



Board of Harbor Commissioners

Sabrina Brennan, President
Edmundo Larenas, Vice President
Nancy Reyering, Secretary
Tom Mattusch, Treasurer
Virginia Chang Kiraly, Commissioner

John Moren, Interim General Manager
William Parkin, District Counsel

San Mateo County Harbor District Board of Harbor Commissioners

"To assure the public is provided with clean, safe, well-managed, financially sound and environmentally pleasant marinas."

SPECIAL MEETING AGENDA

February 20, 2019

5:00 PM

San Mateo County Harbor District
Conference Room
504 Avenue Alhambra, Ste. 200
El Granada, CA 94018

Persons requiring special accommodation with respect to disability are directed to make such requests per the Americans With Disabilities Act to the Deputy Secretary to the Board at 650-583-4400, 48 hours in advance.

A) Roll Call

B) Closed Session

- 1) **TITLE: Conference with Legal Counsel—Anticipated Litigation**
Significant exposure to litigation pursuant to Government Code Section §54956.9(d)(2); Claim by John Schulz.
- 2) **TITLE: Conference with Legal Counsel—Anticipated Litigation**
Significant exposure to litigation pursuant to Government Code §54956.9(d)(2) and (d)(3) (one potential case).
- 3) **TITLE: Conference with Legal Counsel—Anticipated Litigation**
Initiation of litigation pursuant to Government Code §54956.9(d)(4); (one potential case).
- 4) **TITLE: Conference with Legal Counsel—Existing Litigation**
Pursuant to Government Code §54956.9: (Brennan v. San Mateo County Harbor District (DFEH No. 201807-03053228; EEOC No. 37A-2019-00873-C).

C) Adjournment

The next Regular Meeting will be held on February 20, 2019 at 6:30 PM at the San Mateo County Harbor District Conference Room 504 Avenue Alhambra, Ste. 200, El Granada, CA 94018 at 6:30 PM.

Agenda posted as required:
February 15, 2019 at 4:00 PM



Debbie Gehret
Deputy Secretary



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**February 20, 2019
6:30 PM**

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504 Avenue Alhambra, Ste. 200
El Granada, CA 94018

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

Persons requiring special accommodation with respect to disability are directed to make such requests per the Americans With Disabilities Act to the Deputy Secretary to the Board at 650-583-4400, 48 hours in advance.

A) Roll Call

B) 1. Public Comments/Questions

The Public may directly address the Board of Harbor Commissioners for a limit of three (3) 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, that is not on the Regular Agenda. If a member of the public wishes to address the Board on an agenda item, it is requested that a speaker card be completed and given to the Deputy Secretary. The Chair will call your name at the appropriate time. Agenda material may be reviewed at the administration offices of the District, 504 Avenue Alhambra, Ste. 200, El Granada, CA 94018 or online at www.smharbor.com.

2. Commissioner Comments

Commissioners may make public statements limited to five (5) minutes.

C) Consent

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

ITEMS PULLED FROM CONSENT WILL BE HEARD AFTER DISCUSSION ITEMS.

1. **[Bills and Claims \(Chan\)](#)**
Recommendation: Review Pre-Approved Bills and Claims in the amount of \$417,324.31. Pre-Approve \$500,000 in Bills and Claims until next meeting.
2. **[Minutes – Special Meeting January 10, 2019 \(Gehret\)](#)**
Recommendation: Approve Minutes of the Special Meeting of January 10, 2019.
3. **[Minutes – Special Meeting January 16, 2019 \(Gehret\)](#)**
Recommendation: Approve Minutes of the Special Meeting of January 16, 2019.
4. **[Minutes – Regular Meeting January 16, 2019 \(Gehret\)](#)**
Recommendation: Approve Minutes of the Regular Meeting of January 16, 2019.
5. **[Minutes – Special Meeting February 8, 2019 \(Gehret\)](#)**
Recommendation: Approve Minutes of the Special Meeting of February 8, 2019.
6. **[Authorized List of Signatures with San Mateo County Treasurer’s Office; Adopt Resolution No.19-02 \(Pyle\)](#)**
Recommendation: Approve list of Harbor District authorized signers for the San Mateo County Treasurer’s Office and adopt Resolution No.19-02.
7. **[Second Quarter – Fiscal Year 2019 \(Q2-19\) Investment Report \(van Hoff\)](#)**
Information only.
8. **[Second Quarter – Fiscal Year 2019 \(Q2-19\) Financial Report and Spending Authority \(van Hoff\)](#)**
Information only.
9. **[Monthly Capital Projects Update \(Moren\)](#)**
Receive and file.

D) Discussion

10. **Computers, Electronic Communications, and Social Media Policy; Approve Policy 6.2.4; Adopt Resolution No.19-04 (van Hoff)**
Recommendation: Approve Policy 6.2.4 'Computers, Electronic Communications, and Social Media', and adopt Resolution No.19-04 (including any proposed revisions, if applicable).
11. **Approve and Adopt the "Updated" Salary Schedules from 2012 to Present per CalPERS Requirement; Resolution No.19-03 (Pyle)**
Recommendation: Approve and adopt the "updated" Salary Schedules from 2012 to present to meet the requirements of CalPERS and the California Code of Regulations Section 570.5 and Resolution No.19-03.
12. **Mid-Year Budget Review (van Hoff)**
Information only.
13. **Oyster Point Yacht Club Lease Amendment Execution (Moren)**
Recommendation: Authorize the Interim General Manager to execute a negotiated lease amendment with Oyster Point Yacht Club (OPYC) which has been reviewed by District Counsel.

E) Discussion/Action on Pulled Consent Items (if any)

F) Future Agenda Items

- G) **January Activity Reports:** **Interim General Manager/Operations, Administration**
Information only.

- H) **Standing Committee Meeting Summary:**
- **Social Media/Public Outreach Committee**

I) Adjournment

The next Regular Meeting will be held on March 20, 2019 at the San Mateo County Harbor District Office, 504 Avenue Alhambra, Ste. 200, El Granada, CA 94018 at 6:30 PM.

Agenda posted as required:
February 15, 2019 at 4:00 PM


Debbie Gehret
Deputy Secretary



Staff Report

TO: Board of Harbor Commissioners

FROM: Kin Yip Chan, Accounting Technician

DATE: February 20, 2019

SUBJECT: Review Bills and Claims in the Amount of \$417,324.31

Total Disbursements being submitted for your review: **\$417,324.31**

Dept. Code	Description	Amount
103	Administration & Commissioners	\$ 60,220.50
201	Pillar Point Harbor	\$ 193,584.22
301	Oyster Point Marina	\$ 38,495.09
	Employee Deductions	\$ 32,018.40
	Payroll / Benefits	\$ 93,006.10
Total Bills & Claims for Review:		\$ 417,324.31

Pre-Approved Payroll Notes:

Payroll Paydate 1/11/19 \$ 121,824.09

Payroll Paydate 1/25/19 \$ 122,645.39

Total Payroll for Period: \$ 244,469.48

Background: The Board Pre-Approved Bills and Claims up to \$500,000 for this month and all payroll related claims. Actual Bills and Claims paid for the period are \$417,324.31.

Recommended Motion:

- 1) Accept Bills and Claims in the amount of \$417,324.31.
- 2) Pre-Approve \$500,000 in Bills and Claims until next meeting date. This reflects an increase of previous pre-approvals to more accurately reflect monthly payables.

Attachments:

[Bills and Claims/Cal Card Top 5](#)

[Legal Fees](#)



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Steven D. Miller, District Counsel

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SPECIAL MEETING MINUTES

January 10, 2019
5:30 PM

San Mateo County Harbor District
Conference Room
504 Avenue Alhambra, Ste. 200
El Granada, CA 94018

- A) Roll Call** 5:36 PM Commissioners Brennan, Larenas, Reyring present.
Commissioners Chang Kiraly, Mattusch absent.
5:55 PM Commissioner Chang Kiraly arrives.
- B) Closed Session** 5:38 PM No public comments. Adjourn to closed session.
- TITLE: Conference with Legal Counsel—Anticipated Litigation**
Significant exposure to litigation pursuant to Government Code Section §54956.9(d)(2); Claim by John Schulz.
 - No reportable action.
 - TITLE: Public Employee Performance Evaluation**
pursuant to Government Code Section 54957; General Counsel.
 - No reportable action.
- 6:23 PM Motion:** (Larenas/Brennan) Adjourn Closed Session.
Ayes: Brennan, Chang Kiraly, Larenas, Reyring
Nays: None
Absent: Mattusch
Motion passed
- C) Open Session** 6:25 PM

1. Board Retreat – Consider Hiring a Facilitator

- Set Goals and Priorities for 2019
- Schedule Retreat (in advance of Strategic Planning meetings)
- Retreat open to the public

Board discussion to have a Board Retreat to discuss goals and priorities for 2019, held possibly at the Admin office or Half Moon Bay Yacht Club. February 8th is the date that works for all commissioner's present. Board discussion regarding the current contract with Martin Rauch of Rauch Communication Consultants; direct staff to see if the current contract can be amended allowing for change order to have the consultant facilitate a Board Retreat. Commissioners in agreement to hold the Board Retreat at Half Moon Yacht Club if available.

Motion: (Reyering/Brennan) Direct the Interim General Manager to amend Martin Rauch's contract to facilitate an all-day Board Retreat to be held on February 8th.

Ayes: Brennan, Chang Kiraly, Larenas, Reyering

Nays: None

Absent: Mattusch

Motion passed

2. Public Outreach, Education Program and Social Media Policy: Consider Hiring a Director of Community Engagement – Discussion and Possible Action

- Outreach and Education Program Plan
 - Bilingual
- Social Media Program Plan
 - Facebook, Instagram, Twitter and LinkedIn
- Social Media Policy
 - Review San Mateo County Policy
 - Deadline
- Consider hiring a Director of Community Engagement
 - This role may include developing countywide outreach program, education programs, social media content and email news blasts
- Consider hiring a consultant to act as Director of Community Engagement
 - This role may include developing countywide outreach program, education programs, social media content and email news blasts

Board discussion to form a Social Media committee, to be populated at the regular Board meeting of January 16, 2019. Also, discussion to obtain the

services of Phondini Partners, who previously brought a proposal to the Harbor District.

Commissioner Brennan introduced Dan Blick, of Phondini Partners, who explained Phondini Partners services, including the setup of the FishLine Community Program, which has been available on the District's website.

Board of Commissioner directed the Interim General Manager to enter into a Professional Services Agreement with Phondini Partners, not to exceed the General Manager's procurement authority without further approval.

3. Discussion and Possible Action Regarding Hiring a New General Counsel

Board discussion led by Commissioners Larenas and Brennan of obtaining new General Counsel for the Harbor District. Commissioners Larenas and Brennan suggested Wittwer Parkin LLP of Santa Cruz, who also represents Granada Community Services District. Commissioner Larenas stated that this firm has extensive experience with land use law and is very familiar with the Coastal Act. Commissioners Chang Kiraly and Reyerling suggested an RFP process for the hire of new General Counsel. Commissioner Brennan suggested that commissioners contact other law firms and have interested firms submit a proposal before the January 16th Board meeting rather than have an RFP.

Public Comments:

- **T.J. Gauthier** – Suggested the Board take their time to get qualifications of other law firms.
- **John Ullom** – Agrees with previous speaker. Stated that the optics of this do not look good. Take the time to do it right. The Harbor District already has issues with credibility.
- **Mary Larenas** – The new firm has worked with other agencies on the coast; is not an unknown firm.

4. Committee Policy – Discussion and Possible Action

Board discussion to approve amending Policy 3.0 Standing Committees to reinstate members of the public to serve on Standing Committees, per the policy guidelines.

Public Comment:

- **John Ullom** – Community members are a useful tool. Suggests eliminating the OPM Committee.

Motion: (Larenas/Reyerling) Approve amendment to Policy 3.0 on Standing Committees, with minor amendments.

Ayes: Brennan, Chang Kiraly, Larenas, Reyerling

Nays: None

Absent: Mattusch
Motion passed

5. Future Agenda Items - Discussion re: Placing Items on Future Agenda

- **Commissioner Larenas** – Hire new employment/labor counsel.
- **Commissioner Reyering** – Consider the Lease Amendment with Oyster Point Yacht Club
- **Commissioner Brennan** – Resolution to hold all Regular meetings only at the District office in El Granada.

Motion: (Brennan/Reyering) Adjourn meeting.

Ayes: Brennan, Chang Kiraly, Larenas, Reyering

Nays: None

Absent: Mattusch

Motion passed

D) Adjournment 8:50 PM

Debbie Gehret
Deputy Secretary

Sabrina Brennan
President



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REGULAR MEETING MINUTES

January 16, 2019
6:30 PM

Municipal Services Building
33 Arroyo Drive
South San Francisco, CA 94080

A.) Roll Call 6:30 PM All Commissioners present.

B.) 1. Public Comments/Questions

- **James Lee** – Congratulated Commissioners Larenas and Reyring on election; asks that the new Commission address environmental issues. Revisit MOU with SSF. Asks to consider tightening up Board Meeting Policies – no Skyping in.

2. Commissioner Comments

- **Commissioner Brennan** – Congratulated President Chang Kiraly for her appointment to President of the Menlo Park Fire Protection District.
- **Commissioner Larenas** – Welcomed Commissioner Reyring to her first meeting; shared that he has been invited to speak at the County’s Climate Change meeting at Surfers Beach on January 19th.
- **Commissioner Mattusch** – Welcomed Commissioner Reyring to the Board. Acknowledged Harbor staff who work through storms, such as present one.
- **Commissioner Reyring** – Thanked all for warm welcome; looking forward to working with everyone.
- **Commissioner Chang Kiraly** – Congratulated Commissioner Reyring to the Harbor Board. Acknowledged Sea Huggers, Half Moon Bay Brewing Company and an anonymous donor for their gift of four sea bins, to help keep our marinas clean.

C). Consent

ITEMS PULLED FROM THE CONSENT WILL BE HEARD AFTER DISCUSSION ITEMS.

Items 1, 2, 3, 4 pulled from Consent.

5. Monthly Capital Projects Update (Moren)

Information only.

6. Commercial Activity Permit for Ruth E. Stein d.b.a. Valhalla of Santa Cruz to Charter a Privately-Owned Vessel at Pillar Point Harbor (Moren)

Recommendation: Approve the Commercial Activity Permit (CAP) for Ruth E. Stein d.b.a. Valhalla of Santa Cruz (Permittee).

Motion: (Brennan/Larenas) Approve Consent Items 5, 6.

Ayes: All in favor

Motion passed

D). Discussion

1. Bills and Claims (Chan)

Motion: (Brennan/Larenas) Approve Bills and Claims in the amount of \$517,831.18.

Ayes: All in favor

Motion passed

2. Minutes – Special Meeting December 19, 2018 (Gehret)

Motion: (Mattusch/Chang Kiraly) Approve Special Meeting Minutes of December 19, 2018.

Ayes: Chang Kiraly, Mattusch

Nays: None

Abstain: Brennan, Larenas, Reyerling

Motion failed. Minutes not approved.

3. Minutes – Regular Meeting of December 19, 2018 (Gehret)

Motion: (Mattusch/Chang Kiraly) Approve Regular Meeting Minutes of December 19, 2018.

Ayes: Chang Kiraly, Mattusch

Nays: None

Abstain: Brennan, Larenas, Reyerling

Motion failed. Minutes not approved.

4. Budget Calendar (Pyle)

Information only.

7. Board Organization; Election of Officers (Moren)

Public Comment

- James Lee – Supports Commissioner Brennan for Commission President.

Motion: (Larenas/Reyering) Nominate Commissioner Brennan to serve as President of the Board of Commissioners until the first meeting of January 2020.

Ayes: Brennan, Larenas, Reyering

Nays: Chang Kiraly, Mattusch

Motion passed

Motion: (Reyering/Brennan) Nominate Commissioner Larenas to serve as Vice President of the Board of Commissioners until the first meeting of January 2020.

Ayes: Brennan, Chang Kiraly, Larenas, Mattusch, Reyering

Nays: None

Motion passed

Motion: (Brennan/Larenas) Nominate Commissioner Reyering to serve as Secretary of the Board of Commissioners until the first meeting of January 2020.

Ayes: Brennan, Chang Kiraly, Larenas, Mattusch, Reyering

Nays: None

Motion passed

Motion: (Chang Kiraly/Reyering) Nominate Commissioner Mattusch to serve as Treasurer of the Board of Commissioners until the first meeting of January 2020.

Ayes: Chang Kiraly, Larenas, Mattusch, Reyering

Nays: Brennan

Motion passed

Motion: (Brennan/Reyering) Nominate Commissioner Reyering to serve as alternate, in the President's absence, to the LAFCO Independent Special Districts' Selection Committee (ISDSC) (Govt. Code §56332).

Ayes: Brennan, Chang Kiraly, Larenas, Mattusch, Reyering

Nays: None

Motion passed

Officers of the San Mateo County Harbor Commission for 2019

President: Commissioner Sabrina Brennan

Vice President: Commissioner Edmundo Larenas

Secretary: Commissioner Nancy Reyering

Treasurer: Commissioner Tom Mattusch

LAFCO Alternate: Commissioner Nancy Reyering

6:55 PM – **Motion:** (Brennan/Chang Kiraly) Adjourn Regular Meeting for a break.

Ayes: All in favor

Motion passed

7:03 PM Open Meeting

All Commissioners present.

Adjourn to Closed Session.
Public Comments – None

7:43 PM - Out of Closed Session (See Minutes of January 16, 2019 7:00 PM Special Meeting)

10. Ad Hoc and Standing Committee Review and Assignments (Moren)

Committee appointments made by President Brennan:

- Management Staff Search Committee (Ad Hoc): Commissioners Brennan and Larenas
- Strategic Planning Committee (Ad Hoc): Commissioners Reyerling and Brennan
- Finance Committee: Commissioners Larenas and Brennan
- Wildlife Protection Committee: Commissioners Larenas and Chang Kiraly
- Public Outreach Committee: Commissioners Reyerling and Brennan
- Tsunami Preparedness Committee: Commissioners Chang Kiraly and Mattusch
- Climate Change Resilience Committee: Commissioners Larenas and Reyerling
- Oyster Point Liaison Group: Commissioners Brennan and Larenas
- Policy Review Committee: Commissioners Brennan and Larenas

11. Addition of One Deputy Harbormaster Position (Pyle)

Motion: (Mattusch/Chang Kiraly) Approve the recommended staff addition of one Deputy Harbormaster (DHM) position.

Ayes: All in favor

Motion passed

8:05 PM Commissioner Chang Kiraly leaves.

9. Consider Hiring District Counsel (Brennan, Chang Kiraly, Larenas, Reyerling)

As reported out of Closed Session, new District Counsel was hired effective immediately. (see Minutes of Closed Session).

13. Labor and Employment Legal Services (Larenas)

Motion: (Larenas/Reyerling) Direct the Interim General Manager to put out an RFP for Employment Counsel.

Ayes: Brennan, Larenas, Mattusch, Reyerling

Nays: None

Absent: Chang Kiraly

Motion passed

14. CLOSED SESSION 8:12 PM Adjourn to Closed Session

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION. Significant exposure to litigation pursuant to Government Code Section §54956.9(d)(2) Claim by John Schulz.

Public Comment:

- James Lee - Requests making ADA concerns at Pillar Point Harbor a priority.

Report from Closed Session: No reportable action.

8. Location Change for Regular Meetings of Board of Harbor Commissioners; Adopt Resolution No.19-01 (Brennan)

Public Comment:

- James Lee - Supports move to Coastside and consideration of other meeting areas in the county.

Motion: (Brennan/Larenas) Adopt Resolution No.19-01, amending Resolution No.38-16, establishing that all regular meetings of the Harbor Commission will be held on the third Wednesday of each month, held only in El Granada at the San Mateo County Harbor District Administration Office.

Ayes: Brennan, Larenas, Reyring

Nays: Mattusch

Absent: Chang Kiraly

Motion passed

12. Oyster Point Yacht Club Lease Amendment Execution (Reyring)

All in favor to move this item to the February meeting so that new General Counsel can review Lease documents.

E). Discussion/Action on Pulled Consent Items (if any)

F). Future Agenda Items

G). December Activity Reports: Interim General Manager/Operations, Administration

Information only.

H). Adjournment 9:10 PM Motion: (Mattusch/Larenas) Adjourn. All in favor.

Debbie Gehret
Deputy Secretary

Sabrina Brennan
President



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SPECIAL MEETING MINUTES

January 16, 2019
7:00 PM

Municipal Services Building
Tom Lantos Room
33 Arroyo Drive
South San Francisco, CA 94080

A.) Roll Call All Commissioners present.

No Public Comments.

B.) Closed Session 7:04 PM

TITLE: PUBLIC EMPLOYMENT pursuant to Government Code 54957(b): (General Counsel)

7:32 PM Commissioner Brennan leaves Closed Session.

7:34 PM Commissioner resumes to Closed Session with William Parkin.

7:43 PM Report from Closed Session:

The Board voted to hire new District General Counsel.

Motion: (Larenas/Reyring) Hire new District Counsel, effective immediately.

Ayes: Brennan, Larenas, Reyring

Nays: Chang Kiraly

Abstain: Mattusch

Motion passed

C.) Adjournment

Debbie Gehret
Deputy Secretary

Sabrina Brennan
President



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SPECIAL MEETING MINUTES

February 8, 2019
9:00 AM – 3:00 PM

Half Moon Bay Yacht Club
214 Princeton Avenue
Half Moon Bay, CA 94019

- A.) Roll Call** 9:23 AM – Commissioners Brennan, Chang Kiraly, Larenas and Mattusch present.
9:53 AM – Commissioner Reyring arrives.
- B.) Public Comment** – Maurice “Moe” Rosenberg spoke regarding the Exclusive Negotiating Agreement for the lot next to Sam’s Chowder House and asks the Board to make a decision as part of the District’s consideration for a permanent Admin site. Distributed handout
- C.) Board Retreat**
Board Retreat to discuss District goals and priorities facilitated by Martin Rauch of Rauch Communications.
- D.) Adjourn** 2:02 PM All in favor

Debbie Gehret
Deputy Secretary

Sabrina Brennan
President



Staff Report

TO: Board of Harbor Commissioners
FROM: Anita C. Pyle, Interim Director of Operations
DATE: February 20, 2019
SUBJECT: Authorized List of Signatures with San Mateo County Treasurer's Office; Adopt Resolution No.19-02

Recommendation/Motion:

Motion: Approve list of Harbor District authorized signers, for the San Mateo County Treasurer's Office and adopt Resolution No.19-02.

Policy Implications:

In accordance with Policy 4.6.2 Bank Account Signatures, the District needs to approve the authorized signers for wire transfers with the San Mateo County Treasurer's Office.

Fiscal Implications/Budget Status:

None

Background/Discussion:

The San Mateo County Treasurer's Office keeps on file a list of authorized signers for wire transfers for our Investment Pool account. Providing a new list that supersedes the old list ensures that only those employees and Commissioners who are authorized to transfer funds between District bank accounts can do so. The San Mateo County Treasurer's Office requires a Resolution to approve the list of authorized signers. Passage of this resolution will strengthen controls consistent with Policy 4.6.2.

Summary/Recommendation:

Approve list of Harbor District authorized signers, for the San Mateo County Treasurer's Office and adopt Resolution No.19-02.

Attachments:

Attachment 1: [Policy 4.6.2](#)
Attachment 2: [Resolution No.19-02](#)
Attachment 3: [Form - SM County Pool Authorization for Transfer of Funds](#)



Staff Report

TO: Board of Harbor Commissioners

FROM: Julie van Hoff, Director of Administrative Services
David Doyle, Accountant

DATE: February 20, 2019

SUBJECT: Second Quarter – Fiscal Year 2019 (Q2-19) Investment Report

Recommendation/Motion:

Information only report.

Policy Implications:

None

Fiscal Implications/Budget Status:

None

Alternatives Considered:

None

Background/Discussion:

This report is required by San Mateo County Harbor District Policy 4.4.1 – Investment Policy. The report shows the cash and investment balances that are held by the San Mateo County Harbor District as of December 31, 2018.

The Average Rates are calculated by:

- Local Agency Investments Fund (LAIF) – this is an average of the prior year rate of returns stated on the reports provided to us by LAIF.
- San Mateo County Investment Pool – this is an average of the prior year rate of returns stated on the reports provided to us by San Mateo County Investment Pool.

Total Cash and Investments decreased for this quarter mainly due to the paydown of our CalPERS Unfunded Accrued Liability for \$2.3 Million that the Board authorized in October. The District also made good progress related to capital projects for the quarter, including:

- PPH Romeo Pier Demolition (final payment)

- PPH & OPM Transformer Replacement (project complete)
- PPH 2 new Jet Skis purchased
- PPH Lessee Sidewalk Project (completed in Q3)
- OPM Bait Shop Removal (project complete)

Summary/Recommendation:

This report is informational only.

Attachment:

[Q2-19 - Investment Report](#)



Staff Report

TO: Board of Harbor Commissioners

FROM: Julie van Hoff, Director of Administrative Services
David Doyle, Accountant

DATE: February 20, 2019

SUBJECT: Second Quarter – Fiscal Year 2019 (Q2-19) Financial Report and Spending Authority

Recommendation/Motion:

Information only report.

Policy Implications:

The Budget Appropriation Policy (4.9.2) requires that this Commission receive a quarterly financial report to review and ensure that all expenditures are within the approved appropriations. Quarterly reports are presented at the consolidated level (includes Pillar Point Harbor, Oyster Point Marina, and Administration).

Fiscal Implications/Budget Status:

None

Alternatives Considered:

None

Background/Discussion:

The table below reflects expenditures at the Commission approved level for Salaries and Benefits, Operating Expenses, and Capital Projects. If, at any time, expenditures are likely to exceed appropriations, staff will present an item to the Harbor Commission requesting approval for additional appropriations.

Second Quarter 2019 Financial Report and Spending Authority Summary

Revenues

Spending Authority ▼	Budget	YTD Actual	% of Budget
Enterprise Revenue	\$ 4,815,000	\$ 2,270,605	47%
Other Operating Revenue	\$ 8,336,245	\$ 3,099,615	37%
Total Revenues	\$ 13,151,245	\$ 5,370,220	41%

Expenditures

Spending Authority ▼	Budget	YTD Actual	% of Budget
Salaries and Benefits	\$ 7,750,306	\$ 4,641,656	60%
Operating Expenses	\$ 3,860,200	\$ 2,235,136	58%
Capital Projects	\$ 10,407,500	\$ 898,189	9%
Total Expenditures	\$ 22,018,006	\$ 7,774,981	35%

The District continues a favorable financial outlook. Even though the District's expenditures exceeded revenues by \$2,404,761, the District budgeted that expenditures would exceed revenues by \$8,866,761. The majority of the variance between budget and year-to-date (YTD) actual is due to the capital project expenditure category.

A review of the District's ongoing revenues for the first six months of the fiscal year of \$5,370,220 versus ongoing expenditures of \$4,576,792 (total expenditures less capital projects less \$2,300,000 for a one-time payment for partial long-term retirement liability funding) results in a increase to available cash of \$793,428.

Attachments:

None



Staff Report

TO: Board of Harbor Commissioners
FROM: John Moren, IGM/Director of Operations
DATE: February 20, 2019
SUBJECT: Monthly Capital Projects Update

Recommendation/Motion:

Receive Monthly Capital Projects Update

Fiscal Implications/Budget Status:

All Capital Projects are budgeted appropriately

Capital Projects Update:

- **PPH H-Dock Replacement Project: Initiated 1/17**
 - Public meeting to gain input from public/tenants/stakeholders was held January 23rd.
 - Public input was addressed in a new drawing and sent with an additional questionnaire to all H-Dock tenants on March 21st.
 - Addressed input gathered at first meeting. Second public meeting held May 15th.
 - Draft 75% design/engineering technical specifications being completed, will bring to Board for final plan input/approval and direction to publicize ITB.
 - Design/engineering consultant M&N will provide a project update at the March 20 Board meeting, along with proposal to combine Johnson Pier Terminus Reconfiguration so that programmatic permitting can be made most cost efficient.

- **PPH Fishing Pier Repair and Access Walkway Rehabilitation: Initiated 3/17**
 - Consultant M&N working on Design/Engineering/Permitting.
 - Initial drawings and technical memos submitted for review 2/22/18, consultant finalizing Tech Specs accordingly.
 - 65% submittals reviewed May 2nd, consultant working on revisions.

- CDP, NWP, and NOI applications submitted on June 22, 2018. CCC CDP waiver approved in October 2018. Final tech specs for ITB are being completed.
 - Design/engineering consultant will provide project update at the March 20 Board meeting.
- **PPH Retail/Restaurant Sidewalk Expansion Project: Initiated 5/16**
 - Regulatory compliance/permitting taking place. CEQA NOE filed with County Clerk's Office.
 - Final revised Project plans, after CCC Notice of Incomplete Filing Status, were submitted to CCC for review and CDP Waiver issued.
 - SMC Bldg. Permit approved, Invitation to Bid initiated, bids opened July 11, 2018. Bid approved by Board July 18th. Proposed construction start date of September 17th, immediately after the Fish and Fleet event.
 - Contract agreement fully executed. Notice to Proceed to be issued 9/15/18.
 - Project progressing ahead of schedule, sidewalk in front of retail strip poured in one-week, little disruption.
 - Project scope completed, Notice of Completion issued 1/4/19.
- **PPH West Trail Shoreline Protection Project: Initiated 5/15**
 - Geotech testing, core sampling, took place 11/6/17. CCC issued an Incomplete Filing Status on 1/17/18. Consultant currently revising Project plans and addressing CCC concerns.
 - Met with GHD and their sub-consultant at West Trail on 2/15/18 to discuss soil nail wall construction methods for further submittals to CCC.
 - GHD provided update presentation to Public/Board at April 18th BoC Meeting.
 - Consultant GHD directed to re-look at beach nourishment alternatives with emphasis on Living Shoreline options per CCC Incomplete Filing Status notification letter. GHD working with Program Manager to apply for Coastal Conservancy Grant for funds assist.
 - Project consultant GHD will provide a project update at the March 20 Board meeting.
- **PPH Launch Ramp Dredge Project: Initiated 5/16**
 - Bid Docs 80% complete, awaiting final tech specs CDP submittal. Additional sediment testing was required for use of airport property.
 - Project approved for Disaster Relief Funding by FEMA/CalOES
 - FAA approved staging site within airport boundary.
 - Sediment removed will be beneficially re-used either at Surfers Beach or West Trail.
 - Airport ground lease for sediment staging has been approved.
 - Additional Wetlands Delineation study was found to be necessary, in progress.

- **PPH Johnson Pier Terminus Improvement Project: Initiated 6/16**
 - Preliminary stakeholder/public meetings held on May 29th and July 17th to gather input/ideas on needed alterations.
 - Staff seeking direction from Board to move forward with an RFP for design/engineering alternatives based on information gathered thus far.
 - Moving forward with sleeving pilings on timber platform.
 - On Dec 19, 2018 Board directed staff to move forward with hiring a design/engineering consultant for re-configuration of the pier terminus.
 - Design/engineering/permitting consultant will bring a proposal to the Board for consideration at the March 20 Board meeting, combining project and permitting with the adjacent H-Dock Replacement Project.

- **PPH Launch Ramp and Restroom Replacement Project: Initiated 3/17**
 - Applied for \$3.7M DBW Launch Ramp Facilities Grant for funding, Board approval application Jan 17, 2018.
 - Met with DBW reps at launch ramp site on April 3rd for a site needs evaluation, appears favorable for restroom, boat wash, rip/rap erosion repair, drainage trench and fish cleaning station replacement.
 - Discussed DBW Launch Ramp Facilities Grant again with DBW staff at site on October 24, award results have been delayed due to funding challenges.

- **PPH RV Park Restroom Project: Initiated 11/17**
 - Consultant working on survey and initial drawings. Met with City of Half Moon Bay and CCC on June 1st.
 - Discussed project with CCC on October 3, 2018.
 - HMB Study Session held Jan 8, 2019.
 - Met with City of Half Moon Bay and tenant on Jan 25th, discussed public input from Study Session and potential preferred site location, additional meetings to discuss further will be scheduled. No actions will be taken until Board direction has been received.

- **PPH Harbormaster's Office Alterations Project: Initiated 10/17**
 - Project approved by Board at Dec '17 meeting. Tech Specs, Bid Docs and permitting in progress.
 - Preliminary construction drawings currently at 90% completion, CCC/CDP Waiver approved.
 - Consultant and staff working on construction Invitation for Bid Docs.

- **PPH Harbormaster's Office Roof Replacement Project: Initiated 11/17**
 - Bids opened on 8/17/18. Lowest responsible and responsive bid approved at 9/19/18 Board meeting. Contract awarded and executed.
 - Work on the roof completed 2/4/19, awaiting results from final inspection.

- **PPH Renovation of West Restroom/Shower/Laundry and New West Trail Restroom: Initiated 9/17**
 - Project was on hold due to conflicting adjacent parking lot repair project. Project will progress at Board direction after Master Plan has been vetted.
- **PPH Parking Lot B, C2, C3 Repair Project: Initiated 5/18**
 - Slurry/stripe project schedule pushed out due to conflict with Sidewalk Expansion priority project.
 - Project planning will resume after policies for RV use in lot have been vetted.
- **PPH Exterior Lighting Restoration Project: Initiated 4/18**
 - Scope includes removal/replacement of all exterior lamp and lighting fixtures throughout Pillar Point Harbor. Project will proceed in accordance with Board direction after Master Plan has been vetted.
- **Surfers Beach Sand Replenishment Pilot Project: Initiated 10/15**
 - Consultant working closely with Sanctuary staff to move forward, clarification request letters sent 11/7/17. Staff attended MBNMS Advisory Council meeting in Monterey December 15, 2017.
 - Staff and consultant hosted combined agency, meeting on site 2/26/18. USACE, Sanctuary, CCC, EPA reps in attendance.
 - Consultant Damitz met with USACE, NOAA and GFNMS on 5/3/18 to discuss monitoring strategy.
 - Consultant Damitz presented Project update at May 23, 2018 Board meeting.
 - DBW Grant approved, Board approved Grant Agreement at May 23, 2018 meeting.
 - Engineering and Sediment Sampling/Analysis RFP submissions opened on 8/14/18. Highest ranked respondents awarded contracts.
 - Technical Advisory Group to meet November 8, 2018.
 - Meeting with regulatory authorities to discuss permitting occurred January 31. Tech Specs and permitting in progress.
- **OPM Fuel Dock Replacement Project: Initiated 4/18**
 - Project design/engineering will occur after CFD is formed and funding available, in accordance w/ MOU and Implementation Agreement.
- **OPM Dock 12 (13,14) / East Dock Replacement: Initiated 3/18**
 - Project design/engineering will proceed in accordance with Board direction and MOU terms.
- **Admin Office Alterations Project: Initiated 10/16**
 - Design consultant made recommendations for scope of work that will help to secure approval of application for building permit. Per plan checker, specific

requirements are necessary to meet space ventilation in order to gain approval of the building permit, plan revision underway.

- Project will move forward as directed by the Board, after Master Plan vetted, decision made on potential purchase of alternate Admin Office location.

- **OPM Gravel Parking Lot Project: Initiated 7/18**

- Parking lot to be paved and striped in accordance with ADA standards.
- Project will progress with Board direction in accordance with priority MOU required CIP improvements.

- **Signage/Wayfinding Program Project: Initiated 6/18**

- Project will include a programmatic plan for new aesthetically pleasing interpretive signage/wayfinding consistent with ADA guidelines. Project will proceed at Board direction after Master Plan has been vetted.



Staff Report

TO: Board of Harbor Commissioners

FROM: Julie van Hoff, Director of Administrative Services

DATE: February 20, 2019

SUBJECT: Computers, Electronic Communications, and Social Media;
Approve Policy 6.2.4; Adopt Resolution No.19-04

Recommendation/Motion:

Recommendation: Review and comment on draft policy.

Motion: Approve Policy 6.2.4 'Computers, Electronic Communications, and Social Media', and adopt Resolution No.19-04 (including any proposed revisions, if applicable).

Policy Implications:

The proposed Policy 6.2.4 'Computers, Electronic Communications, and Social Media' amends and replaces the policy adopted in September of 2005 with Resolution 29-05.

Fiscal Implications/Budget Status:

None

Background:

The Harbor Commission adopted Resolution 29-05 in September of 2005 approving the District's Policy 6.2.4 'Computers and Electronic Communications'.

On January 10, 2019, the Harbor Commission directed the Interim General Manager to enter into a Professional Services Agreement with Phondini Partners LLC to develop and implement a social media plan.

On February 4, 2019 the Social Media/Public Outreach Committee met to discuss, among other items, scope and alternatives for a Social Media Policy. A draft policy was presented to include social media components to the Computers and Electronic Communications Policy and simultaneously update the current policy.

Additional review and comments were incorporated into the proposed Computers, Electronic Communications, and Social Media and is presented as attached.

This Commission may choose to adopt the Policy, adopt the Policy with revisions, direct staff to make changes to the draft Policy and return with a draft revision for approval, or this Commission may choose to make no changes at this time.

Attachments:

1. [Draft Policy 6.2.4 'Computers, Electronic Communications, and Social Media' \(Tracked changes from Counsel\)](#)
2. [Original Policy 6.2.4 'Computers and Electronic Communications'](#)
3. [Draft Resolution No.19-04](#)



Staff Report

TO: Board of Harbor Commissioners

FROM: Anita C. Pyle, Interim Director of Operations

DATE: February 20, 2019

SUBJECT: Approve and Adopt the “Updated” Salary Schedules from 2012 to Present per CalPERS Requirement; Resolution No.19-03

Recommendation/Motion:

Motion: Approve and adopt the “updated” Salary Schedules from 2012 to present to meet the requirements of CalPERS and the California Code of Regulations Section 570.5 and Resolution No.19-03.

Policy Implications:

The San Mateo County Harbor District (SMCHD) received a Public Agency Review (PAR) audit conducted by CalPERS’ Office of Audit Services in December, 2018. Pursuant to Gov. Codes sections 20221, 20222.5 and 20465, employers must furnish CalPERS with any member information that is required for the administration of the System.

Fiscal Implications/Budget Status:

None.

Alternatives Considered:

None.

Background/Discussion:

CalPERS’ Office of Audit Services conducted a PAR audit of the San Mateo County Harbor District in December, 2018. There was only one finding: The Agency (SMCHD) did not maintain a pay schedule in compliance with the Government Code and California Code of Regulations. Specifically, the pay schedule in effect July 1, 2014, did not include the “**time base**” for the Executive and Management employees’ payrates as required by California Code of Regulations section 570.5.

The proposed resolution by CalPERS for this finding required the District to take the following actions. Per CalPERS:

1. The Agency (District) must update their 2012 to current publicly available pay schedules to include the “**time base**” for the Executive and Management employees’ payrates.
2. The Agency must present the updated 2012 to current publicly available pay schedules to their governing body for approval and adoption.
3. The Agency must provide the approved and adopted 2012 to current publicly available pay schedules and approved board meeting minutes to resolve this observation.

In addition to meeting the requirements for CalPERS and updating previous salary schedules to make sure the “time base” was included, there were some additional modifications that were made as stated below:

1. “Effective dates” were included or updated, if necessary
2. Revisions/additions were made to positions and/or salary ranges to some salary schedules, if necessary, to be consistent with Board approved changes during the last 3 years
3. Footnotes were added and minor formatting corrections were made for clarity and transparency purposes
4. An additional modification was required for the salary schedule for the current fiscal year (FY 2018-19) as follows:

The “salary ranges” for the Harbor Master, Director of Administrative Services and the Director of Operations positions were approved at the November 2018 Board meeting but there was an oversight in the chart that was included in the staff report and the salary ranges for these three positions were misstated and were inconsistent with a previously approved Board action in July 2018.

In July 2018, the Board approved the recommendation to adjust the salary schedule for all exempt positions at the same time and with the same percentage as negotiated for employees represented by the Teamsters bargaining unit.

Hence, all three of these “exempt” positions’ (Director of Administrative Services, Director of Operations and Harbor Master) salary ranges presented at the November 2018 Board meeting should have included the 3% increase that went into effect on July 8, 2018 and they did not.

This action corrects that oversight. The two staff reports from July 2018 and November 2018 are attached for reference.

Summary/Recommendation:

Staff recommends this Commission approve and adopt the “updated” Salary Schedules from 2012 to present to meet the requirements of CalPERS and the California Code of Regulations Section 570.5 and adopt Resolution No.19-03

Attachments:

1. [Resolution No. 19-03](#)
2. [Updated Salary Schedule for FY 2018-2019 \(Exhibit A\)](#)
3. [Updated Salary Schedules for FY 2012-2013 thru FY 2017-2018 \(Exhibit B\)](#)
4. [Staff Report dated November 14, 2018](#)
5. [Staff Report dated July 18, 2018](#)



Staff Report

TO: Board of Harbor Commissioners

FROM: Julie van Hoff, Director of Administrative Services
David Doyle, Accountant

DATE: February 20, 2019

SUBJECT: Mid-Year Budget Review

Recommendation/Motion:

This item is informational only.

Policy Implications:

Harbors and Navigation Code 6093 provides statutory requirements for budget development.

This informational report provides a more detailed view, below the appropriations level, of the status of the current budget. The information provided will aid in the development of the fiscal year 2019/20 Budget.

Fiscal Implications/Budget Status:

None.

Alternatives Considered:

None.

Background/Discussion:

The following chart summarizes actual revenue and expenditures for the first six months of fiscal year 2018/19 in comparison to the twelve-month revised budget.

Second Quarter 2019 Financial Report and Spending Authority Summary

Revenues

Spending Authority	Budget	YTD Actual	% of Budget
Enterprise Revenue	\$ 4,815,000	\$ 2,270,605	47%
Other Operating Revenue	\$ 8,336,245	\$ 3,099,615	37%
Total Revenues	\$ 13,151,245	\$ 5,370,220	41%

Expenditures

Spending Authority	Budget	YTD Actual	% of Budget
Salaries and Benefits	\$ 7,750,306	\$ 4,641,656	60%
Operating Expenses	\$ 3,860,200	\$ 2,235,136	58%
Capital Projects	\$ 10,407,500	\$ 898,189	9%
Total Expenditures	\$ 22,018,006	\$ 7,774,981	35%

The following discussion highlights substantive one-time expenditures and other large variances between the budget and actuals.

Enterprise Revenue: The District is at 47% of budget at mid-year. The District's budget included \$200,000 for Surrendered and Abandoned Vessel Exchange (SAVE) and \$275,000 for expected reimbursements for Oyster Point Marina expenses. For the first six months of fiscal year 2018/19 \$56,065 has been recorded for SAVE grants and \$13,847 for reimbursements.

Other Operating Revenue: Staff projects that interest income will exceed the budget by approximately \$100,000 due to higher than anticipated cash balances. Tax revenues are expected to be on budget with a larger percent of taxes expected to be received in the second half of the fiscal year. In addition, a \$920,000 budgeted grant reimbursement related to PPH dredging project is expected to be earned, at the earliest, in the last quarter of the fiscal year.

Salaries and Benefits: The District expects salaries and benefits to be slightly below budget due to position vacancies throughout the fiscal year.

The original budget was amended on November 14, 2018 to include an increase in Salaries and Benefits of \$2,300,000. This increase authorized funding for a portion of the CalPERS retirement long-term liability. The payment was made to CalPERS and is reported in the YTD actual. This large payment is impacting the percentage of budget spent to date.

Operating Expenses: The District is at 58% of budget at mid-year. Staff will continue to monitor expenses; and, if necessary, bring forward a request to transfer Capital Project appropriations to Operating Expense appropriations at a future date.

Capital Expenses: The District completed the following projects as of December 31, 2018: removal of the bait shop at Oyster Point Marina (OPM); installation of new transformers for Docks 1-6 at OPM and Docks A-C at Pillar Point Harbor (PPH); improvements to the Lessee sidewalk and parking lot; and purchase of two personal watercrafts at PPH. The Enterprise Resource Planning (ERP) software project funding is expected to be rolled over to fiscal year 2019/20 Budget. Staff will continue to proceed with Board direction and in accordance with the Memorandum of Understanding with the City of South San Francisco for OPM related projects. Permitting challenges have slowed the progress of many of the PPH related projects. Project funding will be rolled over to future fiscal year appropriations as necessary and as approved by the Board.

Reserves:

Reserves were originally budgeted at \$10,600,000 for this fiscal year. Due to the unforeseen delays in capital project spending, the reserves are expected to increase by monies not spent by June 30, 2019.

Summary/Recommendation:

This report is informational only.

Attachments:

[Mid-Year Detail Status Report](#)



Board Report

TO: Board of Harbor Commissioners
FROM: John Moren, IGM/Director of Operations
DATE: February 20, 2019
SUBJECT: Oyster Point Yacht Club Lease Amendment Execution

Recommendation/Motion:

Motion: Authorize the Interim General Manager to execute a negotiated lease amendment with Oyster Point Yacht Club (OPYC), which has been reviewed by District Counsel.

Fiscal Implications/Budget Status:

Positive fiscal impact, as the proposed lease amendment increases the monthly rent from \$285 to \$570 per month. In addition, includes bar revenues which had not previously been included in the terms.

Background/Discussion:

The Interim General Manager (IGM) seeks authorization from the Board to execute a previously negotiated lease amendment with OPYC. The District has had a lease with OPYC since 1982, when OPYC spent \$130K to construct the building. The original lease was for a 25-year term and was renewed for another 25 years in 2007. Originally the monthly rent was reduced, only \$25/month, due to construction costs and has incrementally increased since. The current monthly rent is \$285.88 per month, plus 10% of member dues and rentals.

The lease term now expires in 2032 and is currently not co-terminus with the District's involvement with South San Francisco. OPYC has subleased use of its leased property without District approval, which provided an opportunity to re-negotiate and improve historic lease terms. The District sent notice of default and negotiated an opportunity to cure. OPYC has agreed to the terms of the lease amendment as means of curing.

The proposed terms of the lease amendment are a significant Improvement, base rent increases, doubles from \$285.88 to \$570. Percentage Rent will be in addition to Base Rent and includes, 10% of OPYC gross receipts, including OPYC bar sales, which were not previously included, and 5% of OPYC Bar Service revenue from sublease activities.

Other terms include: Term of Lease co-terminus with District's agreement with SSF, requires increased community use of space, and requires OPYC to submit community use reports bi-annually.

Terms of the current lease to protect the District stay in effect, current lease places responsibility for maintenance of structure on OPYC, no risk to District. The District has indemnity protection both under lease and from City from construction-related claims.

Summary/Recommendation:

Authorize the Interim General Manager to execute the attached negotiated lease amendment with Oyster Point Yacht Club, which has already been reviewed by District Counsel.

Attachments:

[Attachment 1 - Current OPYC Lease](#)

[Attachment 2 - Proposed First Amendment to Lease](#)

[Attachment 3 - OPYC/Dominic's Service & License Agreement](#)



Activity Report

TO: Board of Harbor Commissioners
FROM: John Moren, IGM/Director of Operations
DATE: February 20, 2019
PERIOD: January 2019

Pillar Point Harbor:

Construction Update & General Status Updates:

- Misc. maintenance work in progress throughout the marina
- Landscaping in facility
- HM Office roof replacement work completed, final inspection took place

Miscellaneous:

- Ongoing training
- Cross training with OPM staff
- Beach clean-up
- Safety meetings
- Mavericks WSL Surfing Comp Prep Meetings ongoing, window opened again 1.2.19.
- 5 Advanced Training events for staff



The United States Coast Guard performs emergency water rescue drills at Pillar Point Harbor on Friday afternoon around 12:45 p.m. The drills were accompanied by the Harbor Patrol and prompted a string of drivers to pull over at Surfer's Beach to observe the operation. Kyle Ludowitz/Review

Occupancy Overview:

- Total occupancy: 100%, 369 slips, 369 occupied.

Search and Rescue Activity Highlights & Urgent Need Activities:

- 1/1 thru 1/31
 - 10 Search & Rescue, including 3 late night rescue tows
 - 19 Patrol Vessel & DHM Calls
 - 2 Medical Calls
 - 4 Law Enforcement Calls
 - 2 Environmental Calls
 - January extreme weather conditions resulted in several vessels on the beach, which staff assisted with recovery

EMS-Clean Marina Activities:

- Vessel inspections are ongoing
- Registration and Insurance enforcement
- Nonpayment enforcement

- Pacifica Beach Coalition beach clean-up collected 221lbs of trash on 1/26

Calendar Reminder Items of Events and Activities:

- Mavericks Challenge Surf Contest – TBD On-going

Oyster Point Marina/Park:

General Status & Construction Update

- Misc. maintenance work in progress throughout the marina
- SSF/Kilroy Development Project underway, AHM attended monthly public project meeting
- OPM continues on Generator Power
- Winter prep. & Storm checks

Miscellaneous:

- Crew Training, continued to cross train with USCG and PPH staff
- Registration, liveaboard and insurance enforcement ongoing
- King Tide events caused some flooding and pedestrian access challenges

Occupancy Overview:

- On 1/2/19 occupancy: 408 slips, 324 occupied, 79%

Search and Rescue Activity Highlights & Urgent Need Activities:

- 1/1 thru 1/31: 11 vessel activities, 2 Fire, 4 Police Business, 2 Coast Guard, 31 Call Outs
- 2 SPCA, 3 Fish & Wildlife

EMS-Clean Marina Activities:

- Vessel inspections are ongoing

Calendar Reminder Items of Events and Activities:

- WETA began a dredge episode on November 27th

Administration:

See related Staff Report for update on Capital Projects

District

- HM recruitment advert closed 1/5, pleased to announce AHM Jim Merlo accepted the position of Harbormaster at OPM
- Mike Williams was offered and has accepted the position of Assistant Harbormaster for Pillar Point Harbor after an internal recruitment process.
- Commissioner swearing-in ceremony occurred 1/7, Commissioner Larenas was re-elected and we are pleased to announce Nancy Reyring will be a new member of the District Board of Harbor Commissioners
- Board officers were elected/appointed; President Brennan, VP Larenas, Secretary Reyring and Treasurer Mattusch

Grants

- Working with FEMA and CalOES for project funding assistance
- Continuing efforts to identify potential grant funding for all CIP's

ADA Coordinator

- Continued work on issues identified in the ADA Transition Plan/Self Evaluation. Incorporating CalOES "Strategies for Inclusive Planning Emergency Response" in our ERP. This addition to the ERP facilitates more comprehensive inclusion of planning for people with access and functional needs, including people with disabilities as well as other groups disproportionately impacted in emergencies.

District Safety

- Target Solutions - OSHA required courses, continuing to assign safety refresher courses for 2018.
- 2019 DBW Boater Safety Survey/Kits – Continuing to work with DBW Vivian Matuk at PPH and OPM to send out Dock Walker boater safety surveys with statements. Tenants will deliver completed surveys to the HM office for boater safety kits.
- Continuing increased training efforts to promote excellent Customer Service.



Activity Report

TO: Board of Harbor Commissioners

FROM: Anita C. Pyle, Interim Director of Operations/Previous Director of Administrative Services during month of January 2019

DATE: February 20, 2019

PERIOD: January 2019

Board of Harbor Commissioners

Regular Commission Meeting – January 16, 2019

Public Records Act Requests (PRAs)

Goal: To respond to all PRA's in a manner compliant with State Law.

PRA's Received:

- Len Stone Realty – Looking for building permit for residence – 1/3/19
- Delia Comito – Post Office Lot appraisals – 1/24/19
- Smart Procure – Request for purchasing records – 1/24/19
- John Ullom – Copy of our letter to City of HMB Re: CDP for RV Lot - 1/30/19
- John Ullom – Copy of Compliance Order dated 9/22/16 from City of HMB – 1/31/19

PRA's Completed:

- Bruce McPhillips – Oyster Point Yacht Club – 11/5/18
- Emily O'Donohoe, Rein & Clefton Law – 17 Johnson Pier Permits – 11/20/18
- Emily O'Donohoe, Rein & Clefton Law – Johnson Pier Leases – 12/14/18
- Len Stone Realty – Looking for building permit for residence – 1/3/19
- Delia Comito – Post Office Lot appraisals – 1/24/19
- Smart Procure – Request for purchasing records – 1/24/19
- John Ullom – Copy of our letter to City of HMB Re: CDP for RV Lot - 1/30/19

On-going PRA's:

- Lisa Damrosch – Morning Star space & Three Captains – 10/13/18
- John Sims, Commodore – OPYC – 10/29/18

Accounting

- Operations – Recurring Operating activities
 - Accounts Payable (A/P), Employee Reimbursements – biweekly
 - 2 AP runs processed
 - Updating A/P vendor master lists, 1099 info, purchase orders, updating major contract reconciliations, update CA Use Tax spreadsheet
 - Positive Pay Upload to US BANK
 - Recurring journal entries
 - Accounts Receivable (Cash Batches)
 - Daily Cash Batch review, account adjustment review
 - Month-end – The Marine Program (TMP) to GL reconciliation and rollover to next period
 - State of CA FTB Intercept program – received and filed reports and payments
 - Banking
 - Reconciliation of all bank and investment accounts
 - Payroll processing – biweekly
 - 2 payroll cycles processed
 - 1 new hire – Elected Commissioner
 - 1 employee term – Departing Commissioner
 - CALPERS/ICMA reporting uploads for 457 savings plans
- Audit FY17-18
 - Review of Outside Auditor’s spreadsheets for error checking
- Board Meeting – 2/20/19
 - Bills & Claims
 - Legal Fees
 - Q2 Investment Report (Completed)
 - Q2 Financials (In Progress)
 - Q2 Mid-Year Budget Review (In Progress)
- Grants
 - DBW SAVE reimbursement request for \$2,850 – In progress
 - Used Oil Reimbursement – 2nd Quarter – In progress
 - MLERP Reimbursement for \$1,614.91 – Submitted
 - DBW SAVE Reimbursement for \$67,561.56 – Submitted
- Special Projects
 - In progress – Set up vendors on account - Cal Card optimization
 - AP Process Manual – In progress
 - Admin Postage Machine Lease renewal – Completed
 - Contract Management Project – in progress
 - Supplemental Schedule Property Usage 2019 to San Mateo County – Submitted
 - 1096 (to IRS) and 1099 (to vendors) – Submitted
 - Used Tax (to State of CA) – Submitted
 - Current Contracts Reconciliation – Updated

- FTR Report (to State's Controllers Office) – Submitted
- Payroll – 457/FSA 2% Employer contribution – work with ADP to implement changes for all staff effective 1/1/19
- Payroll – Holiday Premium – work with ADP to implement changes for OE3 effective 1/1/19
- Quarter End Journal Entries for accruals, fixed assets in preparation of board reports
- Quarter End Rent Report for future board meetings

Human Resources

- **Prepared Check Request for Medical & Life Insurance**
 - OE3 Trust Fund
 - Teamsters
 - SDRMA Medical
 - SDRMA Ancillary
 - Standard Life Insurance

- **Personnel/Miscellaneous Support Services**
 - Prepared paperwork for one employee evaluation.
 - Prepared two Personnel Action Forms.
 - Tracked FMLA usage for employees who are currently eligible.
 - Worked on the Deputy Harbormaster B/Training Officer Offer Letter
 - Worked on the Assistant Harbormaster Offer Letter for PPH
 - Assisted New Commissioner with paperwork for payroll and personnel file
 - Assisted with 8X8 phone replacement
 - Assisted with Verizon cellphone replacement for PPH and with two new phone orders

- **Employment Recruitment**
 - Deputy Harbormaster A&B second recruitment interview stage
 - Assisted RGS with interview set-up for Harbormaster
 - Assisted with interview/panel set-up for Deputy Harbormaster B/Training Officer
 - Assisted with interview set-up for Assistant Harbormaster

- **SDRMA**
 - Assisted with updating health plans

Lease Administration/Miscellaneous Support Services:

Board Packet:

- Assisted with finalizing the packet for the 1/10/19 Special Meeting
- Assisted with finalizing the 1/16/19 Board packet

Policy Update:

- Finalized Policy 3.0 on Standing Committees; ready for copying and distributing

RFPs:

- Formatted and proofed RFPs
- Posted RFP on CSDA website

Finance:

- Numbered journal entries

H/R:

- Assembled packets for interviews

Operations:

- Worked with Training Officer on making changes to training matrix for PPH & OPM

Lease Files:

- Prepared rent increase letters for three lessees
- Requested certificate of insurance
- Sent email to several lessees regarding ADA compliance
- Emailed soft copies of leases to all Commissioners and new District Counsel, Bill Parkin

Misc.

- Assisted caller with request for information regarding Mavericks/Cartel/WSL permits



Standing Committee Meeting Summary

TO: Board of Harbor Commissioners

FROM: Social Media/Public Outreach Committee
Commissioners Brennan and Reyerling

DATE: February 20, 2019

SUBJECT: Summary of 2/4/2019 Social Media/Public Outreach Committee

Summary/Recommendation:

A Social Media/Public Outreach Committee was held on February 4, 2019 from 3:00 PM to 5:00 PM at the San Mateo County Harbor District's Conference Room 504 Avenue Alhambra, Suite 200, El Granada California.

In attendance, were Board of Commissioners Sabrina Brennan, President and Nancy Reyerling, Secretary; staff members John Moren, Interim General Manager and Julie van Hoff, Interim Director of Operations/Incoming Director of Administrative Services; Phondini Partners; and as a non-participating attendee, Commissioner Edmundo Larenas, Vice President.

Commissioner Reyerling will serve as Committee Chair. Ideas for the Committee's Scope and Duties were discussed. A draft will be circulated for further discussion at the next Committee meeting.

Phondini Partners presented the attached Exhibit A, outlining the Description of Services to be Performed, along with estimated costs. On January 10, 2019, the Interim General Manager was given direction by the Board to enter into a Professional Services Agreement with Phondini Partners. The amount of the contract is within the Interim General Manager's authority of \$25,000.

There was discussion of the alternatives for a Social Media Policy with a recommendation to approve an amended version of the Computers, Electronic Communications, and Social Media Policy. The Policy is presented as a separate report at tonight's meeting.

The Committee requested that operations staff attend the next Committee meeting. In addition, administrative staff was tasked with implementing a District calendar on the District's website. A partially populated calendar has been added to the District website and will be refined on an on-going basis.

Attachment:

[Exhibit A - Phondini Partners LLC - Scope of Services and Estimated Costs](#)