manager will be entitled to paid holidays in accordance with the District's established holiday schedule. Manager will be entitled to bereavement leave, jury duty leave and other leave required by law in accordance with leave policies established from time to time by the Board of Harbor Commissioners for all of its Managers, except as provided below.

B. Paid Time Off. Manager will receive annual Paid Time Off (PTO) as governed by District Policy and Procedure 6.5.1 modified as follows:

1. Manager will accrue PTO at the rate of 18 hours of PTO per month. ✓
2. Unused PTO will carry over from year to year up to a total maximum of 540 hours. *25 yrs to accrue* ✓

C. Extended Illness Bank (EIB). The EIB is an individual account containing accrued hours designed for severe or long term illness. The EIB may be used when Manager experiences a severe or long term illness and one of these circumstances:

1. Is admitted to a hospital; or
2. Otherwise qualifies for State Disability benefits; or
3. Is eligible for Workers Compensation Benefits; or
4. When PTO, if available, has been used consecutively for the equivalent for one week's work and a physician's verification of illness is provided; or
5. Any other time when Manager requires time off for bona fide medical purposes of Manager or his immediate family (e.g., spouse, child, or parent), and a physician's verification of illness is provided.

EIB is not to be used for regular or routine physician or dental appointments for self or family. EIB accrual rates are equivalent to 3.077 hours biweekly. There is no maximum number of EIB hours that may be accumulated. In no event may Manager cash out EIB hours at any time.

#### **Section 5. Retirement, Health and Welfare, and Other Benefits**

Except as otherwise modified by this Section 5, Manager will be entitled to participate in all Manager benefit plans applicable to other management Managers of the District including, but not limited to, a deferred compensation plan; health, dental, vision, workers compensation, flexible spending account, life/accidental death and dismemberment, and long-term disability insurance benefits; and retiree health insurance benefits, subject to the terms and conditions of any such Manager benefit plan and any applicable District Personnel Rules and Policies and Procedures. To the extent future changes are made in the coverages provided or Manager contributions required, Manager will be subject to those changes.

A. Pension. Manager shall participate in the CalPERS retirement plan. Manager is defined as a new member under applicable CalPERS statutes and regulations, and is subject to the retirement benefit formula of 2% at age 62 with 3-year final compensation. Manager shall pay the full employee share of the member contribution as determined by CalPERS through payroll withholding. The District shall not pay any portion of the Manager member contribution.

B. Health and Welfare. The District will provide medical, dental, prescription, and vision coverage for Manager and his immediate, eligible family, at a level of coverage substantially the same as the District provides other management Managers. Within its discretion, the District reserves the right to seek out and obtain alternative coverage in order to effect cost savings to the District. Manager agrees to pay 15% of the benefit premium cost for health insurance through payroll deductions. The District pays 100% of Dental and Vision premium obtained through the Special District Risk Management Authority

C. Group Life Insurance. The District will provide Manager a group term life insurance policy whose value will be twice the annual salary up to a maximum of \$200,000. The District will pay the premium for such coverage.

D. Deferred Compensation. Manager is eligible to participate in the District's Deferred Compensation Plan through ICMA Retirement Corp, or such other plan as is presently provided by the District on behalf of its Managers. District will not make any contributions to this plan on behalf of Manager.

**Section 6. Other Obligations of the District**

A. Office, Supplies, Business Expenses. District agrees to provide Manager with an office, computer equipment, supplies and such other facilities and services commensurate with the Manager's position in order to facilitate the performance of his duties. Manager may request reimbursement for expenses he incurs in the direct performance of the District's business, as the District's General Manager may approve. Such expenses may be reimbursed regularly as they are incurred, and submitted for reimbursement to the General Manager in compliance with any District Personnel Rules and Policies and Procedures.

C. Professional Development Activities. District agrees to budget for and pay for the travel, meals, accommodations, registration and other expenses of Manager for conferences, seminars, and such other occasions as are reasonably necessary for Manager to fulfill his duties, and to further Manager's professional growth and advancement. Such service and conferences include, but may not be limited to, those sponsored by the California Special District Association (CSDA), California Society of Municipal Finance Officers, and Government Finance Officers Association. Such expenses must be appropriately documented and approved in accordance by the General Manager in compliance with District Personnel Rules and Policies and Procedures.

D. Manager shall maintain collision and liability insurance on any automobile he uses for any District business, at Manager's own expense, with coverage no less than \$100,000 per occurrence, \$300,000 aggregate. 6K

**Section 7. Termination and Severance Pay**

A. Termination With Cause. District may terminate Manager at any time during the term of this Agreement for Cause (as defined below). For purposes of this Agreement, "Cause" shall include the following: (a) malfeasance demonstrated by a pattern of failure to perform job duties diligently and professionally; (b) the refusal to implement or follow District's reasonable personnel rules, policies, procedures or directives; (c) the breach of a material provision of this Agreement; (d) committing an act of fraud, dishonesty, misrepresentation, moral turpitude, or the misappropriation of property belonging to the District; (e) conviction of any criminal act; or (f) the commission of an act that has a direct, substantial, and adverse effect on District's business interests or reputation. Manager will only be entitled to any unpaid compensation due to him as a matter of law, including the unused balance of any PTO Leave.

C. Nothing in this Agreement prevents, limits, or otherwise interferes with Manager's right to resign at any time from his position with the District. Manager will

give 30 days' written notice to District prior to the effective date of resignation unless a lesser period has been mutually agreed upon by the parties.

D. If this Agreement is terminated, any cash settlement related to the termination that Manager may receive from District will be fully reimbursed to District if Manager is convicted of a crime involving an abuse of his office or position with District. This Agreement shall be subject to the provisions of Government Code sections 53243-53243.4 which require reimbursement to the District under circumstances stated therein.

### **Section 8. Other Terms and Conditions of Employment**

The General Manager will fix any other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Manager, provided such terms and conditions are not inconsistent with provisions of this Agreement or law.

### **Section 9. Mediation**

Prior to District and/or Manager seeking to arbitrate a dispute pursuant to Section 10, the parties may seek to resolve such a dispute through non-binding means, such as mediation. A party seeking to mediate a dispute must serve a written demand for mediation upon the opposing party. The demand for mediation must provide that it is given pursuant to this Section of the Agreement, should briefly describe the nature of the claim(s) sought to be mediated, and request that the opposing party respond in writing within a reasonable time with the opposing party's willingness to participate in mediation. Such demand for mediation need not include the names of potential mediators, nor the proposed time and place of mediation. If the opposing party declines to participate in mediation, the aggrieved party may immediately seek to arbitrate the dispute pursuant to Section 10 of this Agreement. If the opposing party agrees to participate in mediation, the dispute will not be arbitrated until completion of the mediation, or reasonable and good faith efforts to schedule a mediation have proven unsuccessful. Any arbitration initiated without complying with this Section shall be subject to dismissal.

### **Section 10. Arbitration and Equitable Relief**

A. Arbitration. The parties agree that any and all controversies, claims, or disputes with anyone arising out of, relating to, or resulting from Manager's employment relationship with District or the termination of such relationship with District, including any breach of this Agreement, shall be subject to binding arbitration under the arbitration provisions set forth in California Code of Civil Procedure sections 1280 through 1294.2 (the "act") and pursuant to California law. The federal arbitration act shall continue to apply with full force and effect notwithstanding the application of procedural rules set forth in the act. Disputes which the parties agree to arbitrate, and thereby agree to waive any right to a trial by jury, include any statutory claims under local, state, or federal law. Manager further understands that this agreement to arbitrate also applies to any disputes that District may have with Manager. Nothing herein changes the at-will nature of Manager's employment and that Manager may be

terminated without cause. Nothing herein allows the Manager to arbitrate or in any way challenge the District's decision to terminate the Agreement without cause.

B. Procedure. The parties agree that any arbitration will be administered by judicial arbitration & mediation services, Inc. ("JAMS") pursuant to its commercial arbitration rules & procedures (the "JAMS rules"), which are available at <http://www.jamsadr.com/rules-employment-arbitration/> and from human resources. The parties agree that the arbitrator shall have the power to decide any motions brought by any party to the arbitration, including motions for summary judgment and/or adjudication and motions to dismiss and demurrers, applying the standards set forth under the California Code of Civil Procedure. The parties agree that the arbitrator shall issue a written decision on the merits. The parties also agree that the arbitrator shall have the power to award any remedies available under applicable law. The District shall be responsible for paying all of JAMS' administrative and arbitrators fees. In all other respects, the parties shall bear their own attorneys' fees and costs except as otherwise required by law. The parties agree that the decree or award rendered by the arbitrator may be entered as a final and binding judgment in any court having jurisdiction thereof. The parties agree that the arbitrator shall administer and conduct any arbitration in accordance with California law, including the California Code of Civil Procedure and the California Evidence Code, and that the arbitrator shall apply substantive and procedural California law to any dispute or claim, without reference to rules of conflict of law. To the extent that the JAMS rules conflict with California law, California law shall take precedence. The parties further agree that any arbitration under this Agreement shall be conducted in San Mateo County, California.

C. Remedy. Arbitration shall be the sole, exclusive, and final remedy for any dispute between Manager and District. Accordingly, except as provided for by the act and this Agreement, neither party will be permitted to pursue court action regarding claims that are subject to arbitration.

D. Availability of Injunctive Relief. In accordance with rule 1281.8 of the California Code of Civil Procedure, the parties agree that any party may also petition the court for injunctive relief where either party alleges or claims a violation of any agreement regarding intellectual property, confidential information or noninterference. The parties shall bear their own attorneys' fees and costs.

E. Administrative Relief. The parties understand that this Agreement does not prohibit Manager from pursuing an administrative claim with a local, state or federal administrative body or government agency such as the Department of Fair Employment and Housing, the Equal Employment Opportunity Commission, or the workers' compensation board. This Agreement does, however, preclude Manager from pursuing court action regarding any such claim, except as permitted by law.

F. Voluntary Nature of Agreement. Manager acknowledges and agrees that he is executing this Agreement voluntarily and without any duress or undue influence by the District or anyone else. Manager further acknowledges and agrees that he has carefully read this Agreement and that he has asked any questions needed for him to understand the terms, consequences and binding effect of this Agreement and fully understand it, including that he is waiving his right to a jury trial. Finally, he agrees that

he has been provided an opportunity to seek the advice of an attorney of his choice before signing this Agreement.

**Section 11. General Provisions**

A. Notices. Any notices to be given hereunder by either party to the other may be effected either by personal delivery in writing or by certified mail, postage prepaid with return receipt requested. Mailed notices shall be addressed to the parties at the addresses indicated below or as changed by written notice delivered in accordance with this Section. Notices delivered personally shall be deemed communicated as of actual receipt; mailed notices shall be deemed communicated as of three (3) calendar days after mailing.

To the District: 504 Avenue Alhambra, Suite 200  
P.O. Box 1449  
El Granada, CA 94018

To Manager: Boomer Henthorne  


B. Entire Agreement. This Agreement contains all of the covenants and agreements between the parties with respect to the employment of Manager in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, oral or otherwise, have been made which are not embodied herein and that no other agreement, statement or promise not contained in this Agreement shall be valid or binding. Any modification of this Agreement will be effective only if in writing signed by both parties.

C. Provisions Severable. If any provision or any portion hereof is held invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

D. Headings. The headings used in connection with this Agreement are for reference purposes only and shall not be construed as part of this Agreement.

E. Construction. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

F. Waiver of Breach. The waiver by District of a breach of any provision of this Agreement by Manager shall not operate or be construed as a waiver of a subsequent breach by Manager.

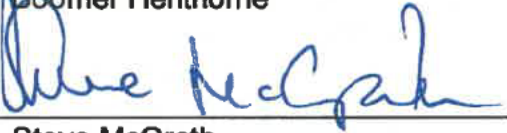
G. Assignment. This Agreement is not assignable by either District or Manager.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

By:   
\_\_\_\_\_

Boomer Henthorne

4/25/2017  
\_\_\_\_\_  
Date

By:   
\_\_\_\_\_

Steve McGrath  
General Manager

4/25/17  
\_\_\_\_\_  
Date