



San Mateo County Harbor District

Board of Harbor
Commissioners

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

Peter Grenell, General Manager

FOR THE OCTOBER 1, 2014
BOARD OF HARBOR
COMMISSIONERS MEETING,
PUBLIC COMMENT WILL BE
HELD **AFTER** CLOSED
SESSION.



San Mateo County Harbor District

Board of Harbor
Commissioners

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

Peter Grenell, General Manager

THE OCTOBER 1, 2014
BOARD OF HARBOR
COMMISSIONERS
MEETING WILL
BEGIN AT 6:00 P.M.
WITH TWO CLOSED
SESSION ITEMS.

San Mateo County Harbor District Board of Harbor Commissioners Meeting Agenda

**October 1, 2014
6:00 p.m.**

**Sea Crest School, Think Tank, Room #19
901 Arnold Way
Half Moon Bay, Ca. 94019**

All Harbor District Commission meetings are recorded and televised on PCT and replayed the following Friday at 6:00 a.m. and the following Saturday at 7:00 a.m. Copies can also be purchased from PCT and mailed for \$18.

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

Roll Call

Commissioners

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

Staff

Peter Grenell, General Manager
Debra Galarza, Director of Finance
Marietta Harris, Human Resource Manager
Scott A. Grindy, Harbor Master
Steven Miller, District Counsel
Debbie Nixon, Deputy Secretary

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.

Staff Recognition-

Closed Session

- 1 TITLE: **PUBLIC EMPLOYMENT: Government Code Section 54957. General Manager**
- 2 TITLE: **CONFERENCE WITH LEGAL COUNSEL--
ANTICIPATED LITIGATION: Government Code
Section 54956.9
1 case**

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.

- 3 TITLE: **Minutes of Meeting September 3, 2014**
REPORT: Draft minutes
PROPOSED ACTION: Approval
- 4 TITLE: **Minutes of Meeting September 17, 2014**
REPORT: Draft minutes
PROPOSED ACTION: Approval
- 5 TITLE: **Minor Amendment to Special Use Permit for Mavericks
Invitational, Inc.**
REPORT: Memo
PROPOSED ACTION: Approve minor amendment to special use permit
- 6 TITLE: **Authorize General Manager to Execute a Grant
Agreement with the California State Parks, Division of
Boating and Waterways for an Amount Not to Exceed
\$143,800.00 from the Abandoned Watercraft Abatement
Fund**
REPORT: Memo, Resolution
PROPOSED ACTION: Adopt Resolution 27-14 authorizing the General Manager to
execute a grant agreement with the California State Parks,
Division of Boating and Waterways for an amount not to
exceed \$143,800.00 from the Abandoned Watercraft
Abatement Fund

- 7 TITLE: **Whale Tail Grant Application**
REPORT: Memo, Resolution
PROPOSED ACTION: Adopt Resolution 28-14 for a Whale Tail Grant application for FY2014/2015 grant cycle and authorize General Manger to approve purchases of services, materials and equipment to implement the grant if funded for an amount not to exceed \$65,000.

New Business

- 8 TITLE: **Approve Award of Contract to Independent Outside Investigator**
REPORT: Miller, Memo
PROPOSED ACTION: Authorize President Parravano to execute Contract with Margaret Kotzebue
- 9 TITLE: **Public Records Act General Overview and Specific Update Concerning District Records Pertaining to the California Maritime Infrastructure Authority**
REPORT: Miller, Oral Report
PROPOSED ACTION: Information Only
- 10 TITLE: **Public Notice to Solicit Construction Bids for Pillar Point Harbor West (Mavericks) Trail Phase 1 Culvert Repairs**
REPORT: Grenell, Memo, Attachments
PROPOSED ACTION: Approve repair plans and specifications and authorize the General Manager to issue a public bid notice to solicit construction bids for Phase 1 repairs of the West (Mavericks) Trail at Pillar Point Harbor
- 11 TITLE: **Request for Proposals (RFP) to provide Commercial Property Appraisal, Lease Valuation and Market Survey Services: Oyster Point Bait and Tackle, Ketch Joanne Restaurant and Harbor Bar**
REPORT: Grenell, Memo, RFP
PROPOSED ACTION: Authorize General Manager to publish a Request for Proposals

- 12 TITLE: **Transient Boater Rate Special for Oyster Point Marina/Park**
REPORT: Grindy, Memo, Resolution
PROPOSED ACTION: (1) Authorize General Manager to issue special event rate for transient boaters, a “2 nights for the price of 1 night”, for use for advertised special events that occur at Oyster Point Marina/Park; and
(2) Adopt Resolution 25-14 to amend the FY2014/15 District Rates and Fees Schedule
- 13 TITLE: **Biennial Update Harbor District Conflict of Interest Code**
REPORT: Grenell, Memo, Resolution, Attachments
PROPOSED ACTION: Adopt Resolution 26-14 approving amendments to the Harbor District’s Ordinance Code Chapter 2.20 Conflict of Interest Code pursuant to Government Code Section 87306.5 and the Fair Political Practices Commission’s 2014 Local Agency Biennial Notice and authorize the General Manager to forward the amended Code to the San Mateo County Board of Supervisors
- 14 TITLE: **Possible Cancellation of Harbor Commission Meetings on December 17, 2014 and/or January 7, 2015**
REPORT: Grenell, Oral Report
PROPOSED ACTION: Cancel both Commission meetings
- 15 TITLE: **Bills and Claims in the Amount of \$378,855.76**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$378,855.76 to cover payment of Bills and Claims

Staff Reports: a) Administration and Finance

- 16 **General Manager - Grenell**
- 17 **Director of Finance – Galarza**
- 18 **Human Resources Manager - Harris**

b) Operations

19 Oyster Point Marina/Park and Pillar Point Harbor - Grindy

Board of Harbor Commissioners

20 A. Committee Reports

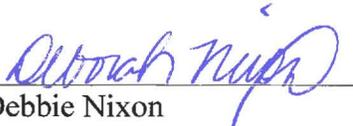
B. Commissioner Statements and Requests

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

Adjournment

The next scheduled meeting will be held on October 15, 2014 at the Municipal Services Building, 33 Arroyo Drive, South San Francisco at 6:00 p.m.

Agenda Posted As Required:
September 25th at 10:30 a.m.


Debbie Nixon
Deputy Secretary

**San Mateo County Harbor District
Board of Harbor Commissioners
Meeting Minutes****September 3, 2014
6:00 p.m.****Sea Crest School, Think Tank, Room #19
901 Arnold Way
Half Moon Bay, Ca. 94019**

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Roll Call**Commissioners**

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

Staff

Peter Grenell, General Manager
x Debra Galarza, Director of Finance
Marietta Harris, Human Resource Manager
Scott A. Grindy, Harbor Master
Steven Miller, District Counsel
Debbie Nixon, Deputy Secretary

x-absent

Brennan entered the room at 6:04 p.m.

Public Comments/Questions — Ed Larenas, Mary Larenas, Keet Nerhan,
Brian Rogers

Staff Recognition — Grindy recognized Assistant Harbormaster Draper and Deputy Harbormaster Pemberton for their life saving rescue efforts and Deputy Harbormaster C. Smith for preventing an intoxicated gentleman from going out on his dingy.

Action: Motion by Tucker, second by Brennan to approve a Special Use Permit for City of South San Francisco Department of Parks and Recreation for Thanksgiving Fun Run to be held on Saturday November 15, 2014 and waive the fees for the permit. The motion passed.

Ayes: Brennan, Holsinger, Parravano, Tucker
Absent: Bernardo

- 4 **TITLE:** **Bills and Claims in the Amount of \$469,385.26**
 REPORT: Bills and Claims Detailed Summary
 PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in
 the amount of \$469,385.26 to cover payment of Bills and
 Claims

Action: Motion by Holsinger, second by Tucker to approve the bills and claims. The motion passed.

Ayes: Holsinger, Parravano, Tucker
Nays: Brennan
Absent: Bernardo

Reports for Possible Discussion/Action Administration and Finance

5 General Manager - Grenell

Grenell presented his report.

Grenell announced his retirement from the District effective January 3, 2015.

6 Director of Finance - Galarza

Grenell presented Galarza's report.

7 Human Resources Manager – Harris

Harris presented her report.

Operations

8 Oyster Point Marina/Park and Pillar Point Harbor – Grindy

Grindy presented his report.

Board of Harbor Commissioners

9 A. Committee Reports

None

B. Commissioner Statements and Requests

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

Brennan stated at the last meeting she asked for a list of items that were previously passed by the Commission to be placed on a future agenda be added to Agendas and she didn't see the list.

Holsinger expressed his gratitude for Grenell.

Holsinger welcomed Robert Grant, who is running for Harbor Commissioner.

Tucker stated that he is aware that the Fair Political Practice Committee has investigated a complaint regarding the District's membership with the California Maritime Infrastructure Authority Bank (CMIA/B) and found the complaint unwarranted and there was no conflict. Tucker stated he was contacted by the San Mateo County District Attorney's Office and was interviewed regarding his knowledge of CMIA/B. At the conclusion of the interview he was told that the report would be that there was no conflict of interest.

Parravano stated he admired the work staff has done in dealing with the fuel dock situation and there was no reason for anyone to doubt the efficiency of the Harbor Patrol staff and Harbor Master. He stated that Commissioners were notified of the events and thanked the Harbor Master for keeping the Commission informed of the situation. Parravano stated that revenue was lost and reputations were damaged.

Parravano stated that he was contacted by the San Mateo County District Attorney's Investigation Unit regarding a complaint they had received regarding the California Maritime Infrastructure Bank and Grenell.

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.

Action: Motion by Tucker, second by Holsinger to place an item on the November 5, 2014 Agenda for a Proclamation honoring Grenell. The motion passed.

Ayes: Brennan, Holsinger, Parravano, Tucker
Absent: Bernardo

Adjournment

Action: Motion by Tucker, second by Parravano to adjourn the meeting. The motion passed at 7:04 p.m.

The next scheduled meeting will be held on September 17, 2014 at the Municipal Services Building, 33 Arroyo Drive, South San Francisco at 6:00 p.m.

Debbie Nixon
Deputy Secretary

Pietro Parravano
President

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

**September 17, 2014
6:00 p.m.**

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

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Roll Call

Commissioners

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

Staff

- Peter Grenell, General Manager
- x Debra Galarza, Director of Finance
- x Marietta Harris, Human Resource Manager
- Scott A. Grindy, Harbor Master
- Steven Miller, District Counsel
- Debbie Nixon, Deputy Secretary

x=absent

The meeting was cancelled due to lack of a quorum.

Debbie Nixon
Deputy Secretary

Pietro Parravano
President

Staff Report

MINOR AMENDMENT TO SPECIAL USE PERMIT FOR MAVERICKS INVITATIONAL, INC.

Recommendation

- Amend event window of Special Use Permit for Mavericks Invitational, Inc. from November 1st through March 31st each year to January 1st through March 31st.
- Amend payment due date of application fee and permit fee from July 1st and November 1 respectively to January 1st for both application fee and permit fee.

Background

In past years, the contest window for the Mavericks Surf Contest has been November 1st through March 31st. Mavericks Invitational, Inc. has asked that the permit window be moved to January 1st through March 31st. This will allow for pre-season evaluations of surfers, give broadcasters a better gauge of when the event will happen, and to relieve pressure from agencies with blackout dates during the holidays.

Mavericks Invitational, Inc.'s past permit required payment of the \$5,000 application fee to be paid by July 1st and the permit fee of \$11,600 to be paid on or before November 1st. Staff recommends allowing payment of both application fee and permit fee to be on or before January 1st.

Analysis

This will allow the Harbor District staff an increased time period for training and preparation in order to assure a successful event.

Fiscal Impact

There is no fiscal impact from this change.

Conclusion

Staff recommends approval of the change to the event window.

Staff Report

Authorize the General Manager to Execute a Grant Agreement with the California State Parks, Division of Boating and Waterways for an Amount not to exceed \$143,800.00 from the Abandoned Watercraft Abatement Fund

Recommendation

Adopt Resolution 27-14 authorizing the General Manager to execute a grant agreement with the California State Parks, Division of Boating and Waterways for an amount not to exceed \$143,800.00 from the Abandoned Watercraft Abatement Fund.

Background

The Department of Boating and Waterways has approved the Harbor District's grant application for \$143,800 of Abandoned Watercraft Abatement Fund money to remove selected vessels from Oyster Point Marina and Pillar Point Harbor. This is another of a continuing series of grant requests for boat removal at both District harbors.

The District has just received the grant Agreement, which must be executed and accompanied by a Resolution stating that the District agrees with the terms and conditions of the grant Agreement and authorizes the General Manager to execute the Agreement.

In order to expedite receipt of the grant funds and remove of the vessels as quickly as possible, staff presents this recommendation for immediate Commission action.

Analysis

Through the collection process, staff has retained vessels from lien and has legally declared said vessels abandoned. These vessels are in danger of sinking and may become a hazard to navigation and/or the environment. These vessels have no sales value.

Fiscal Impact

The District will be reimbursed for costs spent on removal and/or demolition of boats from Oyster Point Marina and Pillar Point Harbor of up to \$143,800.00

Conclusion

Staff recommends the Board of Harbor Commissioners adopt Resolution 27-14 and authorize the General Manager to enter into a contract with California State Parks, Boating and Waterways for a grant no to exceed \$143,800.

Resolution 27-14

of the

San Mateo County Harbor District

to

**Authorize the General Manager to Execute a Grant Agreement
with the California State Parks, Division of Boating and
Waterways for an Amount not to exceed \$143,800.00 from the
Abandoned Watercraft Abatement Fund**

Whereas, Pillar Point Harbor and Oyster Point Marina have determined that there are many abandoned vessels which may be a hazard to navigation and/or the environment, having an estimated cost for removal and/or demolition of \$143,800.00; and,

Whereas, the California Division of Boating and Waterways has offered funding for removal and/or demolition of these vessels through the Abandoned Watercraft Abatement Fund Program; and,

Whereas, Pillar Point Harbor and Oyster Point Marina are in the process of seeking funds from the Abandoned Watercraft Abatement Fund Program for the removal and/or demolition of these vessels and has received authorization from the Division of Boating and Waterways for an amount not to exceed \$143,800.00 and is dated October 1, 2014 to October 1, 2016,

Therefore, be it resolved that the Board of Harbor Commissioners approves the terms and conditions of the Standard Agreement with the Division of Boating and Waterways and authorizes the General Manager to execute this agreement.

Be it further resolved that the Board of Harbor Commissioners appoints General Manager Peter Grenell to be the District's designee for the purposes of the Standard Agreement with the Division of Boating and Waterways.

Approved this 1st day of October 2014 at the regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

For:

Against:

Abstaining:

Absent:

Attested

BOARD OF HARBOR COMMISSIONERS

Debbie Nixon
Deputy Secretary

Pietro Parravano
President



DEPARTMENT OF PARKS AND RECREATION

Division of Boating and Waterways
One Capitol Mall, Suite 410
Sacramento, California 95814

Lisa Ann L. Mangat, *Acting Director*

09-10-14P12:42 RCYD

September 8, 2014

John Draper
SAN MATEO COUNTY HARBOR DISTRICT
400 Oyster Point Blvd, Suite 300
So. San Francisco, CA 94080

RE: FY 2014/15 ABANDONED WATERCRAFT ABATEMENT FUND (AWAF)

GRANT AGREEMENT INSTRUCTION LETTER

Grant Amount:	\$143,800.00
Grant Number:	C7702031
Grant Term:	October 1, 2014 through October 1, 2016

Dear John Draper:

Your application to participate in the AWAF has been approved. Enclosed is the grant agreement between the Division of Boating and Waterways (DBW) and your agency.

Before this agreement is finalized it must be signed and completed per the instructions below, and returned to DBW for final review and approval. **Do not begin any work until you receive your copy of the final agreement and the fully executed agreement instruction letter.**

Please complete the following steps:

1) Sign, complete and date (as needed) the enclosed copies of these documents:

- Grant Agreement (cover sheet)—4 copies
- Exhibit A (Scope of Work), page 1
- Exhibit D (Certification), page 15
- Exhibit F (Darfur Contracting Act), page 21

2) Provide an original copy (1) of the Minute Order or Resolution from your County Board / City Council authorizing the execution of this agreement. The Minute Order or Resolution must authorize by name and title the signatory of the contract.

John Draper
September 8, 2014
Page 2

3) Provide a Certificate of Insurance and Endorsement for your agency, or if self-insured provide a written explanation of the self-insurance program (follow the specific instructions as listed on page 8 of the enclosed Exhibits).

NOTE: If providing a Certificate of Liability Insurance, the Endorsement must be included.

4) Provide a Certificate of Insurance for all subcontractors to be used if they currently known; otherwise, provide verification as soon as subcontractors are selected. Insurance must be received and approved by DBW before any work commences.

Please keep a copy of these documents for your records and return the signed and completed originals to our office.

If you have any questions, please call me at (916) 327-1825, or by email, susan.sykes@parks.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'Susan Sykes', written over a horizontal line.

Susan Sykes
Derelict Vessel Programs Administrator

Enclosures

Staff Report

WHALE TAIL GRANT APPLICATION

RECOMMENDATION: Adopt Resolution 28-14 for the Whale Tail Grant for the FY2014/2015 grant cycle and authorize the General Manager to approve purchases of services, materials and equipment to implement the grant if funded for an amount not to exceed \$65,000.

BACKGROUND: At Pillar Point Harbor and Oyster Point Marina/Park the staff continuously meets with young children and adults who are very interested in the activities of the harbors. Our grant request to the California Coastal Commission has two components; 1) is for a children's activity book that can be handed out at visitations, events and to local schools. The book will be focused on items in a harbor from boats to fish, and daily activities in the harbor while also focusing on clean marina activities, 2) For wireless water quality monitoring equipment that can be used and shared with our website, Resource Conservation District and other County sites. This equipment will also be a base of information for the many school, college and university programs that visit to study at Pillar Point Harbor.

The Coastal Commission's WHALE TAIL[®] Grants Program distributes funds from sales of the State's WHALE TAIL[®] License Plate. The grants support programs that teach California's children and the general public to value and take action to improve the health of the state's marine and coastal resources. This grants program focuses on reaching communities that are currently poorly served in terms of marine and coastal education.

The San Mateo County Harbor District plans to collaborate with the San Mateo County Resource Conservation District to implement this endeavor. The grant funding will go towards educational activities, including books for students covering topics from boating safety to sustainability. Paralleled with this phase of the project, a real-time water testing data collection system will be implemented, for which we also hope to receive funding.

ANALYSIS: The grant would provide increased environmental awareness in the community as well as a chance for students to learn, first hand, the delicate balance of cause and effect that dictate the health of the harbor. With the Activity Book, students and the public will learn about the difference factors that contribute to the general safety and livelihood of the waters. The students and the public will have access to the real time data from the water testing device. As the values increase and decrease, they would be able to do analysis based on the different environmental data presented. This would cater to the students as they develop a deeper understanding of the marine environment.

FISCAL IMPACT: The proposed \$50,000 grant would cover equipment and printing costs. The 24% in kind contribution will be covered by the cost of staff oversight. Please refer to the attached project budget breakdown.

CONCLUSION: This project will not only contribute to educating future boaters, harbor users and environmental stewards of San Mateo County, but also provide wider distribution of insightful data accessible to all residents of San Mateo County and the Bay Area in general. This will draw in more short term and long term environmental awareness at Pillar Point Harbor and Oyster Point Marina/Park.

ALTERNATIVES: The WHALE TAIL[®] Grants Program also funds a variety of other projects. We will be meeting this week with the SMCRCDD to discuss alternative projects that can be applied for.

- (1) Adopt Resolution 28-14 for the Whale Tail Grant for the FY2014/2015 grant cycle and authorize the General Manager to approve purchases of services, materials and equipment to implement the grant if funded for an amount not to exceed \$65,000;
- (2) Defer and wait until the FY2015/16 budget for approval of local funds for use of this activity.

Resolution 28-14
of the
San Mateo County Harbor District
to

**Authorize the General Manager to Submit a Grant Application to the
California State Coastal Commission for an Amount not to Exceed
\$65,000.00 from the Whale Tail License Plate Program Fund**

Whereas, San Mateo County Harbor District has determined that there is an opportunity to improve youth education district-wide and water quality monitoring information for the environment at Pillar Point Harbor; and,

Whereas, the California Coastal Commission has offered grant funding for these activities from the Whale Tail License Plate Program Fund; and,

Whereas, San Mateo County Harbor District is in the process of seeking grant funds from the Whale Tail License Plate Program Fund Program for the educational, instructional materials and water quality monitoring equipment to be used at Pillar Point Harbor in the amount of \$65,000.00 and has prepared grant documents for submission to the California State Coastal Commission Whale Tail License Plate Program.

Therefore, be it resolved that the Board of Harbor Commissioners approves the terms and conditions of the California State Coastal Commission Whale Tail License Plate Grant Program and authorizes the General Manager to submit this grant application request.

Be it further resolved that the Board of Harbor Commissioners designates General Manager Peter Grenell to be the District's designee for the purposes of the Standard Agreement of the California State Coastal Commission Whale Tail License Plate Program Fund.

Approved this first day of October 2014 at the regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

For:

Against:

Abstaining:

Absent:

Attested

BOARD OF HARBOR COMMISSIONERS

Debbie Nixon
Deputy Secretary

Pietro Parravano
President

DETAILED APPLICATION BUDGET SUMMARY IMPLEMENTATION PROJECTS

	Requested Grant	Local Match	Other Funding	Total	% Local Match
1. Direct Project Administration Costs	\$0	\$2,500	\$0	\$2,500	100%
Project Management - Harbor Master		\$1,500		\$1,500	
Project Management - Project Manager		\$1,000		\$1,000	
				\$0	
2. Planning/Design/Engineering/ Environmental	\$0	\$8,000	\$0	\$8,000	100%
Design and Planning for Outreach		\$8,000		\$8,000	
				\$0	
3. Implementation	\$50,000	\$5,000	\$0	\$55,000	9%
Design of Book	\$25,000			\$25,000	
Outreach efforts and Distribution		\$5,000		\$5,000	
Printing (10,000 copies)	\$7,500			\$0	
Data Logger System	\$3,000				
HydroCAT System	\$14,500			\$0	
Grand Total:	\$50,000	\$15,500	\$0	\$65,500	24%

WHALE TAIL[®] Grants Program

APPLICATION SUMMARY

1. Applicant Organization: San Mateo County Harbor District
2. Name and Title of Contact Person Scott Grindy, Harbor Master
3. Address: 1Johnson Pier, Half Moon Bay, CA 94019
4. Telephone: (650) 515-7792 Fax: _____ Email: sgrindy@smharbor.com
5. Website: http://www.smharbor.com/
6. Project Title: SMCHD Activity Book and Marine Data Collection Outreach Program
7. Brief Project Summary:
The San Mateo County Harbor District seeks to implement a longterm outreach Program that incorporates real time marine data collection as a supplement to an educational activity book. This program is aimed towards the Elementary Schools of San Mateo County. However, all visitors of Pillar Point Harbor will be able to access the Activity books. Additionally, the real time data collected by the data logger will be immediately accessible on the District website.
8. Number of people who will be directly served by the project (estimated) 5000+
9. Requested Amount: \$ 50,000
10. Total Project Budget: \$ 65,500
11. Number of Months Required to Complete Project: 12
Start date: Mar. 2015 End date: Mar. 2016
12. Is your organization a non-profit corporation? government agency? school?
13. How did you find out about this grants program? Grant Website
14. Proposal Prepared by: Peter Grenell Title: General Manager
Signature: _____ Date: _____

153 TOWNSEND STREET, SUITE 520
SAN FRANCISCO, CALIFORNIA 94107
T: 415.512.3000 F: 415.856.0306

akachalia@lcwlegal.com
415.512.3045

MEMORANDUM

DATE: September 23, 2014
TO: San Mateo County Harbor District Board of Commissioners
FROM: Arlin Kachalia, the District's Outside Employment Counsel *AK*
RE: Request for Approval of Outside Investigator Contract and Authorization
for Board President to Sign Contract

The District has received a tort claim and an employee complaint, both relating to personnel matters and the District's Policy No. 6.2.5 concerning Harassment and Retaliation. The District's General Counsel, and outside employment counsel, recommend that an investigation be conducted, and that it not be conducted in-house. Board approval is therefore sought for a contract with an outside investigator to conduct an independent investigation.

The recommended outside investigator is Margaret Kotzebue. Ms. Kotzebue's proposed retainer contract is attached. Her general hourly rate is \$195 per hour, which compares favorably to the standard rates for attorney investigators.

Action required:

- 1) Approve award of a contract to Margaret Kotzebue, independent outside investigator;
and
- 2) Authorize the Board President to sign the contract on behalf of the District.



Law Office of Margaret Kotzebue

October 1, 2014

Pietro Parravano
President, Board of Commissioners
San Mateo County Harbor District
400 Oyster Point Blvd., Suite 300
South San Francisco, CA 94080

Re: Engagement Agreement – Personnel Investigation for San Mateo County Harbor District

Dear Mr. Parravano:

The Law Office of Margaret Kotzebue (“Investigator”) is pleased to have the opportunity to provide investigative services to the San Mateo County Harbor District (“Client”). This letter shall serve as our Agreement as to the terms and conditions of the retention of attorney Margaret Kotzebue as an independent investigator. This agreement forms an attorney/client relationship between the Client and Investigator.

- A. **Scope of Services.** Investigator agrees to investigate workplace claims, including but not limited to claims of harassment and retaliation, raised by an employee of Client, as will be further detailed in a letter from the District’s outside employment counsel, Liebert Cassidy Whitmore (LCW). Investigator will provide the District with findings of fact as to each of the allegations that have been raised and which will be identified in the letter from LCW. Unless we make a different agreement in writing, this Agreement will govern all services Investigator will perform for the District.
- B. **Nature of Services.** On the matters covered by this Agreement, Investigator will provide legal services to the Client in the form of an impartial workplace investigation. Investigator will make factual findings utilizing her skills, knowledge and experience in doing so. The scope of this representation is limited, in that Investigator will not render a legal determination of whether there was any violation of policy, law, or statute. Furthermore, Investigator will not act as an advocate, provide advice to the Client with respect to what employment actions, if any, should be taken as a result of Investigator’s findings, or represent the Client in any legal action or proceeding. Investigator’s services will be protected by the attorney-client and work product privileges, unless these privileges are waived by the Client’s governing body.
- C. **Requested Components of Report.** The Client needs a comprehensive, written report on the allegations raised by the complainant. If, during the course of the investigation, additional allegations are raised or discovered, Investigator will notify Client, through its outside employment

counsel, Liebert Cassidy Whitmore, and the scope may be modified or changed upon request from Client, through its outside employment counsel, Liebert Cassidy Whitmore.

The report will include a summary of Investigator's findings, the methodology used, a discussion of the evidence received and how credibility issues were resolved, and detailed findings of fact. Investigator will only make factual findings in connection with this report and will not seek to make any legal conclusions or render legal advice regarding any potential claim or defense, and as stated above, Investigator shall not make any recommendations for future action as a result of the findings made during the course of the investigation.

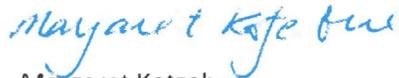
- D. Investigator's Role.** Investigator retains complete discretion regarding which allegations to pursue, which witnesses to interview, and which documents to review. Once the final report is submitted to Client, Client may request further investigation or findings, as needed, to assist in rendering an accurate legal opinion or appropriate legal advice.
- E. Attorney/Client and/or Work Product Privileges.** By retaining Investigator to conduct fact-finding in connection with the legal evaluation and analysis of the merits of the allegations, Investigator's findings and services are protected by the attorney/client and/or work product privileges, unless these privileges are expressly waived by Client.
- F. Respective Duties of Parties.** Investigator will take reasonable steps to keep Client informed of developments during the course of the investigation and respond to Client's reasonable inquiries. Client agrees to cooperate with Investigator, to keep Investigator informed of any developments, and to abide by this Agreement and pay invoices in a timely manner.
- G. Use of Report.** Client certifies that any report prepared by Investigator with respect to this investigation will be used only for purposes of determining whether there has been a violation of the Client's policies, rules, regulations or laws.
- H. Completion of the Investigation Report.** At the conclusion of the investigation, Investigator will provide a comprehensive and thorough written investigative report. Upon completion of the report, Investigator will transmit the report and relevant exhibits. Any drafts and notes of interviews shall be made available upon request.
- I. Investigator's Rate.** Investigator's fees for services provided to the Client pursuant to this Agreement will be billed at the hourly rate of **\$195** for investigative services (including preparing of a written report, if requested), and **\$300** per hour for testimony at deposition, arbitration or trial. Statement for services will contain a description of the services performed, the date they were performed, and the time devoted to this matter. The foregoing hourly rates apply to all time spent on the investigation, including but not limited to, conducting interviews, meetings with pertinent staff, reviewing relevant documents and policies, analyzing and reviewing correspondence, preparing witness summaries, preparing written reports (if requested) and memoranda.
- J. Costs and Travel Time.** Investigator will ordinarily incur various costs and expenses or will provide

certain in-house services while performing investigative services for Client. Client agrees to pay for these items in addition to fees for investigative services. The costs and expenses and in-house services may include, but are not limited to, travel time and mileage, out-of-town travel and lodging expenses; messenger and other delivery services; photocopying and other reproduction services; transcription of taped interviews; and similar items and expenses. Investigator agrees to bill travel time at half the hourly rate, or at **\$97.50** per hour. In-house services such as duplicating and fax expenses will be charged in accordance with general law office policies, which are designed to reimburse the law office for the cost of providing these services. External costs and expenses will be charged at the Investigator's cost. Investigator reserves the right to request payment from Client in advance for any major or large expenses incurred in connection with the investigation. Without prior approval, Investigator will not incur on the Client's behalf any such major external expenses.

- K. Payment of Invoices.** Invoices for payment shall be sent to Client on a monthly basis. Invoices must be paid within 30 days.
- L. Termination of Agreement.** Client may discharge Investigator and terminate this Agreement at any time, but is responsible for payment for services at the hourly rate and any expenses incurred up to the date of termination of this Agreement. Investigator may withdraw as investigator for good cause, which includes but is not limited to non-payment of invoices and/or expenses on a timely manner; Client's refusal to cooperate with Investigator; the development of an irreconcilable conflict between Client and Investigator in the investigation.
- M. Independent Contractor.** Investigator is retained as an independent contractor and is expressly not an employee of Client. Investigator has been retained solely to provide investigative services for Client on a project basis and Client shall have no control over the manner in which Investigator conducts the investigation. As an independent contractor, Investigator shall not be eligible for any benefits, including salary, leave pay, medical or retirement benefits which the Client may provide to its employees. Investigator shall pay all taxes, assessments and premiums under the federal Social Security Act, any applicable unemployment insurance contributions, Workers Compensation insurance premiums, sales taxes, use taxes, personal property taxes, or other taxes or assessments payable by reason of or in connection with the services to be performed by Investigator. Nothing in this Agreement shall be construed as a guarantee or promise as to the outcome of the investigation, nor as to the costs of services and expenses incurred with regard to the investigation.
- N. File Retention/Destruction.** At the conclusion of this matter, Investigator will retain the investigative files for a period of five (5) years after the file is closed. At the expiration of the five (5) years, Investigator will destroy these files unless Client notifies Investigator in writing that Client wishes to take possession of them. Investigator reserves the right to charge administrative fees and costs associated with researching, retrieving, copying and delivery such files.
- O. Effective Date of Agreement.** This Agreement shall take effect when the Agreement is signed by Client, but is retroactive to the date that Investigator first performed services in connection with the subject investigation.

Thank you again for selecting the Law Office of Margaret Kotzebue to investigate the above-described allegations. If the terms of this Agreement are acceptable, please sign where indicated and forward back to the Law Office of Margaret Kotzebue.

Sincerely,


Margaret Kotzebue

On behalf of the San Mateo County Harbor District, I consent and agree to the terms and conditions of this Engagement Agreement – Personnel Investigation.

Dated: October ____, 2014

BY: _____
Pietro Parravano

Title: SMCHD Board President

Memorandum

TO: San Mateo County Harbor District Commissioners
FROM: Steven D. Miller
DATE: September 26, 2014
RE: California Public Records Act

Dear Commissioners, On September 25, I received an email from Commissioner Brennan as follows: "Please provide the board of Harbor Commissioners with all letters from the SMC District Attorney's office to the SMC Harbor District and/or to Hanson Bridgett regarding the SMC Harbor District." Accordingly, I am writing you this memorandum to provide you with a letter sent to me at my office by the District Attorney, but also to provide some context that I hope will be useful to you.

As you know, the agenda for the October 1 Board meeting includes an open session item concerning the Public Records Act in general, and a specific issue regarding a Public Records Act Request for District records relating to the California Maritime Infrastructure Authority (CMIA) – the request had been submitted by Commissioner Brennan to the District on August 26, 2014. The agenda item originally had been planned as an oral report on the Public Records Act generally—the related issue specifically concerning the CMIA was added later for the reasons discussed below.

At the October 1, 2014 meeting, I will brief you generally on (a) the protocols and procedures that District Staff has recently implemented to ensure compliance with Public Records Act requirements; and (b) legal counsel's important role in establishing and monitoring these protocols and procedures to ensure compliance. There have been numerous Public Records Act requests made to the District since I became General Counsel—almost without exception, they have all required legal counsel to assist in balancing the rights of public access with the rights of privacy and the need for governmental efficiency and effectiveness. Indeed, I view assisting with Public Records Act requests as an essential component of your General Counsel's duties.

In addition, and as an illustrative example of the benefits of the protocols discussed above, I intend on discussing with you recent communications between me and the San Mateo County District Attorney's office. As the attached letter indicates, an allegation had been made to the District Attorney that District staff was misusing public funds by allegedly doing work for the CMIA when responding to Commissioner Brennan's Public Records Act request for District records. In subsequent discussions with the District Attorney's investigator, I was told that the District Attorney understood that the District had in fact complied with the Public Records Act—and in fact that not responding as the District had done might have been considered a violation of the Public Records Act. In sum, the District Attorney's investigator agreed that District staff

Memorandum To:
San Mateo County Harbor District Commissioners
September 26, 2014
Page 2

acted appropriately when it provided Commissioner Brennan with District records, (and not CMIA records), in response to her Public Records Act request.

The District Attorney Investigator assured me in our telephone conversation that (a) while it had received a number of complaints concerning the District's relationship with CMIA, the Public Records Act issue was the only remaining item that it deemed necessary to consider further, and (b) that as a result of our conversations, the investigator did not see how there could be any colorable assertion of any impropriety on the part of the District with regard to its response to Commissioner Brennan's Public Records Act request.

The communications with the DA emphasizes, as just one example among many in my short tenure with the District, how important it is that the District had in place adequate procedures for responding to Public Records Act requests, and how important it is that your counsel had been a part of the response process.

It had been my original intent, in part for the sake of efficiency, that the item on the agenda be an oral report, without any written materials provided the Board. Because the DA's letter, without the context of the subsequent telephone conversations, does not provide the full story, I originally decided not to include the District Attorney's letter in the Agenda packet for the October 1, 2014 meeting. However, I want to respond to Commissioner Brennan's request, and so I attach it here with this explanatory memo. This memo, and the attached letter, will be made available for public review in accordance with the Brown Act, and in fact will be inserted into the Agenda Packet for the October 1, 2014 meeting.



Stephen M. Wagstaffe, District Attorney
COUNTY OF SAN MATEO

KAREN GUIDOTTI
CHIEF CRIMINAL DEPUTY

MORLEY PITT | ALBERT SERRATO
ASSISTANT DISTRICT ATTORNEYS

400 COUNTY CENTER, 3RD FLOOR | REDWOOD CITY | CALIFORNIA 94063 | TEL: (650) 363-4636

September 3, 2014

Hanson Bridgett Law Firm
425 Market Street
26th Floor
San Francisco, CA 94105
Attn: Partner Steven D. Miller

RE: San Mateo County Harbor District

Mr. Miller,

I understand that you and your firm represent the San Mateo County Harbor District. The San Mateo County District Attorney's Office has been contacted and alerted of "possible" misuse of public funds by the San Mateo County Harbor District. The complaint centers around the San Mateo County Harbor District's affiliation with the California Maritime Infrastructure Authority. More specifically, there is an expressed concern that employees of the San Mateo County Harbor District are being paid through public funds by the San Mateo County Harbor District (SMCHD), but doing work for the California Maritime Infrastructure Authority (CMIA).

I am aware of SMCHD General Manager Peter Grenell's public comments in the media and at a recent board meeting that he spends very little time during work hours at the SMCHD working on CMIA related items. I am also aware that the SMCHD passed a resolution in 2000 that allowed the SMCHD to join the CMIA. I have spoken with two current SMCHD Board Commissioners, who were also Commissioners in 2000 when that resolution was passed in order to get the historical perspective and intent of at least some of the Board.

The following is the most recent "area of concern" that was relayed to the San Mateo County District Attorney's Office:

A public records request was apparently made on August 11th and then again on August 26th, 2014 of the President/Chair of the California Maritime Infrastructure Bank/Authority. The public records request was sent via email to Peter Grenell at his SMCHD email address. It also

appears that you were included as a "cc" on that particular email. In the body of the request, it does not appear that the San Mateo County Harbor District was referenced and the request was specific to documents and information relating to the CMIA. There were several public records request compliance emails sent back, several from Emily Cooper (reportedly an employee or contractor for the SMCHD) and one from Human Resources Manager Marietta Harris. It appears that you were once again "cc'ed" on at least the response email from Marietta Harris.

The question that has been posed to the District Attorney's Office is essentially, why are employees of the San Mateo County Harbor District presumably using staff time to comply with and facilitate public records requests for the California Maritime Infrastructure Authority? The continuing question has been posed, is this use of staff time of San Mateo County Harbor District employees appropriate if the SMCHD is just affiliated with the California Maritime Infrastructure Authority?

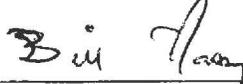
I can be reached directly by telephone at (650) 363-4883, by email at Bmassey@smcgov.org or at the following address:

San Mateo County District Attorney's Office
400 County Center, 3rd Floor
Redwood City, CA 94063
Attn: Senior Inspector Bill Massey

I would appreciate your thoughts on this matter.

Sincerely,

STEPHEN M. WAGSTAFFE, DISTRICT ATTORNEY

By 
Bill Massey, Senior District Attorney Inspector

Memo

Date: 9/19/2014

To: Board of Harbor Commissioners

From: Peter Grenell 
General Manager

Re: Public Notice to Solicit Construction Bids for Pillar Point Harbor West (Mavericks) Trail Phase I Culvert Repairs

RECOMMENDATION

Approve repair plans and specifications and authorize the General Manager to issue a public bid notice to solicit construction bids for Phase I repairs of the West (Mavericks) Trail at Pillar Point Harbor.

BACKGROUND

Project Urgency: Urgent action is needed in order to ensure continued trail use and avoid closure resulting from continued erosion caused by wave action against the trail embankment and other erosion causing material from the hillside to drift onto the trail.

Project Summary: Pursuant to staff's understanding with the Coastal Commission staff, the West Trail project is proceeding in two phases:

Phase I: Urgency Repairs: A coastal development permit (CDP) will be approved for the Phase I urgency repairs of an approximately 300 foot-long trail segment focused on the area at a damaged and dis-used culvert.

Phase II: Full Project Improvements: Phase II addresses the entire trail alignment from the vehicle parking lot near Pillar Point Marsh out to the ocean beach. Concurrent with the Phase I work, the District will prepare and submit permit applications for the rest of the trail project work consisting of:

- (a) Repairs and improvements to the rest of the Trail alignment from the parking lot to the beach. Trail to remain unpaved but wheelchair-accessible (ADA compliant).
- (b) Installation of a new ADA-compliant Restroom to replace the existing portable toilets.
- (c) Improvements to the vehicle Parking Lot. Parking area to remain unpaved but improved with environmentally sensitive design and materials.

ANALYSIS

Phase I Project Description: West Trail is a pedestrian pathway from the West Point Avenue access road and parking area to the Pacific Ocean beach about 2,300 feet to the west. The trail varies in width, but is generally about 13 feet wide. The trail provides public access to the Pillar Point outer harbor and to the Maverick's Beach beyond. The date of original trail construction is not known. Phase I, the subject of this recommendation, includes repair of an existing culvert and shoreline erosion in the immediate vicinity of the culvert.

Phase I consists of repair of erosion (i.e., wash-out) damage in the immediate vicinity of existing drainage culverts, and culvert repair. Erosion at two existing stacked culverts near Station 6+00 on the West Trail has created severe encroachment into the pathway along the Project site (see attached plans). In February 2012, it was noted that the void along the waterward side of the trail was 3 feet wide, with a 3.5 foot drop-off (to the bottom of the top culvert). The trail is also further undermined along the culverts extending at least 8 feet back under the trail. The upper culvert is a 12-inch corrugated metal pipe (CMP) that is 48 linear feet (see attached plans). The lower culvert is an 18-inch inner diameter, 24-inch outer diameter concrete pipe that is 48 linear feet long that is broken into many segments. Both culverts are clogged with debris; it can be reasonably assumed that they are not functioning. The

bench at this location is undermined, and is unsafe. These issues create an unsafe condition for trail users and could potentially preclude the use of the trail as an emergency service access to Mavericks Beach.

The culvert repair project includes a minimal amount of rip rap at the manhole, and riprap to protect the soldier pile wall and culvert. The existing 24-inch CMP attached to the surface of the hillside would remain, and would outfall into a new precast concrete catch basin structure, similar to the figure shown below. A new approximately 3 foot section of 24-inch CMP and 90 degree elbow will be attached to the existing CMP and will be removable for maintenance purposes. The CMP will outfall into a new 60-inch flat top manhole, which will capture stormwater and hillside debris. The manhole will have a 36-inch diameter round grated lid. Approximately 98 cubic yards (CY) of rock slope protection will be installed around the manhole for erosion protection. A new 42-foot long 36-inch RCP will convey stormwater under the trail and will outfall at the shoreline. Because of the shallow depth of the trail, three new 8- by 8-foot steel plates will be installed on the trail surface to disperse the load and protect the pipe.

At the outfall, approximately 750 CY of rock slope protection and filter fabric will be placed along the wall mostly above the mean high tide line, over an approximately 165 square feet (SF) area (20 linear feet) of shoreline, to protect against future erosion. As shown on plan sheet S-501, a new approximately 19-foot long, 4-foot high solid pipe wall with four 1.5 inch diameter concrete footings will be installed to protect the trail from wave action and erosion. The concrete footings will be drilled to a depth of approximately 16 to 20 feet, and cast in place. The concrete panel will also be cast in place. Precast concrete laggings will be installed, and approximately 15 CY of engineered fill will be backfilled behind the headwall.

Sequence of Harbor Commission Implementation Actions:

Jan 18, 2012: Prepare preliminary cost estimates and recommended repairs. A condition survey of the West Trail was done by GHD Engineers (June 2012). The survey found that although the trail was generally well defined and in good condition, portions of the trail are

being eroded by wave action, and an non-vegetated portion of the hillside above the path is eroding onto the trail.

Following release of the survey report, staff approached the Coastal Commission to request rapid approval of a coastal permit to enable quick repairs to an approximately 300 foot-long trail segment that is most seriously eroded. Eventually, following a site inspection, Coastal Commission staff suggested the District submit a permit application for Phase I repairs.

April 2, 2014: Provide permit assistance, plans, specifications, construction bid documents and bidding and construction support services for Phase I trail repairs. GHD prepared and reviewed with District staff several alternative approaches to addressing the trail erosion problems. Financial, environmental, and engineering concerns were considered. Ultimately, a preferred approach was selected (see attachment). GHD has prepared documentation for the phase I repairs and submitted it to the permit agencies for review and approval.

Permit Process Summary:

Coastal Commission: In February 2014, Coastal Commission staff agreed to receive a permit application for Phase I urgency repairs to a small but very deteriorated segment of the trail, conditioned upon the District concurrently submitting a Phase II permit application covering the entire trail project.

On August 28, 2014, the Harbor District received the Coastal Commission's letter in response to the Phase I coastal development permit (CDP) application. The comments are in addition to information already provided on the CDP application. Such information includes a brief sea-level rise analysis, more information on erosion control measures and project alternatives, and other minor application details. The Harbor District's reply is anticipated to be submitted by the end of September.

State Lands Commission (SLC): The State Legislature awarded the Harbor District a Tidelands Grant in 1960 (Chapter 68, Statutes of

1960) covering the area that would become Pillar Point Harbor (PPH). With recent passage into law of Assembly Bill 727 (Stone), the District was informed that it would not need to apply to SLC and pay for a lease for the trail project area. (Prior to the passage of AB 727, the District did need to pay over \$4,000 for a lease for the PPH boat launch ramp maintenance dredging project.)

Other Permits and Approvals:

U. S. Army Corps of Engineers: An application for permit coverage under Section 10 of the federal Rivers and Harbors Act has been submitted. To date, no word has been received as to the progress of the Corps' review.

It should be noted that the Corps' San Francisco District office suffered substantial attrition in permit review staff during the summer months. Staff from the Chicago district office is currently providing support, but that may end at the end of September. This has slowed down the Corps' ability for timely review substantially.

Regional Water Quality Control Board (RWQCB): An application for permit coverage under Section 401 of the federal Clean Water Act (i.e., Water Quality Certification) has been submitted. On September 2, 2014, GHD received an e-mail communication from the Regional Board indicating the determined application fee amount and providing a few clarifying questions. The fee check was submitted to RWQCB. Staff expects the reply to RWQCB's questions to be submitted by the end of September.

West (Mavericks) Trail Project's Place in the Harbor District Strategic Business Plan:

The West Trail project is one of several capital projects that originated before the District embarked on its Strategic Business Plan process. The District's Tidelands Grant's Section 1(a) states: "That said lands shall be used by said district...for the establishment, improvement and conduct of a harbor...**and for the construction, maintenance, and operation thereon of structures and facilities for public recreational purposes...**" [emphasis mine]. Further, the

San Mateo County Midcoast Local Coastal Program, certified by the Coastal Commission, encourages the District to “continue its efforts to provide public recreation and visitor-serving facilities... **including provision of shoreline access and trails.**” [emphasis mine].

The Strategic Business Plan will include a multi-year Capital Improvements Plan for both District harbors. In view of the state and county public access and recreational mandates to the District and the substantial community use of, interest in, and support for maintaining and improving the West Trail, the District will include the full Trail project in the Plan and its budgeting to achieve all project objectives.

FISCAL IMPACT

The final budget for FY 2012-2013 included funds for the entire West Trail project, based on a preliminary estimate derived from the trail condition survey (see below).

FY 2012-2013 budget: \$364,990 (for entire project)

FY 2013-2014 budget: \$364,750 (carry over)

FY 2014-2015 budget: \$355,933 (carry over)

At the beginning of April 2014, the Commission approved pre-construction funding for Phase I at \$77,090. Bids received if action is taken pursuant to the staff recommendation will identify likely construction cost for Phase I, estimated presently around \$161,849

Phase II costs may well be less as District staff will apply to the Coastal Conservancy for trail grant funds, and to the State Wildlife Conservation Board for a grant to help cover costs of installing the new ADA-compliant restroom.

CONCLUSION

Immediate Board action is needed to initiate implementation of Phase I repairs to the West (Mavericks) Trail to prevent trail closure to public access in the near future for safety reasons. Board authorization to

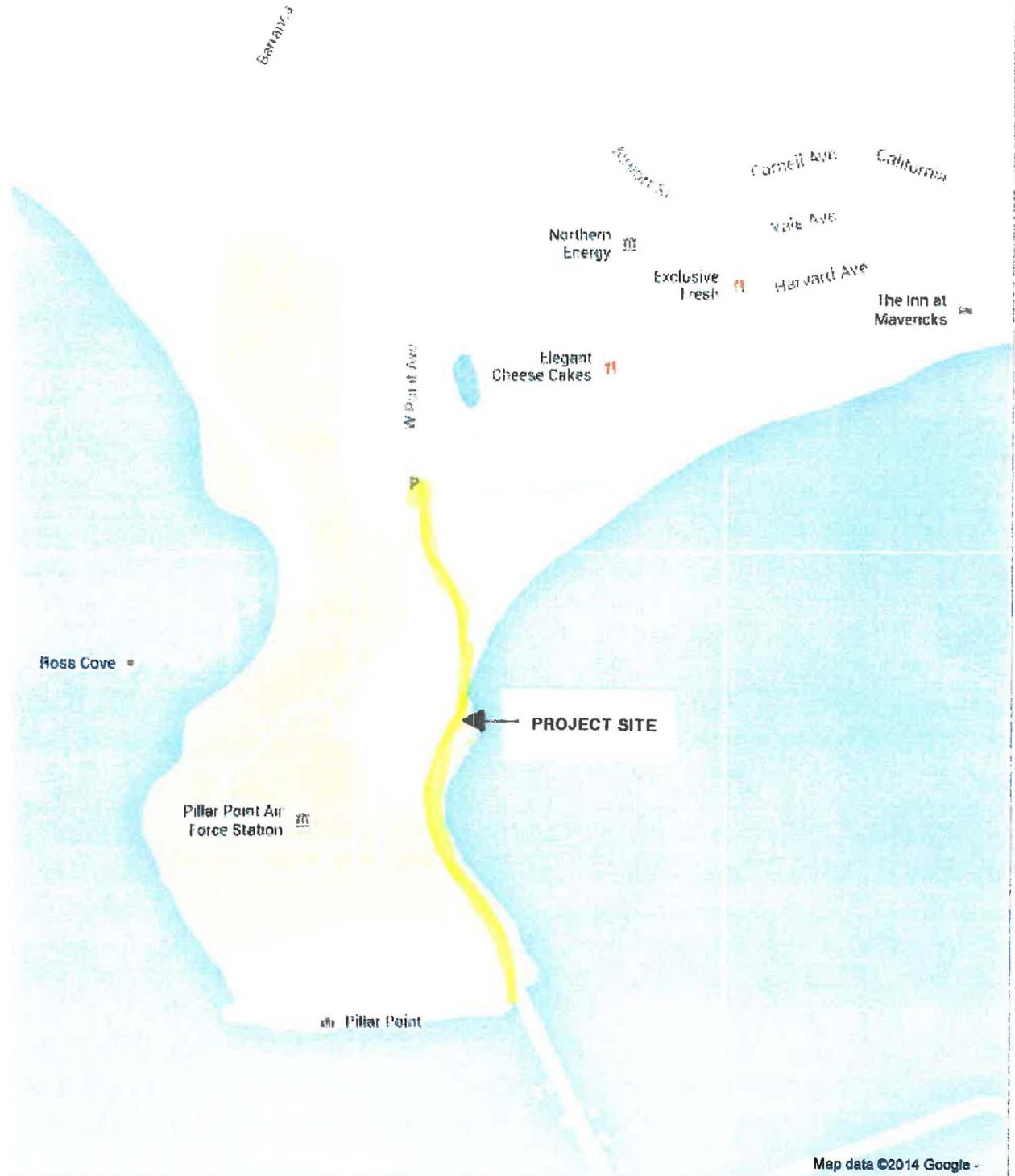
proceed with preparation of permit applications for Phase II full project improvements concurrent with Phase I repairs is consistent with the Coastal Commission's understanding to avoid segmentation of the project.

ALTERNATIVES

1. Approve staff's recommendation and proceed with project implementation.
2. Do not approve staff's recommendation and direct staff to revise project recommendation pursuant to Commission direction.
3. Postpone action on staff's recommendation pending further Commission consideration.



To see all the details that are visible on the screen, use the "Print" link next to the map.



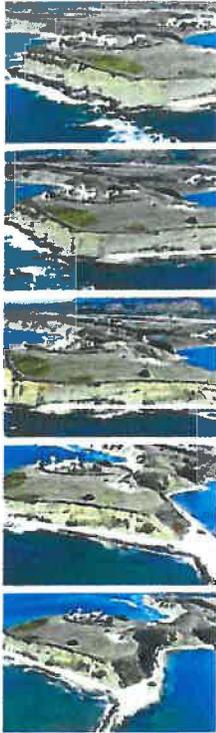
WEST (MAVERICKS) TRAIL

[Home](#) [Proofsheet format](#) [Time comparison](#) [New Lookup](#)

California Coastal Records Project

<<- Northwest 10

<- Northwest 1



[OpenStreetMaps.org](#)
[OpenStreetMaps](#) [TopoZone](#)
[Google Satellite](#) [MapQuest](#)

Zoom Out

N37 29.62 W122 29.50 Image 200400650 Tue Sep 21 14:21:11 2004
 Nearest caption: Half Moon Bay Airport (at Image 200400655, 1359 ft Northeast)
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WEST (MAVERICKS) TRAIL

Home Proofsheets format Time comparison New Lookup **California Coastal Records Project**

<<-- Northwest 10
<-- Northwest 1



San Mateo County

Zoom Out

N37 29.64 W122 29.47 Image 200400651 Tue Sep 21 14:21:13 2004
Nearest caption: Half Moon Bay Airport (at Image 200400655, 1170 ft Northeast)
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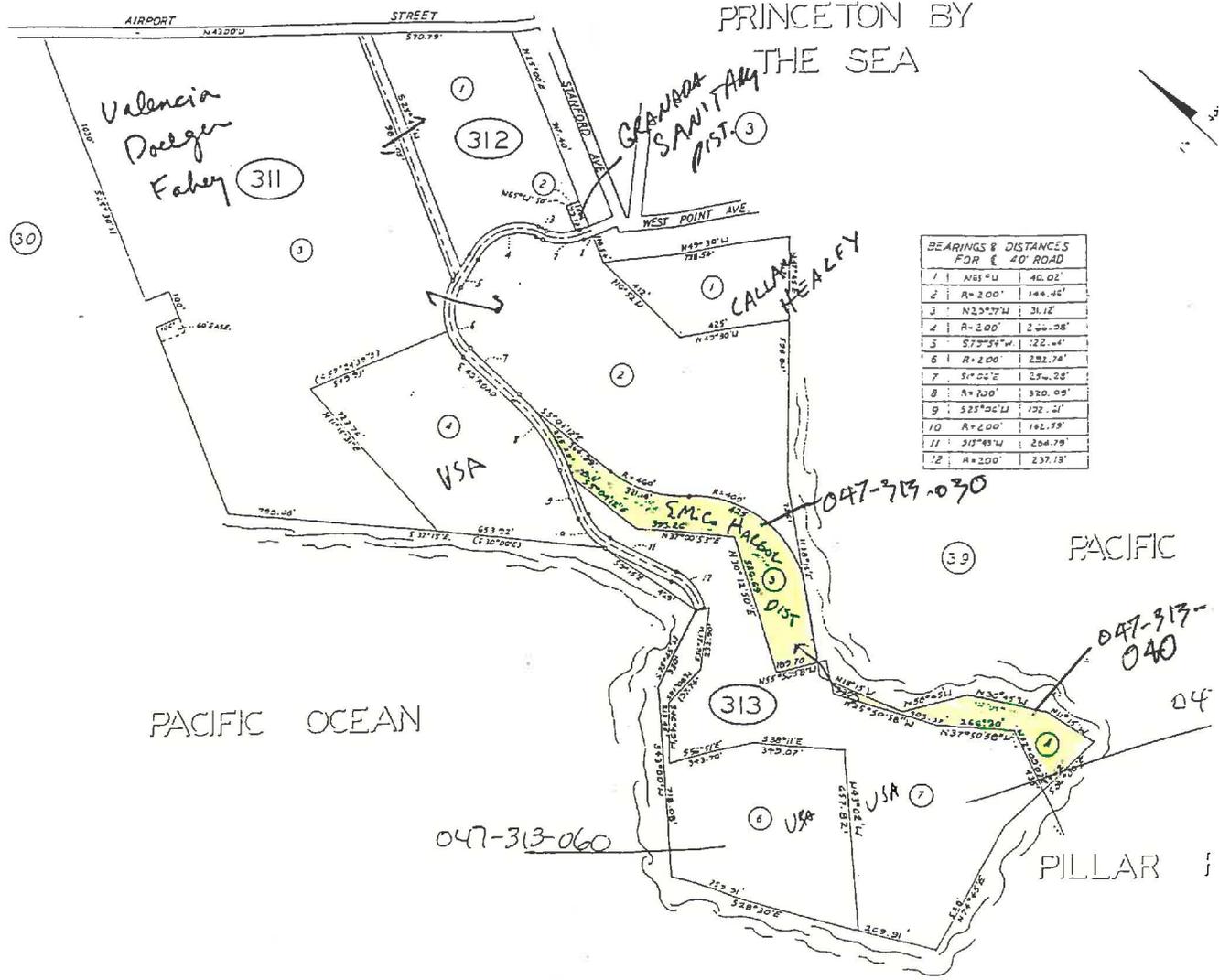
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WEST (MAVERICKS) TRAIL

BK-37
29

HALF MOON BAY AIRPORT

TAX CODE AREA _____
ZONING _____



BEARINGS & DISTANCES FOR 40' ROAD	
1	N85°4' 40.02'
2	R=200' 144.45'
3	N25°37'4" 31.12'
4	R=200' 244.08'
5	S73°54'W 122.44'
6	R=200' 252.74'
7	S1°05'E 254.28'
8	R=200' 320.00'
9	S23°06'U 192.21'
10	R=200' 182.58'
11	S13°43'W 264.79'
12	R=200' 237.13'

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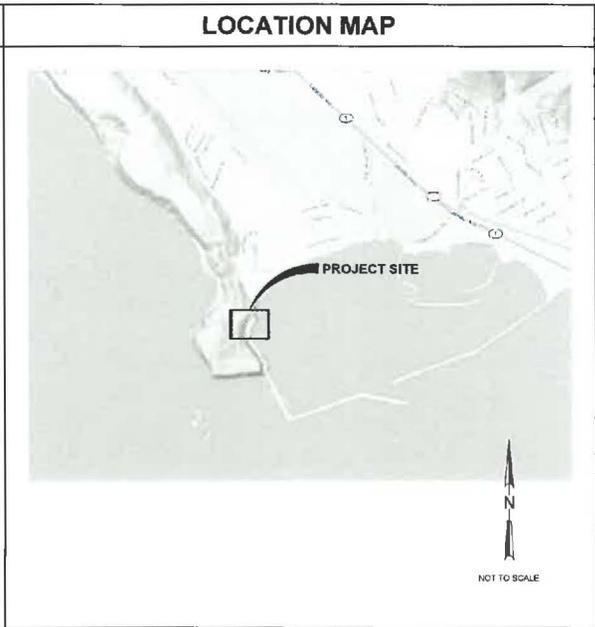
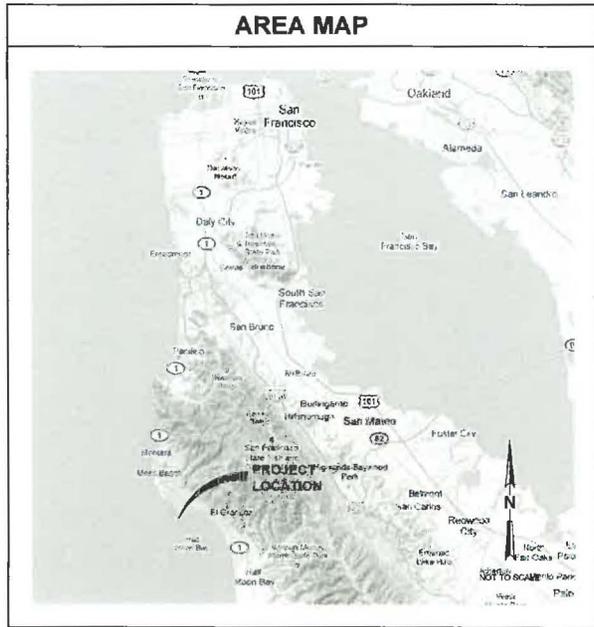


SAN MATEO COUNTY HARBOR DISTRICT

PILLAR POINT HARBOR

WEST TRAIL CULVERT REPAIR

SEPTEMBER 2014



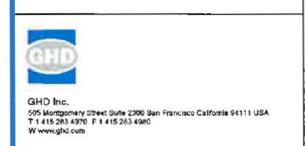
SHEET INDEX

SHEET OF	DRAWING NUMBER	DESCRIPTION
GENERAL		
1	G-001	TITLE SHEET, LOCATION MAP, AREA MAP, SHEET INDEX
2	G-002	GENERAL NOTES, LEGEND, AND ABBREVIATIONS
CIVIL		
3	C-101	EXISTING SITE PLAN AND SURVEY CONTROL
4	C-102	CONSTRUCTION STAGING PLAN
5	C-501	CIVIL DETAILS
STRUCTURAL		
6	S-101	STRUCTURAL GENERAL NOTES

No.	Revision	Drawn	App. Manager	Project Designer	Date

Drawing Revisions
 Note: * indicates signatures on original issue of drawing or last revision of drawing.

100% SUBMITTAL



Client: SAN MATEO COUNTY HARBOR DISTRICT
Project: PILLAR POINT HARBOR WEST TRAIL CULVERT REPAIR

Title: TITLE SHEET, LOCATION MAP, AREA MAP, SHEET INDEX

Scale:	AS SHOWN	Project No.:	6411197
Drawn:	PS	Designer:	CL
Drafting Check:	SD	Design Check:	MM

Approval: (Project Director)
 Date: SEPTEMBER 2014
 This Drawing must not be used for Construction unless signed and sealed as Approved.
 Drawing No. **G-001** Original Size **ANSI D**
 (of 1 of 7) Rev.

ABBREVIATIONS

Ø	DIAMETER	PRC	POINT OF REVERSE CURVATURE
AB	AGGREGATE BASE	PRUE	PRIVATE UTILITY EASEMENT
ABDN	ABANDONED	PVC	PUBLIC UTILITY EASEMENT
AC	ACRE	PVC	POLYVINYL CHLORIDE PIPE
ACM	ASBESTOS CONTAINING MATERIAL	R	RIGHT
AD	ASIDE DRAIN	Rc	RADIUS (CURVE)
ADA	AMERICANS WITH DISABILITIES ACT	RC	RELATIVE CONSTRUCTION
ADB	AGGREGATE DRAINAGE	RCP	REINFORCED CONCRETE PIPE
ASPH	ASPHALT	RP	RADIUS POINT
BC	BEGIN CURVE	RPPA	REDUCED PRESSURE PRINCIPLE
BFC	BACKFLOW PREVENTER	RS	ASSEMBLY
BFL	BUILDING CORNER	RVA, R/W	RIGHT OF WAY
BLOS	BUILDING	S	SOUTH SLOPE
BMS	BEST MANAGEMENT PRACTICES	S.A.D.	SEE ARCHITECTURAL DRAWINGS
BOD	BOTTOM OF DOCK	SB	SEMENT BASH
BS	BUILDING	SD	STORM DRAIN
BSW, BW	BACK OF SIDEWALK	SDI	STORM DRAIN INLET
BVC	BEGIN VERTICAL CURVE	SDH	STORM DRAIN MANHOLE
C	CONCRETE OR CIVIL	S.E.D.	SEE ELECTRICAL DRAWINGS
CB	CATCH BASIN	SF	SILT FENCE
CAG	CURB AND GUTTER	SG	SUBGRADE
CS&M	CURB, GUTTER & SIDEWALK	SHDR	SHOULDER
CSW	CAST IRON OR CURB INLET	SL	STREET LIGHT
CP	CAST IRON PIPE	S.L.D.	SEE LANDSCAPE DRAWINGS
CS	CONTROL	SMH	SEWER MANHOLE
CLM	CONTROLLED LOW STRENGTH MATERIAL	S.P.O.	SEE PLUMBING DRAWINGS
CMP	CONCRETE MATERIAL PIPE	SS	SANITARY SEWER
CO	CLEAN OUT	SSCO	SANITARY SEWER CLEANOUT
CONC	CONCRETE	STN	STATION
CONF	CONFORM TO EXISTING	STD	STANDARD
CONST	CONSTRUCTION OR CONSTRUCT	SW	SIDEWALK
CU	CUBIC	TC	TELEPHONE
CY	CUBIC YARD	TD	TOP OF CURB
D	DELT (CURVE)	TDR	TRENCH DRAIN
DSE	DESIGN BUILD	TFC	TOP FACE OF CURB
DOBA	DOUBLE CHECK DETECTOR ASSEMBLY	TD	TOP OF DOCK
DET	DETAIL	TOE	TOE OF SLOPE
D	DRAIN INLET	TK/WM	TOP OF MANHOLE
DA	DIA	TS	TOP OF SLAB
DIP	DIP	TYD	TYPICAL
DCM	DOMESTIC	U&H	UNLESS OTHERWISE NOTED
DPM	DEPARTMENT OF PUBLIC WORKS	UG	UNDERGROUND
DW	DOMESTIC WATER	VC	VERTICAL CURVE
DWG	DRAWING	W	WEST WATER
E	EAST ELECTRIC	WM	WATER METER
EL	ELEV CURVE	WV	WATER VALVE
EL	ELEVATION	WVF	WELDED WIRE FABRIC
EP	EDGE OF PAVEMENT	W	WITH
EVA	EMERGENCY VEHICLE ACCESS	YDS	YARDS
EA	EXISTING		
EXIST (E)	EXISTING		
FC FC	FACE OF CURB		
FD	FOUND		
FDC	FIRE DEPARTMENT CONNECTION		
FF, FFE	FINISHED FLOOR ELEVATION		
FF, FFE	FINDER GRADE		
FN	FIRE HYDRANT		
FL	FLOW LINE		
FOUND	FOUNDATION		
FS	FINISHED SURFACE		
FT	FOOT, FEET		
FW	FIRE WATER		
G	GAS, GAS AND ELEVATION		
GB	GRADE BENCHMARK		
GI	GALVANIZED IRON		
GRD, G	GROUND		
GV	GATE VALVE		
HOR	HANDICAP ACCESSIBLE RAMP		
HMA	HOT MIX ASPHALT		
HP	HIGH POINT		
ID	INTERNAL DIAMETER		
IN	INSTALL		
INV	INVERT		
J	JOINT		
JT	JOINT TRENCH		
L	LEFT		
L	LENGTH (CURVE)		
LF	LINEAR FEET		
LP	UP OF GUTTER		
LP	UP OF GUTTER		
L	LIGHT POLE, LOW POINT		
L	LANDSCAPE		
L	LANDSCAPE ARCHITECT		
MAX	MAXIMUM		
M	MECHANICAL/ELECTRICAL/PLUMBING		
MH	MANHOLE		
MR	MINIMUM		
MLW	MEAN LOWER LOW WATER		
MN	MONUMENT		
MPCV	MIDPOINT OF VERTICAL CURVE		
N	NORTH		
(N)	NEW		
NC	NOT IN CONTRACT		
NO	NUMBER		
N	NOT TO SCALE		
G.R.	OFFICIAL RECORDS		
P	PAVEMENT ELEVATION		
PA	PLANTER AREA		
POC	POINT OF COMPOUND CURVATURE		
FED	PORTLAND CEMENT CONCRETE		
PRE	PRESTRESS		
PH	POSTHOLE		
PI	POINT ID		
Piv	POST INDICATOR VALVE		
PL	PL		
PM	PARKING METER		
PMH	POWER MANHOLE		
POC	POINT ON CURVE		
POI	POINT OF INTERSECTION		
PP	POWER POLE		

LEGEND

SYMBOLS	
	8\"/>
	EDGE OF AC PAVEMENT
	VERTICAL CURVE
	OVERHEAD WIRE
	OVERHEAD ELECTRIC WIRE
	OVERHEAD TELEPHONE WIRE
	UNDERGROUND ELECTRIC LINE
	ELECTRIC LINE
	STREET LIGHT CONDUIT
	GAS LINE
	SANITARY SEWER LINE
	STORM DRAIN LINE
	TELEPHONE LINE
	WATER LINE
	FIRE WATER MAIN
	DOMESTIC WATER MAIN
	CHILLED WATER RETURN
	CHILLED WATER SUPPLY
	HOT WATER SUPPLY
	HOT WATER SUPPLY
	STEAM LINE
	SOFT WATER MAIN
	CONDENSATE RETURN
	MEDICAL AIR
	IRRIGATION LINE
	TRENCH DRAIN
	METAL BEAM GUARD RAIL
	SILT FENCE
	FLOW LINE
	CHAIN LINK FENCE
	FLOW LINE
	CONTOUR ELEVATION LINE
	CENTER LINE
	EXISTING PROPERTY LINE
	MONUMENT LINE
	EXISTING EASEMENT LINE
	FINISH GRADE
	SURFACE DRAINAGE SLOPE
	SPOT ELEVATION
	WHEELCHAIR RAMP
	IRRIGATION BOX
	GAS METER
	GAS VALVE
	WATER METER
	WATER VALVE
	FIRE HYDRANT
	FIRE DEPARTMENT CONNECTION
	WATER TAPPING SADDLE
	SEWER MANHOLE
	SEWER CLEANOUT
	SEWER LAMP HOLE
	SEWER VENT
	STORM DRAIN MANHOLE
	CATCH BASIN
	CURB INLET
	DRAINAGE INLET
	STORM DRAIN CLEANOUT
	RAIN WATER RETURN
	RAIN WATER LEADER
	ELECTRIC VAULT COVER
	ELECTRIC PULLBOX
	TELEVISION PULLBOX
	TELEPHONE PULLBOX
	HIGH VOLTAGE ELECTRIC
	TELEPHONE MANHOLE
	POWER POLE
	GUY WIRE & ANCHOR
	JOINT POLE WITH (D) RISERS
	JOINT POLE
	STREET LIGHT
	ELECTROJER
	TRAFFIC SIGNAL
	TRAFFIC SIGNAL
	PEDESTRIAN LIGHT
	PEDESTRIAN PUSH BUTTON
	CROSSWALK DETECTOR
	STREET LIGHT PULLBOX
	SIGN (AS NOTED)
	WHEELCHAIR RAMP

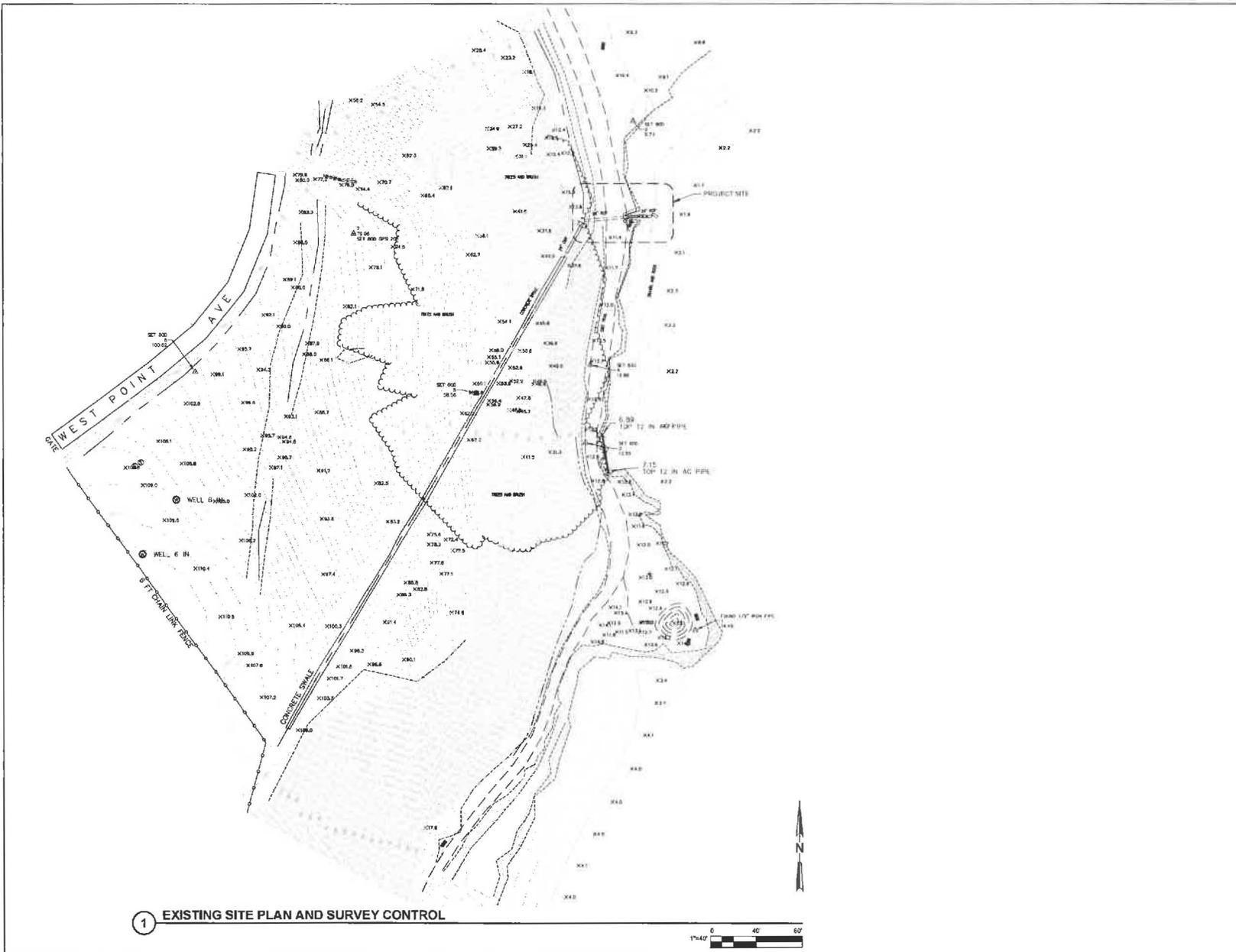
ANNOTATION

	KEYNOTE
	DEMOLITION NOTE
	DETAIL INDICATOR
	SECTION INDICATOR

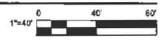
GENERAL NOTES

- CONSTRUCTION NOTES**
- ALL OFF-SITE CONSTRUCTION MATERIAL AND METHODS SHALL COMPLY WITH THE LATEST EDITION OF THE COUNTY OF SAN MATEO STANDARD PLANS & SPECIFICATIONS.
 - CONTRACTOR SHALL POST ON THE SITE EMERGENCY TELEPHONE NUMBERS FOR LOCAL PUBLIC WORKS (AMBUULANCE, SHERIFF, AND FIRE DEPARTMENT).
 - SAN MATEO PUBLIC WORKS 650-922-7300
 - AMBUULANCE 911
 - SAN MATEO SHERIFF'S OFFICE 650-264-289
 - SAN MATEO COUNTY FIRE DEPARTMENT 650-273-3442
 - SAN MATEO HARBOR PATROL 650-226-3832
 - CONTRACTOR SHALL LEAVE AN EMERGENCY PHONE NUMBER WITH THE LOCAL SHERIFF'S OFFICE AND FIRE DEPARTMENT.
 - CONTRACTOR SHALL NOTIFY ALL PUBLIC OR PRIVATE UTILITY OWNERS 48 HOURS PRIOR TO COMMENCEMENT OF WORK ADVANTAGE TO THE UTILITY UNLESS AN EXCAVATION PERMIT SPECIFIES OTHERWISE.
 - EXISTING UTILITIES AND UNDERGROUND FACILITIES INDICATED ARE FOR INFORMATION ONLY. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE LOCATION AND DEPTH, NEITHER THE OWNER NOR THE DESIGN PROFESSIONAL ASSUMES RESPONSIBILITY THAT THE UTILITIES AND UNDERGROUND FACILITIES INDICATED WILL BE THE UTILITIES AND UNDERGROUND FACILITIES ENCOUNTERED.
 - CONTRACTOR TO CONTACT UNDERGROUND SERVICE ALERT U.S.A. 650-227-2800 FORTY-EIGHT (48) HOURS PRIOR TO BEGINNING WORK TO HAVE THE LOCATION OF EXISTING UNDERGROUND UTILITIES MARKED. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO IDENTIFY, LOCATE, AND PROTECT ALL UNDERGROUND FACILITIES.
 - THE CONTRACTOR SHALL HIRE A STREET CLEANING CONTRACTOR TO CLEAN UP DIRT AND DEBRIS FROM LOCAL STREETS THAT ARE ATTRIBUTABLE TO THE PROJECT'S CONSTRUCTION ACTIVITIES.
 - ALL WORK SHALL BE PERFORMED IN SUCH A MANNER AS TO COMPLY WITH THE STANDARDS ESTABLISHED BY THE PROJECT SPECIFICATIONS AND AGENCIES HAVING JURISDICTION FOR AIRBORNE PARTICULATE (DUST).
 - ALL MATERIALS, REQUIRED FOR THE COMPLETE EXECUTION OF THE PROJECT, SHALL BE FURNISHED AND INSTALLED BY THE CONTRACTOR UNLESS OTHERWISE NOTED.
 - THE CONTRACTOR SHALL PROVIDE ALL LIGHTS, SIGNS, BARRICADES, FLAGMEN OR OTHER DEVICES NECESSARY TO PROVIDE FOR PUBLIC SAFETY DURING THE CONSTRUCTION PERIOD.
 - THE CONTRACTOR SHALL BE RESPONSIBLE TO REPAIR OR REPLACE ANY EXISTING IMPROVEMENTS OR UNDERGROUND FACILITIES DAMAGED DURING THE CONSTRUCTION PERIOD.
 - THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL ENCROACHMENT EXCAVATION PERMITS, ETC. PRIOR TO BEGINNING CONSTRUCTION FOR ANY WORK, AND COMPLY WITH CURRENT COUNTY OF SAN MATEO REQUIREMENTS.
 - THE CONTRACTOR SHALL HAVE A SUPERINTENDENT OR REPRESENTATIVE ON SITE AT ALL TIMES DURING CONSTRUCTION.
 - SURFACE OF CONSTRUCTION MATERIAL AND EQUIPMENT ON STREETS WILL NOT BE PERMITTED.
 - CONSTRUCTION EQUIPMENT SHALL BE PROPERLY MUFFLED. UNNECESSARY IDLING OF EXCAVATING CONSTRUCTION EQUIPMENT IS PROHIBITED.
 - CONSTRUCTION EQUIPMENT, TOOLS, ETC. SHALL NOT BE CLEANED OR RINSED INTO A STREET, GUTTER OR STORM DRAIN.
 - A CONTAINED AND COVERED AREA ON-SITE SHALL BE USED FOR STORAGE OF CEMENT BAGS, PAINTS, FLAMMABLE OILS, FERTILIZERS, PESTICIDES, OR ANY OTHER MATERIALS THAT MAY HAVE POTENTIAL FOR BEING DISCHARGED TO THE STORM DRAIN SYSTEM BY WIND OR IN THE EVENT OF A MATERIAL SPILL.
 - ALL CONSTRUCTION DEBRIS SHALL BE GATHERED ON A REGULAR BASIS AND PLACED IN A DUMPER WHICH IS EMPTIED OR REMOVED WEEKLY. WHEN FEASIBLE, TARPS SHALL BE USED ON THE GROUND TO COLLECT FALLEN DEBRIS OR SPLATTERS THAT COULD CONTRIBUTE TO STORM WATER POLLUTION.
 - ANY TEMPORARY ON-SITE CONSTRUCTION STOCKPILES SHALL BE SECURELY COVERED WITH A TARP OR OTHER DEVICE TO CONTROL DERRIS.
 - CONCRETE TRUCKS AND CONCRETE FINISHING OPERATIONS SHALL NOT DISCHARGE WASH WATER INTO THE STREET GUTTERS OR DRAINS.
 - IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY IF EXISTING UTILITIES WITHIN THE PROJECT LIMITS ARE SERVING EXISTING FACILITIES OR NOT, THOSE THAT SERVE EXISTING FACILITIES SHALL BE RELOCATED IN SUCH A MANNER AS TO MAINTAIN UNINTERRUPTED SERVICE. ANY EXISTING UTILITIES WITHIN THE PROJECT LIMITS THAT DO NOT SERVE ANY OTHER EXISTING FACILITIES TO REMAIN SHALL BE DEMOLISHED OR ABANDONED IN PLACE AS INDICATED ON THE PLANS.
 - CONSTRUCTION CONTRACTOR AGREES THAT BY ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, CONSTRUCTION CONTRACTOR WILL BE REQUIRED TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY. THAT THE REQUIREMENT SHALL BE MADE TO APPLY CONTRACTORS AND NOT BE LIMITED TO NORMAL WORKING HOURS AND CONSTRUCTION CONTRACTOR FURTHER AGREES TO OBTAIN INDUSTRY AND HOLD DESIGN PROFESSIONAL, HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED IN CONNECTION WITH THE PERFORMANCE OF WORK ON THE PROJECT, EXCEPTING LIABILITY ARISING FROM SOLE NEGLIGENCE OF DESIGN PROFESSIONAL.
23. CONTRACTOR SHALL MAINTAIN SAFE PUBLIC ACCESS ALONG WEST TRAIL DURING CONSTRUCTION. CONTRACTOR SHALL PROVIDE SAFETY BARRICADES AS NEEDED, A MINIMUM 8' FOOT TOTAL WIDTH MUST BE MAINTAINED FOR EMERGENCY VEHICLE ACCESS.
24. IF ANY ITEMS OF POTENTIAL CULTURAL OR ARCHEOLOGICAL SIGNIFICANCE ARE ENCOUNTERED DURING EXCAVATION OPERATIONS, CONSTRUCTION WITHIN THIS AREA SHALL BE HALTED IMMEDIATELY AND THE CONTRACTOR SHALL NOTIFY THE PROJECT ENGINEER.

Rev	Reason	Drawn	Job Manager	Project Engineer	Date
Drawing Revisions Note: * indicates signature on original issue of drawing or last revision of drawing.					
100% SUBMITTAL *Indicates 100% This drawing is for 100% submittal. It is the contractor's responsibility to verify the location and depth of all utilities and underground facilities indicated on the drawing.					
GHD Inc. 655 Montgomery Street Suite 2000 San Francisco California 94111 USA T: 415 283 4970 F: 415 263 4800 W: www.ghd.com					
Client: SAN MATEO COUNTY HARBOR DISTRICT Project: PILLAR POINT HARBOR WEST TRAIL CULVERT REPAIR					
Title: GENERAL NOTES, LEGEND, AND ABBREVIATIONS					
Scale	AS SHOWN	Project No.	8411197		
Drawn By	FS	Designer	MM		
Drafting Check	SD	Design Check	CL		
Approved (Project Director)					
Date	SEPTEMBER 2014				
This drawing must not be used for construction unless Signed and Sealed as Approved					
Drawing No.	G-002				Original Size ANSI D
					Rev. 2 of 7



1 EXISTING SITE PLAN AND SURVEY CONTROL



SURVEY CONTROL NOTES

TOPOGRAPHIC SURVEY PREPARED BY GHD INC.
 2255 MERCURY WAY, SUITE 100, SANTA ROSA, CA 95407.

REMARKS:

DESIGNATION - 841 4129 TICAL 5
 PID - 1476455
 STATE / COUNTY - CALIFORNIA / SAN MATEO
 1/808 QUAD - MONTARA MOUNTAIN (1987)

HORIZONTAL DATUM: NAD83 (1986) 37° 30' 13.3"
 (N) 122° 29' 07.7" (W)

VERTICAL DATUM: NAVD 88 4.337 (METERS) 14.22 (FEET)
 ADJUSTED

MEAN HEIGHT - 33.00 (METERS) GEOID09
 DYNAMIC HEIGHT - 4.332 (METERS) 14.21 (FEET) COMP
 MODELED GRAV. 979.956 5 (MGAL) NAVD 88
 VERT ORDER: FIRST CALSS 1

No.	Revision	Drawn	Job Manager	Printed	Date

Drawing Revisions
 Note: * indicates signatures on original issue of drawing in last method of drawing.



100% SUBMITTAL

Checklist of items:
 100% submittal of all drawings, including all sheets, shall be submitted to the project engineer for approval. The project engineer shall review the submittal and return it to the client with a list of comments and a date for resubmission.



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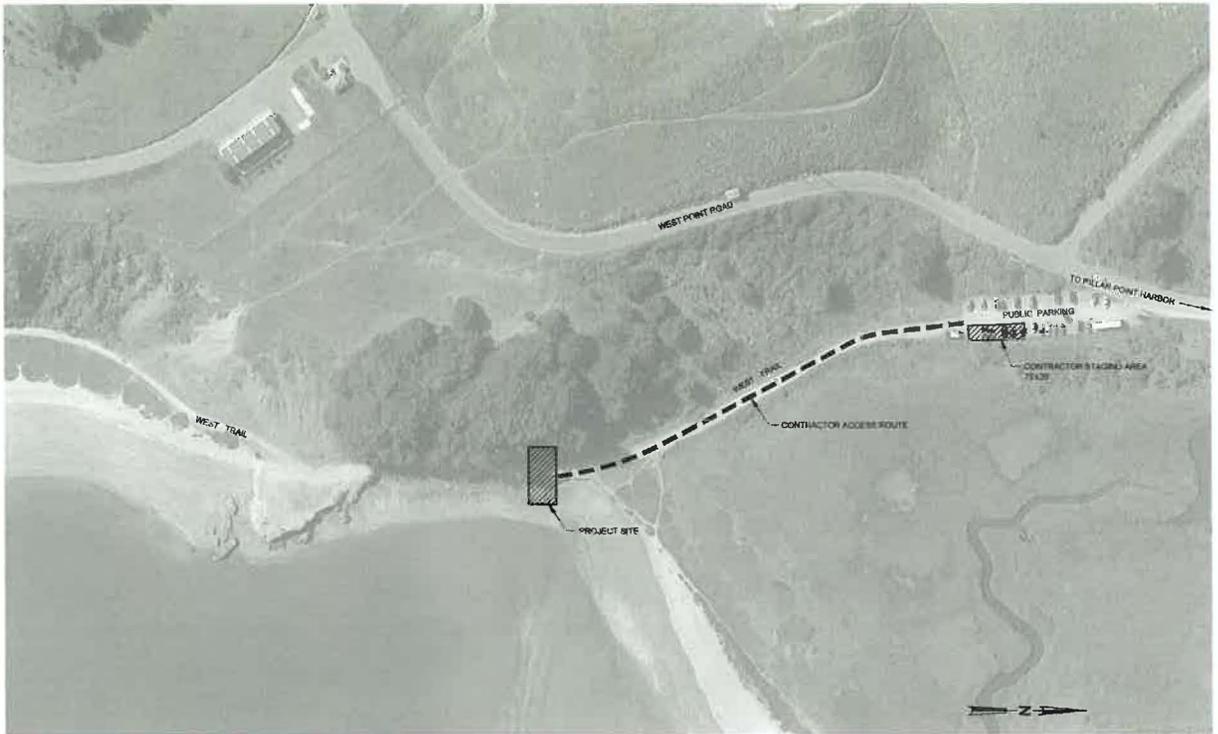
Client: SAN MATEO COUNTY HARBOR DISTRICT
Project: PILLAR POINT HARBOR WEST TRAIL CULVERT REPAIR

Title: EXISTING SITE PLAN AND SURVEY CONTROL

Scale	AS SHOWN	Project No.	8411197
Drawn	PS	Designer	MM
Engineering Check	SD	Design Check	CSS
Approved (Project Director)			
Date	SEPTEMBER 2014		

This drawing must not be used for construction unless signed and sealed as approved.

C-101
 Original Size
ANSI D
 3 of 7
 Rev.



1
C-102
CONTRACTOR STAGING PLAN



SHEET NOTES

- REFER TO THE CONSTRUCTION NOTES ON SHEET C-402 FOR SPECIFIC INFORMATION REGARDING CONTRACTOR RESPONSIBILITIES AND SITE ACCESS DETAILS.

No.	Revision	Drawn	Job Manager	Project Director	Date

Drawing Revisions
Note: * indicates signature on original issue of drawing or last revision of drawing.



100% SUBMITTAL

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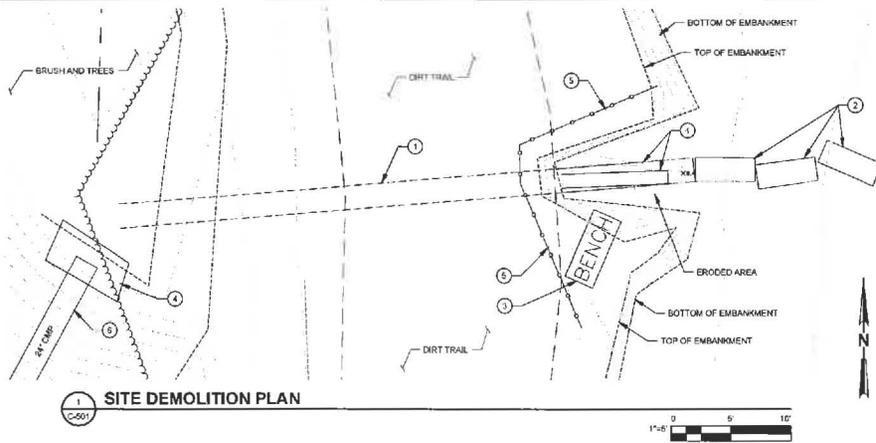
Client: **SAN MATEO COUNTY HARBOR DISTRICT**
Project: **PILLAR POINT HARBOR WEST TRAIL CULVERT REPAIR**

Title: **CONTRACTOR STAGING PLAN**

Scale: AS SHOWN	Project No. 841197
Drawn: PS	Designer: MM
Drafted: CHECK	Design: CHECK
Approved: (Project Director)	
Date: SEPTEMBER 2014	

This Drawing must not be used for construction unless Signed and Sealed as Approved

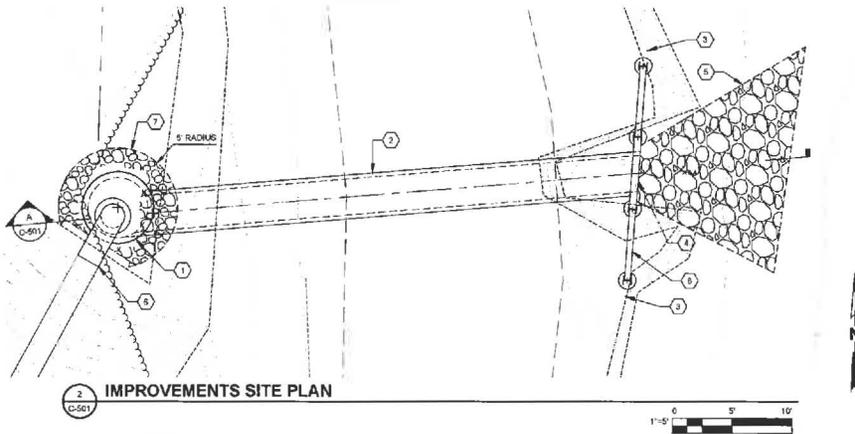
Drawing No. C-102	Original Size ANSI D
Blk 4 of 7	Rev.



1 SITE DEMOLITION PLAN
C-501

DEMOLITION NOTES

1. REMOVE AND DISPOSE OF EXISTING BURIED 18" RCP AND 12" CMP PIPES AND SEPARATED PIPE SEGMENTS. (APPROXIMATELY 48 LF EACH)
2. REMOVE AND DISPOSE OF EXISTING EXPOSED AND SEPARATED 18" RCP PIPE SEGMENTS.
3. EXISTING BENCH AND CONCRETE FOUNDATION TO BE REMOVED. SALVAGE BENCH AND RETURN TO SAN MATEO COUNTY HARBOR DISTRICT.
4. EXISTING CONCRETE SLAB AT OUTFALL OF EXISTING 24" CMP TO REMAIN IN PLACE.
5. REMOVE AND DISPOSE OF EXISTING CONSTRUCTION FENCE FABRIC AND METAL STAKES.
6. EXISTING 24" CMP AT GRADE TO REMAIN IN PLACE.



2 IMPROVEMENTS SITE PLAN
C-501

KEYNOTES

1. INSTALL 60 INCH ID FLAT TOP MANHOLE WITH 36 INCH DIAMETER ROUND GRATED LID. CONTRACTOR SHALL POINT TO TO CORNER ORIENTATION AND INVERT ELEVATIONS OF EXISTING 18 INCH RCP AND 12 INCH CMP. PROVIDE EXISTING PIPE INFORMATION TO ENGINEER TO CONFIRM MANHOLE SIZE AND PIPE CONNECTIONS PRIOR TO ORDERING MANHOLE.
2. INSTALL 42 LF 36 INCH RCP FROM NEW MANHOLE ALONG ROUTE OF EXISTING 18 INCH RCP AND 12 INCH CMP (TO BE REMOVED). TRENCH DIMENSIONS AND BEDDING SHALL BE IN ACCORDANCE WITH SAN MATEO DPW STANDARD PLAN W-10. TRENCH BACKFILL SHALL BE CLSM AND SHALL BE 6" DEEP OVER PIPE
3. RECONSTRUCT EMBANKMENT FACE AT NEW WALL ENDS TO MATCH AND CONFORM TO EXISTING GRADE.
4. INSTALL TIDEFLEX SLIP-IN STYLE IN-LINE CHECKMATE CHECK VALVE OR APPROVED EQUAL.
5. INSTALL 1/4 TON ROCK APPROX 1' AT PIPE OUTFALL IN ACCORDANCE WITH CALTRANS SPECIFICATION SECTION 72 PLACEMENT METHOD B. 1/4 TON ROCK DEPTH SHALL BE 3.3 FEET WITH 1.25 FEET OF UNDERLYING BACKING NO. 2 AND TYPE A RSP FABRIC. AFRON SHALL EXTEND TO THE MEAN HIGH WATER LINE AT ELEVATION 5.5.
6. CLAMP 3 LF OF 24 INCH CMP AND 90 DEGREE CMP ELBOW TO EXISTING 24 INCH CMP. NEW SECTION AND ELBOW SHALL BE REMOVABLE FOR MANHOLE MAINTENANCE. ELBOW SHALL BE CENTERED OVER NEW ROUND GRATED ID OF NEW MANHOLE.
7. INSTALL BACKING NO. 2 RIP RAP PROTECTION IN A 5' RADIUS FROM THE CENTER OF THE NEW MANHOLE. DEPTH SHALL BE 1.25 FEET AND RSP FABRIC SHALL BE TYPE A. RIP RAP SHALL BE PLACED IN ACCORDANCE WITH CALTRANS SPECIFICATION SECTION 72 PLACEMENT METHOD B.
8. INSTALL SOLDIER PILE/CONCRETE LAGGING WALL AS SHOWN ON SHEET S-501.

No.	Revision	Drawn	Job Manager	Project Director	CHK

Drawing Revisions
Note: * indicates signatures on original issue of drawing or last revision of drawing.



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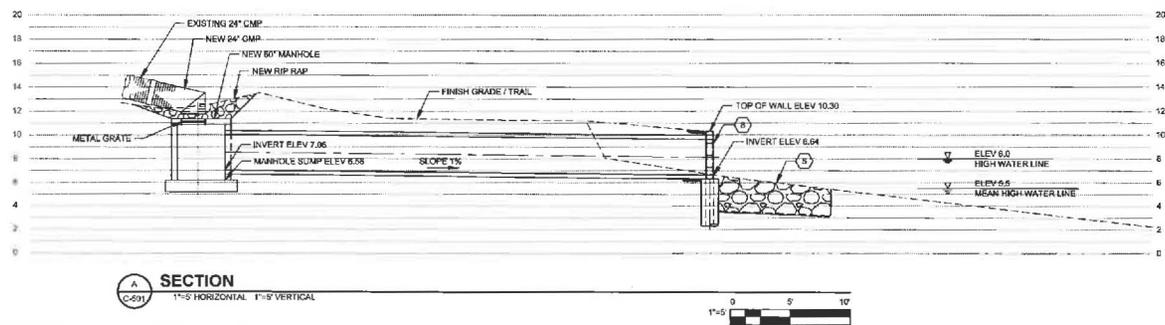
Client: **SAN MATEO COUNTY HARBOR DISTRICT**
Project: **PILLAR POINT HARBOR WEST TRAIL CULVERT REPAIR**

Title: **CIVIL DETAILS**

Scale: AS SHOWN Project No. 0411197
Drawn: PE Designer: MM
Drafting: SD Design: CSS
Approved: (Project Director)

Date: **SEPTEMBER 2014**
This Drawing must not be used for construction unless signed and sealed as Approved

Drawing No. **C-501** Original Size **ANSI D**
Sheet 5 of 7 Rev.



A SECTION
C-501
1"=5' HORIZONTAL 1"=5' VERTICAL

STRUCTURAL GENERAL NOTES

I. GENERAL

- A. THE CONTRACTOR SHALL CAREFULLY EXAMINE ALL CONTRACT DOCUMENTS AND SITE CONDITIONS AND UNDERSTAND THE CHARACTER, QUALITY AND QUANTITY OF WORK CALLED FOR INCLUDING ALL CONDITIONS OF THE CONTRACT. THE CONTRACTOR SHALL CAREFULLY COMPARE AND CHECK ALL CONTRACT DOCUMENTS FOR CONCORDANCE AND DISCREPANCIES AND SHALL REPORT THESE TO THE OWNER AND ENGINEER PRIOR TO CONSTRUCTION.
- B. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS PRIOR TO STARTING CONSTRUCTION. THE OWNER AND ENGINEER SHALL BE NOTIFIED OF ANY DISCREPANCIES OR INCONSISTENCIES.
- C. VERTICAL DATUM ELEV. = 8.0' AT MLW.
- D. THE EXISTING CONDITIONS AND DIMENSIONS SHOWN HEREIN ARE SUBSTANTIALLY DERIVED FROM SURVEYS AND OBSERVATIONS OF EXISTING CONDITIONS AT THE TIME. THE ACCURACY AND COMPLETENESS OF THE DRAWINGS, INCLUDING AS-BUILT DIMENSIONS, ARE NOT GUARANTEED. DIMENSIONS SHOWN ON THE DRAWINGS MAY NOT BE EXACT. THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS BEFORE COMMENCING WITH THE WORK.
- E. DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALES SHOWN ON DRAWINGS.
- F. NOTES AND DETAILS ON DRAWINGS SHALL TAKE PRECEDENCE OVER GENERAL NOTES AND TYPICAL DETAILS.
- G. THE CONTRACT STRUCTURAL DRAWINGS AND SPECIFICATIONS REPRESENT THE FINISHED STRUCTURE. THEY DO NOT INDICATE THE METHOD OF CONSTRUCTION. THE CONTRACTOR SHALL PROVIDE ALL MEASURES NECESSARY TO PROTECT THE STRUCTURE AND ADJACENT PROPERTY DURING CONSTRUCTION. SUCH MEASURES SHALL INCLUDE, BUT NOT BE LIMITED TO, BRACING, SHOWING FOR LOADS DURING CONSTRUCTION, REMOVAL OF CAPACITY TO SUPPORT DEAD AND/OR LIVE LOADS BY DEMOLITION, SEQUENCING OR OTHER CONSTRUCTION OPERATIONS, ETC.
- H. ASTM SPECIFICATIONS NOTED ON THE DRAWINGS SHALL BE THE LATEST REVISION.
- I. WHERE NO CONSTRUCTION DETAILS ARE SHOWN OR NOTED FOR ANY PORTION OF THE WORK, SUCH DETAILS SHALL BE THE SAME AS FOR SIMILAR WORK SHOWN ON THE DRAWINGS.
- J. NO DEBRIS SHALL BE ALLOWED TO ENTER THE WATER DURING THE CONSTRUCTION OPERATIONS. THE CONTRACTOR SHALL PROVIDE DEBRIS BOMS, SKI CURTAINS OR OTHER SUITABLE MEANS OF CAPTURING DEBRIS FROM CONSTRUCTION AND DEMOLITION OPERATIONS. THESE FACILITIES SHALL BE IN PLACE PRIOR TO STARTING DEMOLITION WORK. THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS REGARDING THE PROTECTION AND FILTERING OF FOREIGN DEBRIS FROM THE WATER. ALL CONSTRUCTION DEBRIS SHALL BE CONTAINED AND REMOVED FROM THE SITE.
- K. PILE DRILLING AND DRIVING EQUIPMENT SHALL BE CAPABLE OF INSTALLING THE PILES TO THE SPECIFIED TIP ELEVATIONS. VISUAL MONITORING OF VIBRATIONS DURING PILE INSTALLATION SHALL BE PERFORMED AT THE CONTRACTOR WHERE SUCH VIBRATIONS WOULD BE DETRIMENTAL TO ADJACENT STRUCTURES. CONTRACTOR SHALL PROTECT ADJACENT STRUCTURES FROM DAMAGE DUE TO DRILLING AND PILE DRIVING OPERATIONS.

2. DESIGN BASIS

- A. ALL WORK SHOWN ON DRAWINGS AND DESCRIBED IN SPECIFICATIONS SHALL CONFORM TO THE MINIMUM STANDARDS OF THE 2013 CALIFORNIA BUILDING CODE.
- B. STRUCTURAL DESIGN SHALL BE BASED ON THE APPLICABLE PROVISIONS AND REQUIREMENTS OF THE 2013 CALIFORNIA BUILDING CODE AND ALL CODES AND STANDARDS LISTED IN THESE NOTES AND SPECIFICATIONS.
- C. LIVE LOADS
TRAIL = VEHICLE LOADS: HS-20 OR 250 PSF.

3. CONCRETE

- A. CONCRETE MIXES SHALL BE DESIGNED BY A QUALIFIED TESTING LABORATORY AND ARE SUBJECT TO REVIEW AND APPROVAL OF THE ENGINEER.
- B. MATERIALS
1. PORTLAND CEMENT: ASTM C 150, TYPE I
 2. AGGREGATE: ASTM C 33, GRANITE OR LIMESTONE
- C. SCHEDULE OF STRUCTURAL CONCRETE

	f _c @ 28 DAYS psi	CEMENT lb/cy	FLY ASH lb/cy	WATER lb/cy	SLUMP IN.
CAST-IN-PLACE CONCRETE	5,000 MIN	569	89	229	3 TO 4
PRECAST CONCRETE	5,000 MIN	559	89	229	3 TO 4
DRILLED PILES	4,000 MIN	TBD	TBD	TBD	3 TO 4

- D. WHERE NEW CONCRETE IS CAST AGAIN EXISTING CONCRETE, THE EXISTING CONCRETE SURFACE SHALL BE ROCK-BROKEN TO A MINIMUM 1/4" AMPLITUDE BY SANDBLASTING OR OTHER METHOD SUBJECT TO THE APPROVAL OF THE ENGINEER. THE ROCK-BROKEN SURFACE SHALL BE CLEANED OF ALL LOOSE MATERIAL THAT INTERFERES WITH BONDING OF NEW CONCRETE.
- E. MINIMUM CLEAR COVER UNDO
- OVER PRIMARY LONGITUDINAL REINFORCEMENT: 3.0 INCHES (PRECAST = 2.0 INCHES)
 - OVER OTHER REINFORCEMENT: 2.5 INCHES (PRECAST = 1.5 INCHES)
- F. ALL REINFORCING BARS AND OTHER CONCRETE INSERTS SHALL BE SECURED IN POSITION PRIOR TO PLACING CONCRETE.
- G. CONCRETE SHALL BE CURED WITHIN 12 HOURS FOLLOWING COMPLETION OF PLACEMENT BY APPLICATION OF A LIQUID MEMBRANE-FORMING CURING COMPOUND.

- H. CONCRETE SHALL BE PLACED IN A CONTINUOUS OPERATION UNTIL THE SECTION IS COMPLETE.
- I. DRYING SHRINKAGE OF THE DRYING SHRINKAGE TEST SPECIMEN, AFTER 7 DAYS OF MOST CURING AND THEN 21 DAYS DRYING, SHALL BE 0.045 TO 0.050%. SEE SPECIFICATIONS.
- J. ALL NEW CONCRETE SHALL BE REINFORCED.
- K. TREMIE CONCRETE SHALL CONTAIN ANTI-WASHOUT ADMIXTURE.
- L. REINFORCING STEEL
- A. ALL NEW REINFORCING BARS SHALL BE EPOXY COATED PER ASTM A 775.
 - B. REINFORCING SHALL CONFORM TO THE FOLLOWING:

LOCATION	TYPE	EPOXY COATED
NONWELDED REINFORCEMENT	A705	YES
WELDED REINFORCEMENT	A706	YES
WELDED WIRE FABRIC	A165	YES

- C. DETAIL FABRICATE LABEL SUPPORT AND SPACE ALL CONCRETE REINFORCEMENT IN ACCORDANCE WITH ACI 318.
- D. ALL REINFORCING BAR HOOKS AND BENDS SHALL BE STANDARD HOOKS CONFORMING TO THE PROVISIONS OF THE AMERICAN CONCRETE INSTITUTE (ACI 318-11). ALL BENDS SHALL BE MADE COLD. PILE BENDINGS OF REINFORCEMENT IS PROHIBITED.
- E. CONTRACTOR SHALL SUBMIT REINFORCING BAR LAYOUTS AND DETAILS FOR APPROVAL PRIOR TO FABRICATION. FABRICATION SHALL BE FROM APPROVED DRAWINGS ONLY.
- F. REINFORCING BARS SHALL ONLY BE SPLICED WHERE SHOWN ON THE DRAWINGS.
- G. WELDED REINFORCING BAR SPICES SHALL CONFORM TO THE REQUIREMENTS OF STRUCTURAL WELDING CODE - REINFORCING STEEL (AWS D1.4) OF THE AMERICAN WELDING SOCIETY.

4. EPOXY COATING

- A. WHERE EPOXY EMBEDMENT FOR REINFORCING BARS IS INDICATED ON DRAWINGS OR OTHERWISE USED, CONTRACTOR SHALL USE SIMPSON STRONG-TIE SET-3M ADHESIVE FOR USE IN CONCRETE. CONTRACTOR MAY SUBMIT OTHER EPOXY SYSTEMS FOR APPROVAL ALONG WITH AN ISO EVALUATION REPORT FOR THE SPECIFIC PRODUCT.

5. FABRICATED STEEL COMPONENTS

- A. ALL STRUCTURAL STEEL SHAPES, PLATES, AND FASTENERS SHALL CONFORM TO ASTM A 36, U.O.N. CONTRACTOR SHALL SUBMIT TO THE HARBOR DISTRICT EVIDENCE OF CONFORMANCE TO THE REFERENCED STANDARD.
- B. ALL STEEL FASTENERS SUCH AS NUTS, BOLTS, LAG SCREWS, ETC. SHALL BE HOT-DIP GALVANIZED PER ASTM A 153.
- C. STEEL COATING SHALL BE WASSER THREE-COAT SYSTEM OR APPROVED EQUAL. ALL COATING SHALL BE DONE IN THE SHOP AND ONLY AFTER ALL FABRICATION INCLUDING WELDING, DRILLING, CUTTING, ETC. IS COMPLETE. PRIOR TO COATING, ALL SURFACES SHALL BE PREPARED IN ACCORDANCE WITH SSPC-SP10 NEAR WHITE BLAST. CONTRACTOR SHALL COMPLY WASSER APPLICATION GUIDES OR A TECHNICAL REPRESENTATIVE FOR SPECIFIC SYSTEM RECOMMENDATIONS. ALL SURFACES MUST BE CLEAN AND DRY BEFORE APPLYING EACH COAT. USE WASSER MC-MIDTITE OR EQUIV. EQUIVALENT PRIMER. 3.0 TO 4.0 MILS DRY FILM THICKNESS (DFT). USE WASSER MC-FERROX A, OR EQUIVALENT, AS INTERMEDIATE COAT, 3.0 TO 5.0 MILS DFT. USE WASSER MC-FERROX A, OR EQUIVALENT, FOR TOPCOAT, 2.5 TO 3.5 MILS DFT.

7. BACKFILL

- A. GRAVEL FILL SHALL BE IMPORTED MATERIAL. THE MATERIAL SHALL BE WELL GRADED AND NOT EXHIBIT EXCESSIVE SHRINKAGE OR SWELLING BEHAVIOR WHEN SUBJECTED TO CHANGES IN WATER CONTENT. NO PARTICLES SHALL BE LARGER THAN 1/4 INCHES IN ANY DIMENSION NOR SMALLER THAN 1/16 INCHES IN THE LEAST DIMENSION. CONTRACTOR SHALL CERTIFY THAT THE MATERIAL IS FREE OF CONTAMINANTS. THE APPROVED FILL MATERIAL SHALL BE PLACED IN LIFTS NOT EXCEEDING 12 INCHES.
- B. AGGREGATE BASE SHALL CONFORM TO CALTRANS CLASS 2 AGGREGATE BASE AND SHALL BE PLACED ACCORDINGLY.
- C. FILTER FABRIC SHALL CONSIST OF A NON-WOVEN FABRIC COMPOSED OF A STRONG, ROT-PROOF POLYMERIC YARN OR FIBER ORIENTED INTO A STABLE NETWORK WHICH RETAINS ITS RELATIVE STRUCTURE DURING HANDLING, PLACEMENT, AND LONG-TERM SERVICE. THE FABRIC SHALL BE EQUALLY DIMENSIONALLY STABLE AND CHEMICALLY INERT TO SEAWATER. THE FABRIC SHALL HAVE COMPLETE RESISTANCE TO DEGRADATION FROM AMBIENT TEMPERATURES, ACID AND ALKALINE CONDITIONS, AND SHALL BE IMPERMEABLE TO MICROORGANISMS AND INSECTS. THE FABRIC SHALL BE RESISTANT TO SHORT-TERM (UNTIL PLACEMENT) DEGRADATION BY ULTRAVIOLET LIGHT OR PROTECTED UNTIL PLACEMENT AS RECOMMENDED BY THE MANUFACTURER SUCH THAT NO DETRIORATION OCCURS. THE FILTER FABRIC SHALL CONFORM TO THE FOLLOWING MINIMUM AVERAGE ROLL VALUES:

PROPERTY	SPECIFICATIONS	TEST METHOD
SPECIFIC GRAVITY	1.2 MINIMUM (MIN)	---
EQUIVALENT OPENING SIZE (U.S. STANDARD SIEVE)	60 TO 170	ASTM D 4751
PERMITTIVITY	0.4 SEC-CENT MIN	ASTM D 4491
GRAB TENSILE STRENGTH	500 LB MIN	ASTM D 4632
GRAB TENSILE ELONGATION	50-100%	ASTM D 4632
PUNCTURE STRENGTH	195 LB MIN	ASTM D 4633
MULLEN BURST	800 PSI MIN	ASTM D 3786

THE FILTER FABRIC SHALL BE PLACED LOOSELY, BEING ALLOWED TO CONFORM TO ANY IRREGULARITIES ALONG ITS LENGTH. THE FABRIC SHALL BE JOINED BY EITHER OVERLAPPING OR SEWING USING A DOUBLE-SEAM SEWING JOINT. OVERLAPPED JOINTS SHALL HAVE A MINIMUM OVERLAP OF AT LEAST 3 FEET. OVERLAPPED JOINTS SHALL BE SECURED USING METAL PINS. THE PINS SHALL BE 3/16-INCH NOMINAL DIAMETER 3/16-INCH LONG, POINTED AT ONE END, AND FILLED WITH A 1/2-INCH WASHER AT THE OTHER END. FABRIC PLACED UNDER WATER SHALL BE WEIGHTED AT THE BOTTOM USING GRAVEL FILL. CONTRACTOR SHALL SUBMIT TO THE HARBOR DISTRICT COMPLETE MANUFACTURER'S SPECIFICATIONS, CERTIFIED TEST DATA, AND SAMPLES FOR REVIEW AND APPROVAL PRIOR TO DELIVERY OF THE MATERIAL TO THE JOB SITE. CONTRACTOR SHALL ALSO SUBMIT TO THE HARBOR DISTRICT A PROPOSED DETAILED METHOD OF FILTER FABRIC PLACEMENT.

No.	Revision	Drawn	Checked	Project Engineer	Date

Drawing Revisions
Note: * indicates signatures on original issue of drawing or last revision of drawing.



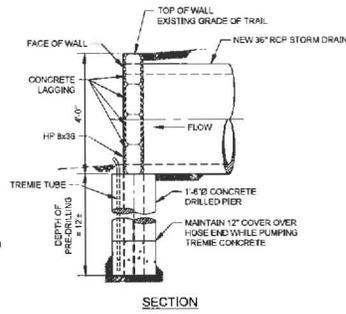
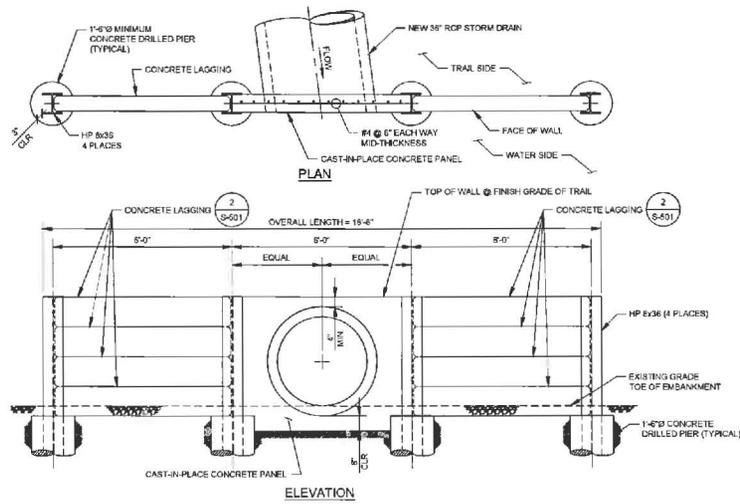
100% SUBMITTAL
This drawing was prepared by GHD Inc. and is submitted for review and approval by the Harbor District. It is the responsibility of the contractor to ensure that the drawing is complete and accurate.

GHD Inc.
900 Montgomery Street Suite 2100 San Francisco California 94111 USA
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W www.ghd.com

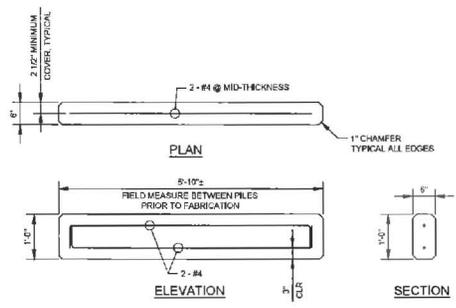
Client: **SAN MATEO COUNTY HARBOR DISTRICT**
Project: **PILLAR POINT HARBOR WEST TRAIL CULVERT REPAIR**
Title: **STRUCTURAL GENERAL NOTES**

State: AS SHOWN Project No.: 841197
Drawn: PS Designer: CSS
Drafting: SD Design: CL
Checked: SD

Approved (Project Director):
Date: **SEPTEMBER 2014**
This Drawing shall not be used for construction unless signed and sealed as approved.
Drawing No.: **S-001** Original Size: **ANSI D**
1 of 6 sheets



1 SOLDIER FILE WALL AND STORM DRAIN PIPE DETAIL



2 CONCRETE LAGGING DETAIL



SHEET NOTES

1. ALL EXPOSED CONCRETE SHALL HAVE SMOOTH-FORMED FINISH, SEE SPECIFICATIONS.
2. ALL NEW REINFORCEMENT SHALL BE ASTM A615, GRADE 60, EPOXY COATED PER ASTM A775.

No.	Revision	Drawn	Checked	Project Manager	Project Director	Date

Drawing Revisions
Note * indicates signatures on original issue of drawing or last revision of drawing.



100% SUBMITTAL

CONTRACT NO. 14
THIS DRAWING AND ALL INFORMATION CONTAINED HEREIN IS THE PROPERTY OF GHD INC. AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT THE WRITTEN PERMISSION OF GHD INC.



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Client: **SAN MATEO COUNTY HARBOR DISTRICT**
Project: **PILLAR POINT HARBOR WEST TRAIL CULVERT REPAIR**

Title: **STRUCTURAL SECTIONS AND DETAILS**

Scale	AS SHOWN	Project No.	8411187
Drawn	PG	Designer	CSS
Drafting	SD	Design	CL
Approved	(Project Director)	Check	
Date	SEPTEMBER 2014		

This Drawing shall not be used for Construction unless Signed and Sealed as Approved

Drawing No.	S-501	Original Size	ANSI D
Rev.	7		

Memo

Date: 9/19/2014

To: Board of Harbor Commissioners

From: Peter Grenell
General Manager

Re: Request for Proposals (RFP) to Provide Commercial Property Appraisal, Lease Valuation and Market Survey Services: Oyster Point Bait & Tackle, Ketch Joanne Restaurant and Harbor Bar

RECOMMENDATION

Authorize the General Manager to publish a Request for Proposals (RFP) to provide commercial property appraisal, lease valuation and market survey services concerning: at Oyster Point Marina/Park, the former Oyster Point Bait & Tackle leasehold; and at Pillar Point Harbor, the Ketch Joanne Restaurant and Harbor.

BACKGROUND

This staff report concerns two Harbor District leaseholds. First, at Oyster Point Marina/Park, the former tenant, Oyster Point Bait & Tackle, closed its business in February 2014 and filed for bankruptcy. The Harbor District terminated the lease for nonpayment of rent and closure of business, and eventually regained control of the property. The District now needs to update its knowledge of the now-vacant property's value, marketability, and revenue potential.

Second, at Pillar Point Harbor, the Ketch Joanne Restaurant and Harbor Bar lease has expired and has been continued in operation pursuant to lease general conditions pending the District's public solicitation of bids

pursuant to Section 72 of the Harbors and Navigation Code (the lessee may submit a bid as well). Before inviting bids, the District needs to update its knowledge of this long-established leasehold's current value, marketability, and revenue potential.

The timeliness of these concerns provides an opportunity for the District to economically update its knowledge for the several leaseholds concurrently, and expedite resolution of each situation based on current information.

ANALYSIS

The two leaseholds and properties of concern are:

OYSTER POINT MARINA/PARK

1. **Former Oyster Point Bait & Tackle leasehold**, A portion of Parcel G-1, Parcel Map of City of South San Francisco, Survey Record in Book 8, page 22, County Recorder . A now-vacant doublewide modular structure of approximately 40 feet by 24 feet is on premises consisting of approximately 1,440 square feet of space located at the foot of the Oyster Point boat launch ramp at the eastern end of the marina. The Harbor District has regained full control of the property following a declaration of bankruptcy by the former lessee. The District will need to consider new lease terms and seek competitive bids on this property pursuant to Harbors and Navigation Code Section 72 (H&N Code) or, if the District chooses to remove the modular structure, it can invite proposals pursuant to H&N Code Section 72.2 instead of bids.

PILLAR POINT HARBOR

2. **Ketch Joanne Restaurant and Harbor Bar leasehold**, APN 047-083-060. A functioning business located in the Harbor's concessionaires' building, whose lease has expired but is continuing as per lease conditions on a month-to-month basis. The District will need to consider new lease terms and seek competitive bids on the property pursuant to H&N Code Section 72. The current lessee is eligible to bid on the new lease.

Request for Proposals

The District's knowledge of leasehold values, marketability, and revenue potential can be updated most economically and expeditiously by retaining technical consultant services for property appraisal, lease valuation and market survey services through the request for proposals process. The attached RFP is formulated to enable interested professional firms to submit proposals to cover all five leaseholds or any one or more of them. This is done to provide maximum flexibility for the District in evaluating proposals given the variation in the detailed scope of work for the different leaseholds.

Relevance of the Recommended Services to the Harbor District's Strategic Business Plan:

As indicated earlier in the staff report, the information outlined above is needed now with respect to the individual leaseholds and properties. However, the information provided pursuant to the RFP will provide very useful current input to the financial and economic development component of the District's Strategic Business Plan preparation.

FISCAL IMPACT

Issuing the RFP will have negligible fiscal impact on the District's budget. Consultant costs will not be known until proposals are received. However, this year's Administration budget includes an unencumbered balance of \$95,479 for contractual services.

CONCLUSION

The recommended action is needed to provide necessary information to the District to enable it to take further action with respect to the referenced leaseholds and properties to expedite resumption of

revenue generation, update lease tenure, and resolve lease terms issues, respectively.

ALTERNATIVES

1. Approve staff's recommendation.
2. Do not approve staff's recommendation and direct staff to revise project recommendation pursuant to Commission direction.
3. Postpone action on staff's recommendation pending further Commission consideration.

DRAFT

SAN MATEO COUNTY HARBOR DISTRICT

**REQUEST FOR PROPOSALS TO PROVIDE
COMMERCIAL PROPERTY APPRAISAL, LEASE
EVALUATION AND MARKET SURVEY SERVICES**

October 1, 2014



**400 Oyster Point Boulevard, Suite 300
South San Francisco, CA 94080**

San Mateo County Harbor District Request for Proposals
Commercial Property Appraisal, Lease Evaluation and Market Survey Services

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SAN MATEO COUNTY HARBOR DISTRICT

REQUEST FOR PROPOSALS FOR COMMERCIAL PROPERTY APPRAISAL, LEASE VALUATION AND MARKET SURVEY SERVICES

GENERAL INFORMATION

The San Mateo County Harbor District (District) requests proposals from qualified firms to provide commercial property appraisal, lease valuation and market survey services to the District regarding the selected properties and leaseholds at its two harbor facilities, Pillar Point Harbor in Princeton and Oyster Point Marina/Park in the City of South San Francisco, San Mateo County.

There is no expressed or implied obligation from the San Mateo County Harbor District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, seven (7) print copies and two (2) electronic copies on flash drive of a proposal must be received by Peter Grenell, General Manager, at 400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080, by **3:00 p.m. PST on Tuesday, October 27, 2014**. The Harbor District reserves the right to reject any or all proposals submitted.

The District reserves the right to request additional information or clarification from proposers, to allow for the correction of errors or omissions, retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals (RFP), unless clearly and specifically noted in the proposal submitted and confirmed within the contract between the District and the firm selected.

Inquiries related to this RFP should be made to the San Mateo County Harbor District Administration Office at 650-583-4400, or submitted via e-mail to:

Debbie Nixon
Deputy Secretary to the Board
dnixon@smharbor.com

It is anticipated that staff will make a recommendation to the Board of Harbor Commissioners at the **Wednesday, November 5, 2014** Board meeting.

BACKGROUND

The San Mateo County Harbor District is an independent special district created by San Mateo County pursuant to provisions of the California Government Code and Harbors and Navigation Code. The District's jurisdiction is coterminous with that of San Mateo County. The District is governed by a five-member Board of Harbor Commissioners elected at large by County voters for staggered four-year terms. The District presently operates two harbors: Pillar Point Harbor, a 369-berth public commercial fishing harbor that also supports sport fishing and recreational boating, located in the unincorporated community of Princeton on Half Moon Bay approximately twenty-five miles south of the City of San Francisco, and for which the District received a State Tidelands Grant in 1960; and Oyster Point Marina/Park, a 428-berth public recreational marina located about two miles north of San Francisco International Airport in the City of South San Francisco at a redeveloped municipal landfill, that also contains a commuter ferry terminal operated by SF Ferry (the Water Emergency Transportation Authority). The District operates Oyster Point Marina/Park under a Joint Powers Agreement with South San Francisco, which owns the facility.

The Harbor District's Strategic Planning Process: The Board of Harbor Commissioners has conducted annual public strategic planning workshops for a number of years. The Board reviews the District's financial condition and progress on achievement of Commission priorities for operations and improvements to its facilities, and considers emerging issues and priority updates to guide District activities for the coming fiscal year and into the future.

The District is presently preparing a comprehensive Strategic Business Plan to take into account several major political, economic, financial, environmental, and regional changes that have occurred in recent years and to provide a blueprint for its financial planning, economic, and facilities development for the next several years. Information provided in the work products of this RFP's Scope of Work may be used in preparation of the Strategic Business Plan.

SELECTED PROPERTIES AND LEASEHOLDS OF INTEREST

Two leaseholds and properties are the focus of interest of this RFP. They are:

OYSTER POINT MARINA/PARK

1. **Former Oyster Point Bait & Tackle leasehold**, A portion of Parcel G-1, Parcel Map of City of South San Francisco, Survey Record in Book 8, page 22, County Recorder . A now-vacant doublewide modular structure of approximately 40 feet by 24 feet is on premises consisting of approximately 1,440 square feet of space located at the foot of the Oyster Point boat launch ramp at the eastern end of the marina.

The Harbor District has regained full control of the property. The District will need to consider new lease terms and seek competitive bids on this property pursuant to Harbors and Navigation Code Section 72 (H&N Code) or, if the District chooses to remove the modular structure, it can invite proposals pursuant to H&N Code Section 72.2 instead of bids.

PILLAR POINT HARBOR

2. **Ketch Joanne Restaurant and Harbor Bar leasehold**, APN 047-083-060. A functioning business located in the Harbor's concessionaires' building, whose lease has expired but is continuing on a month-to-month basis. The District will need to consider new lease terms and seek competitive bids on the property pursuant to H&N Code Section 72. The current lessee is eligible to bid on the new lease.

SITE TOURS

Site tours will be conducted at each District Harbor facility. While not mandatory, respondents are strongly urged to visit these facilities to familiarize themselves with them and to clarify concerns. Interested parties may confirm tour dates and details by contacting the District Administration Office at 650-583-4400.

SCHEDULE

The schedule for consultant selection is as follows:

<u>Site Visits:</u> Pillar Point Harbor:	Tuesday, October 14, 2014, 10:00 a.m.: Harbor Master's Office 1 Johnson Pier Princeton, CA
Oyster Point Marina:	Wednesday, October 15, 2014, 10:00 a.m.: Harbor Master's Office 95 Harbor Master Rd., South San Francisco, CA

Proposal Submittal Date: Proposals must be submitted by: 3 p.m. PST on Tuesday, October 27, 2014, to:

San Mateo County Harbor District
Administration Office
400 Oyster Point Blvd., Suite 300
South San Francisco, CA 94080.

Proposal Evaluation and Possible Proposer Interviews: Friday, October 31, 2014.

Staff Report and Recommendation to Board of Harbor Commissioners for Consultant Selection: Wednesday, November 5, 2014.

CONTACT FOR INFORMATION

Peter Grenell
General Manager
San Mateo County Harbor District
Tel: 650-583-4400
Email: Harbordistrict@smharbor.com

INSTRUCTIONS FOR PROPOSAL SUBMITTAL

1. Please review this RFP carefully. Note the closing date for submitting your proposal.
2. Submit all information as required by this RFP.
3. Seven (7) print copies and two (2) electronic copies on flash drive of the proposal containing the requested information below must be submitted to the District.
4. If a proposer considers any of the information contained in its proposal as proprietary, the portion(s) considered proprietary must be clearly designated or otherwise submitted in a separate sealed envelope clearly marked. Marking of the entire proposal as proprietary is unacceptable. Proprietary information and materials submitted by a respondent will be kept strictly confidential until and unless that respondent is awarded a contract by the District.
5. Each proposal shall give the full business address of the respondent and shall be signed by an authorized official of the responding firm. If a proposer is a joint venture or partnership, all participants in the venture or partnership should provide the above-referenced information. The name of each person signing the proposal shall be typed or printed below the signature. When requested by the District, satisfactory evidence of the authority of the person signing on behalf of the respondent shall be furnished.
6. Proposers may identify items appearing to be missed by using a request for information (RFI) process. All questions or other RFIs must be submitted only in writing (email, fax, or post are acceptable) to the District no less than

ten (10) days prior to proposal submittal date to enable RFI responses.
District will provide answers to written questions to all proposers.

7. **Proposals must be received no later than 3 p.m. PST on Tuesday, October 27, 2014.** Proposals may be mailed or hand delivered to: San Mateo County Harbor District, Administration Office, 400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080.
8. All proposals must be addressed to the Attention of the General Manager, and be clearly marked "Response to Request for Proposals: Harbor District Property Valuation and Market Study". The envelopes must also show the respondent's name and address.

TIMELINE FOR VALID PROPOSALS

All proposals received will remain valid for not less than ninety (90) calendar days from the proposal due date.

SCOPE OF WORK

Proposer's Scope of Work may address any or all of the properties and leaseholds set forth above and shall clearly identify which ones are to be considered. The Scope includes:

Former Oyster Point Bait & Tackle leasehold: Commercial appraisal of fair market value not limited to highest and best use and market survey of uses permissible by existing zoning and rents. Analysis to consider site including existing modular structure and alternatively with structure removed, i. e., vacant site.

Ketch Joanne Restaurant and Harbor Bar leasehold: Commercial appraisal of fair market value with income approach to value, and market survey of comparable rents.

REQUIRED WORK PRODUCTS

Deliverables required by a contract issued pursuant to this RFP shall include for each leasehold or property specified below a report containing a commercial property appraisal, lease valuation and market survey as set forth in the Scope of Work:

- Former Oyster Point Bait & Tackle leasehold;
- Ketch Joanne Restaurant and Harbor Bar leasehold; and

PROJECT TEAM

Proposer will furnish all necessary labor, facilities, equipment, and materials to perform the work called for by this RFP. If a proposer is a team of firms, a joint venture, partnership, or prime contractor with subcontractors, describe the intended role of each partner in the proposal, the relationship of each partner or subcontractor to the responding firm and the responsible entity in the organizational structure for various project activities and ongoing overall project management. Specify whether firms proposed for the team, joint venture, partnership or other multi-party arrangement have worked together previously on projects. Provide information on these projects and the firms that worked on the projects.

The District will entertain proposals to implement the complete Scope of Work as set forth in this RFP, or to address any one or more of the five properties of interest identified herein.

The District retains the right to confer with any and all proposers regarding merging, matching, or combining teams to comprise a project team optimal to achieving the District's objectives.

EXPERIENCE OF RESPONDENT

Firm Qualifications and Experience

Proposers should state the size of the firm, the location of the office from which the work on this engagement is to be performed, the number and nature of the professional staff to be employed in this engagement on a full-time basis, and the number and nature of the staff to be employed on a part-time basis.

Partner(s), Supervisory, and Staff Qualifications and Experience:

Proposers must identify the principal supervisory and management staff, including engagement partner, managers, other supervisors, and specialists who will be assigned to the engagement.

Project Manager: Proposers must identify the Project Manager for the project, who shall be the principal individual responsible for implementing the proposer's obligations and responsibilities of any agreement to be executed for this project. Proposers must guarantee that the Project Manager will be available for the project's duration (unless he/she leaves the proposer's firm). Three references for the Project Manager should be provided that support his/her ability to deliver the required work products on schedule and within budget.

Provide information on the qualifications of all participating staff including their duties, years of experience, similar projects on which they have worked and their respective roles.

Describe at least three comparable projects on which respondent's firm has worked, including specific scope of work, level of participation, and other relevant information.

Provide the names, telephone numbers, and address of at least three (3) business references. The District may, but is not obligated to, contact any or all of these references.

Provide a list of any proposer contracts terminated by clients for cause during the past ten (10) years.

PROPOSAL TIMELINE

Provide an estimated project timeline from start of work until estimated completion, showing all tasks and stages of the scope of work including public outreach activities or milestones.

PROPOSAL BUDGET

The proposal must include a project budget and contain all pricing information relative to performing the job as described in this RFP, including a schedule of billing rates and hourly levels of effort of all Project Team members. Proposal budgets should distinguish costs of performing the required tasks for each of the properties identified in the proposal response to this RFP. If the proposer is a team, a joint venture or partnership, the above referenced information should be provided for each firm partner.

The total all-inclusive maximum price to be proposed is to contain all direct and indirect costs including all out-of-pocket expenses.

No cost increases shall be passed onto the District after the proposal has been submitted.

WAIVER

Respondent, by submitting a proposal in response to this RFP, waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of this RFP,

the District's selection of any other respondent, the District's rejection of any or all responses to this RFP, and any subsequent agreement entered into by the District as a result of this RFP.

CONSULTANT SELECTION PROCESS AND PROPOSAL EVALUATION

Under the terms of this RFP, the District is not obligated to contract with the proposer lowest in cost. Proposals submitted by the deadline will be reviewed by the District for completeness, understanding of and responsiveness to the intent of this RFP, demonstration of respondent's capability and experience with execution of similar projects, statements of experience and qualifications of key project personnel.

The District may request additional information from any or all proposers after the initial evaluation of the proposals submitted as may be deemed necessary or desirable.

A short-listed group of proposers may be selected based upon the District's review of proposals received. Short-listed firms will be required to be interviewed and make verbal presentations of their proposals and qualifications to the District.

The District will evaluate proposers' proposals and interviews and rank them based on several selection criteria listed below, for a total of up to 100 points:

- (1) Experience in preparing property valuation and market study work for government entities (15 points);
- (2) Demonstrated competence, qualifications, knowledge, and abilities to perform the tasks summarized in this RFP's Scope of Work including management approach and ability to keep to project schedule (30 points);
- (3) Professional experience and qualifications and availability of key personnel for this project, and demonstrated ability to effectively work as a project team of the project manager and key personnel of all team firms or other partners (20 points);
- (4) Responsiveness to and understanding of this RFP's submittal requirements and clarity and quality of written and oral communications in the proposal and interview (15 points);
- (5) Cost of performing the tasks called for by this RFP (20 points);

(6) References (0 points. References will be contacted regarding level of performance [satisfactory/unsatisfactory]).

Proposals will be received and evaluated according to the above-referenced RFP Schedule. The District reserves the right to modify this Schedule as the District may determine is needed.

The District may negotiate additional terms and conditions, and will award the contract to the proposer most responsive to the needs of the District and most capable of providing the services to meet those needs. The District will be the sole judge concerning responsiveness and capabilities of applicants.

CONFLICT OF INTEREST

The proposer selected by the District shall be required to disclose any conflicts of interest existing or anticipated resulting from engaging in business with other harbor districts or related entities on a similar project during the term of any agreement entered into with this District pursuant to this RFP. The proposer represents that proposer is familiar with California Government Code Sections 87100 *et seq.* and warrants that proposer has no knowledge of facts regarding conflict of interest on the part of any officer, employee or representative of the District that may constitute a violation of the above-referenced Code sections.

CONTRACT NEGOTIATIONS

The scope of services and fees to be included in an agreement between the District and the successful, top-ranked proposer will be negotiated by the District with that proposer. If an agreement cannot be reached with this firm, the District reserves the right to negotiate contract terms and conditions with the second-ranked proposer. This process will continue until the District has successfully negotiated an agreement.

The contract that the successful proposer will be expected to execute is the professional services agreement attached to this RFP as Exhibit I. Proposers shall submit proposed changes to the agreement and an explanation for the requested changes as part of each proposer's proposal.

OTHER TERMS AND CONDITIONS

1. The information presented in this RFP and in any report or other information provided by the District is provided solely for the convenience of the

interested parties. It is the responsibility of interested parties to assure themselves that the information contained in this RFP or other documents is accurate and complete. No representations, assurances, or warranties pertaining to the accuracy of such information are provided by the District or its advisors.

2. The issuance of this RFP does not constitute an agreement by the District that any contract will actually be entered into by the District. The District expressly reserves the right at any time to:
 - (a) Waive any defect or informality in any response, proposal, or proposal procedure;
 - (b) Reject any or all proposals;
 - (c) Suspend any and all aspects of the process indicated in this RFP at any time;
 - (d) Reissue a Request for Proposals;
 - (e) Select a contractor by any other means;
 - (f) Extend deadlines for accepting proposals, or accept amendments to proposals after expiration of deadlines; or
 - (g) Determine that no project will be pursued.
3. The District reserves the right to reject any or all proposals submitted if deemed necessary in the best interest of the District and the public, and to waive any technical defect in a submittal that does not affect or alter the substantive provisions thereof. Failure by the District to object to an error, omission, or deviation in any proposal will in no way modify this RFP or excuse proposer from full compliance with the requirements of this RFP or any agreement resulting from this RFP.
4. The District may modify, clarify, and change this RFP by issuing one or more written addenda. Such addenda may be sent by regular first-class United States mail to the last known business address of each potential proposer receiving a copy of this RFP. The District will make reasonable efforts to notify respondents in a timely manner of changes to this RFP. Notwithstanding this provision, each respondent assumes the risk of submitting its proposal(s) on time as per RFP schedule.
5. The San Mateo County Harbor District must comply with the provisions of the California Public Records Act (Government Code sections 6250 *et seq.*). The District will use reasonable efforts to protect the confidentiality of documents or other information provided to it in confidence by proposers to this RFP, including but not limited to proposer's proprietary information, as provided for in the Public Records Act. Any information provided by proposers in response to this RFP which proposers consider is exempt from disclosure should be so designated by proposers with an explanation and relevant legal references to support the specific exemption.

The District reserves the right to determine, at its sole discretion, whether any information received is subject to disclosure. Designation of an entire proposal or significant amounts of it as proprietary may result in a proposal being deemed unresponsive to this RFP. The District has an obligation to comply with requests for public records involving a proposal received by the District, and shall be subject to no liability to a proposer for any such disclosure. Some exemptions from disclosure may be applicable solely during proposal evaluation and selection, following which such information may be publicly available.

6. All proposals submitted shall become the property of the District. Proposals and related materials submitted by proposers will not be returned.
7. The District accepts no financial responsibility for any costs incurred by a proposer in responding to this RFP, and will make no reimbursement for any costs incurred by proposers for preparation of a response to this RFP.

Staff Report

TRANSIENT BOATER RATE SPECIAL FOR OYSTER POINT MARINA/PARK

Recommendation

Authorize General Manager to issue special event rate for transient guest boaters, a “2 nights for the price of 1 night” (with a 2 night maximum with Harbor Master approval) for Harbor District special events that occur at Oyster Point Marina/Park; and adopt Resolution 25-14 to amend the FY2014/15 District Rates and Fees Schedule.

Background

Typically a visiting boat using the guest dock or a slip in the marina would pay by the night at a rate matching the length of the vessel.

In our marketing efforts to make Oyster Point Marina/Park a “Destination”, we need to increase our visiting boaters on weekends so that more awareness and use of Oyster Point Marina/Park occurs.

As example, events such as the pending July 4, 2015 fireworks show is on a Saturday night, but many activities are being planned for the day of the 4th of July where many boaters would want to arrive on the Friday afternoon (July 3rd). This would also include many Bay Area yacht clubs that could fill the entire East Basin area slips as a “cruise in” event.

Fiscal Impact

This would be an ongoing special rate for all Harbor District special events at Oyster Point Marina/Park. It will increase transient revenue as well as bring new people into the Marina. Long term revenue may also increase as more people are exposed to the Marina.

Staff Report

BIENNIAL UPDATE OF HARBOR DISTRICT CONFLICT OF INTEREST CODE

Recommendation

Adopt Resolution 26-14 approving amendments to the Harbor District's Ordinance Code Chapter 2.20 Conflict of Interest Code pursuant to Government Code section 87306.5 and the Fair Political Practices Commission's 2014 Local Agency Biennial Notice and authorize the General Manager to forward the amended Code to the San Mateo County Board of Supervisors.

Background

The Harbor District is required by Government Code Section 87306.5 to review its Conflict of Interest Code (Ordinance Code Chapter 2.20) biennially to determine if it is accurate or must be amended. If amendment(s) is needed, the amended code as adopted by the Harbor Commission must be submitted to the San Mateo County Assessor-County Clerk-Records within ninety days of the completed Notice (see attached, dated August 29, 2014 and sent to the County Clerk.)

Analysis

The District's code has been updated as amended (see attachments of amended code and current code: Chapter 2.20 of the District's Ordinance Code.

Fiscal Impact

. This is no fiscal impact on the District for amending the conflict of interest code.

Conclusion

The District must update its conflict of interest code as per the amendments shown in the amended version and forward it to the County Clerk as required.

Alternatives

1. Approved the staff recommendations
2. Do not approved the staff recommendation. Choosing the alternative would result in the District being in violation of Government Code Section 87306.5

Resolution 26-14
to
Adopt A Revised Conflict of Interest Code
of the
San Mateo County Harbor District

WHEREAS, the San Mateo County Harbor District (the District) adopted an amended Conflict of Interest Code (Code) as required by the Political Reform Act of 1974 on June 19, 1996; and

WHEREAS, California Government Code Section 87306.5 requires that the District reviews its Code every even-numbered year and revise if necessary; and

WHEREAS, Legal Counsel and staff have reviewed the current Code and have determined that the Code should be updated to reflect current standard language recommended by the Fair Political Practices Commission, the listing of the officers and employees who must disclose their economic interests on an annual basis should be updated and that the Disclosure Categories should be amended to tailor the requirements more closely to financial interests that could lead to a conflict of interest in the performance of staff duties on behalf of the District; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Harbor Commissioners for San Mateo County Harbor District hereby adopts the revised Conflict of Interest Code in the form attached hereto and presented to the Board of Harbor Commissioners.

BE IT FURTHER RESOLVED that the General Manager is directed to submit a copy of the revised Conflict of Interest Code to the Board of Supervisors of the County of San Mateo for its review and approval.

Approved this 1st day of October, 2014, at the regular meeting of the Board of Harbor Commissioners by recorded vote as follows:

For:

Against:

Absent:

Attested

Board of Harbor Commissioners

Debbie Nixon
Deputy Secretary

Pietro Parravano
President

**San Mateo County Harbor District
Conflict of Interest Code**

2.20.010 Definitions General

The Political Reform Act of 1974 (Government Code Sections 81000 et seq.) requires state and local government agencies to adopt and promulgate a Conflict of Interest Code. The Fair Political Practices Commission (FPPC) has adopted a regulation (2 California Code of Regulations Section 18730), which contains the terms of a standard Conflict of Interest Code and can be incorporated by reference in an agency's code. After public notice and hearing, it may be amended by the FPPC to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference.

This ~~regulation and the attached Appendices~~ Section, and Sections 2.20.20 and 2.20.30, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the San Mateo County Harbor District (the District).

Individuals holding designated positions shall file statements of economic interests with the District, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) The District will retain a copy of each statement and forward the originals to the San Mateo County Board of Supervisors, which shall be the filing officer.

**San Mateo County Harbor District
Conflict of Interest Code**

2.20.20 Designated Positions and employees

**APPENDIX
DESIGNATED POSITIONS**

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Assistant Harbormaster	1, 2, 3, 4
Director of Finance	1, 2, 3, 4
Harbormaster	1, 2, 3, 4
Human Resources Manager	1, 2, 3, 4
Project Coordinator/Executive Assistant	1, 2, 3, 4
Consultant*	1, 2, 3, 4

* Consultants/ New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation: The General Manager may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Gov. Code Section 81008.)

The following positions are NOT covered by the conflict-of-interest code because they must file a statement of economic interests pursuant to Government Code Section 87200 and, therefore, are listed for information purposes only:

Board of Commissioners
General Manager

An individual holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe their position has been categorized incorrectly. The Fair Political Practices Commission makes the determination whether a position is covered by Section 87200.

**San Mateo County Harbor District
Conflict of Interest Code**

2.20.040 Disclosure Categories

DISCLOSURE CATEGORIES

1. Reportable interests in real property located in the District or within two miles of the District. (Form 700, Schedule B.)
2. Reportable income and business positions. (Form 700, Schedule C).
3. Reportable investments. (Form 700, Schedules A-1 and A-2).
4. Reportable gifts and travel gifts. (Form 700, Schedules D and E).

Chapter 2.20**CONFLICT OF INTEREST CODE**

Sections:

- 2.20.010 Definitions.
- 2.20.020 Designated positions and employees.
- 2.20.030 Designated employee must disqualify himself or herself – When.

2.20.010 Definitions.

This conflict of interest code is adopted in order to comply with the provisions of the Political Reform Act of 1974 (Gov't Code § 81000 et seq.) or other statutes or ordinances pertaining to conflicts of interest. Words used herein shall have the same definitions as provided in the said Political Reform Act of 1974 and any regulations adopted pursuant thereto. [Code 1996 § 2.4.1; prior code § 2.601.]

2.20.020 Designated positions and employees.

The following positions with the San Mateo County Harbor District are designated herein as “designated position,” to wit: members of the Board of Harbor Commissioners; General Manager; regularly retained legal counsel; regularly retained District Engineer and each person named as a designated employee by resolution adopted by the Board of Harbor Commissioners. Each person elected or appointed to one (1) of these positions is a designated employee and is deemed to make or participate in the making of decisions which may foreseeably have a material effect on a financial interest of the District. [Amended through codification process of 1995, Ord. 74-96. Code 1996 § 2.4.2; prior code § 2.602.]

2.20.030 Designated employee must disqualify himself or herself – When.

Every designated employee must disqualify himself or herself from making or participating in the making of any decision if the designated employee has a reportable financial interest which it is reasonably foreseeable may be affected materially by the decision. No designated employee shall be required to disqualify himself with respect to any matter which could not be legally acted upon or decided without his or her participation. [Amended through codification process of 1995, Ord. 74-96. Code 1996 § 2.4.3; prior code § 2.607.]

2014 Local Agency Biennial Notice

Name of Agency: San Mateo County Harbor District
Mailing Address: 400 Oyster Point Blvd., Suite 300 South San Francisco, CA 94080
Contact Person: Peter Grenell Phone No: (650) 583-4400
E-Mail: harbordistrict@smharbor.com

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

An amendment is required. The following amendments are necessary:

(Mark all that apply.)

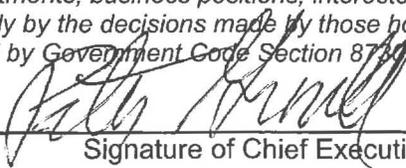
- Include new positions (including consultants) that must be designated
- Revise disclosure categories
- Revise the titles of existing positions
- Delete positions that no longer make or participate in making governmental decisions
- Other (describe) Revised to meet current FPPC standards and include required language

The code is currently under review by the code reviewing body.

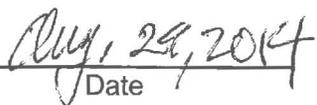
No amendment is required. (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.



Signature of Chief Executive Officer



Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2014 to:**

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

PLEASE DO NOT SEND THIS FORM TO FPPC



San Mateo County Harbor District

ITEM 14

Board of Harbor
Commissioners

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

Peter Grenell, General Manager

ORAL REPORT

ITEM 15

Memorandum

TO: Harbor Commissioners

FROM: Debra Galarza & Belen Cruz

RE: Bills & Claims for Period Ending 10/1/14

Total Disbursements being submitted for your review: \$ 378,855.76

These include:

Handchecks in the amount of: \$ 291,835.48

Payables in the amount of: \$ 87,020.28

<u>Dept. Code</u>	<u>Description</u>		<u>Page Reference</u>
101	Harbor Commission	\$ 13,951.40	2
103	Administration	\$ 23,758.64	2
201	Pillar Point Harbor	\$ 84,829.48	2
301	Oyster Point Marina	\$ 97,365.82	2
	Payroll Related	\$ 158,950.42	2
	Total for Review	\$ 378,855.76	2

Notes:

Handchecks Written for:

Payroll Related \$ 108,546.55

Vessel Abatement \$ 28,001.00

Invoices with Due Dates on or Before Board Meeting \$ 155,287.93

Total Handchecks Written: \$ 291,835.48

BILLS CLAIMS FOR 10/1/14 BOARD MEETING

VENDOR	DESCRIPTION	AMOUNT	PAYROLL RELATED	COMM 101	ADMIN 103	PILLAR POINT 201	OYSTER POINT 301
ADP, INC.	PAYROLL PROCESSING	739.68		112.07	156.90	302.60	168.11
AIRGAS, NCN	REPAIRS & MAINTENANCE	109.70				109.70	
ARAMARK UNIFORM SERVICES	UNIFORM SERVICES	206.28					206.28
AT & T LONG DISTANCE	TELEPHONE/COMMUNICATIONS	2.95					2.95
BLUE RIBBON SUPPLY	OPERATING SUPPLIES	1,050.79				1,050.79	
CINTAS	OPERATING SUPPLIES	106.22					106.22
CLARK PEST CONTROL	CONTRACTUAL SERVICES	75.00					75.00
CODE PUBLISHING INC.	OFFICE SUPPLIES	100.00			100.00		
COMCAST	TELEPHONE/COMMUNICATIONS	397.50			397.50		
COX, WOOTON, LERNER, GRIFFIN, HANSEN	LEGAL SERVICES	1,551.69					1,551.69
FEDERAL EXPRESS CORPORATION	CONTRACTUAL SERVICES	51.50		51.50			
FIRSTCHOICE	CONTRACTUAL SERVICES	58.45			58.45		
GRAINGER	REPAIRS & MAINTENANCE	2,408.08				1,831.49	576.59
GREENLEAF	GARBAGE SERVICE	1,001.46				1,001.46	
PETER GRENELL	REIMBURSE TRAVEL EXPENSES	50.00			50.00		
SCOTT GRINDY	REIMBURSE MEETING EXPENSES	69.00				34.50	34.50
HANSON BRIDGETT LLP	LEGAL SERVICES	9,311.00		3,139.50	5,147.00	276.00	748.50
HOLMAN PROF COUNSELING CENTERS	EAP SERVICES	289.00		45.16	54.18	103.86	85.80
MERLE HONAKER	REFUND DEPOSIT	149.10					149.10
LISA WISE CONSULTING, INC.	STRATEGIC PLAN	10,942.31			1,437.90	4,752.21	4,752.20
MARINE LIEN SALE SERVICE	LIEN FEE	160.00				160.00	
MISSION UNIFORM SERVICE, INC.	UNIFORM SERVICES	580.80				580.80	
OPERATING ENGINEERS TRUST	HEALTH INSURANCE	28,874.00	28,874.00				
PG&E	UTILITIES	3,099.96				3,099.96	
PURCHASE POWER	POSTAGE EXPENSE	500.00			500.00		
STANDARD INSURANCE	LIFE & DISABILITY INSURANCE	3,511.87	3,511.87				
STAPLES ADVANTAGE	OFFICE SUPPLIES	584.13			371.12	128.57	84.44
TEAMSTERS 856 HEALTH & WELFARE	HEALTH INSURANCE	18,018.00	18,018.00				
TURBO DATA SYSTEMS, INC	CITATION PROCESSING	60.96				60.96	
TYLER TECHNOLOGIES, INC.	COMPUTER SOFTWARE	330.00			330.00		
YE ZOU	CONTRACTUAL SERVICES - TEMPORARY	2,336.85				1,168.43	1,168.42
VERIZON WIRELESS	TELEPHONE/COMMUNICATIONS	294.00			74.77	182.39	36.84
SUBTOTAL OF PAYMENTS TO BE PROCESSED 10/1/14		87,020.28	50,403.87	3,348.23	8,677.82	14,843.72	9,746.64
ADP, INC.	PAYROLL PROCESSING	424.02			106.01	204.44	113.57
CHRISTOPHER ALLYN	REFUND DEPOSIT	118.30				118.30	
ARAMARK UNIFORM SERVICES	UNIFORM SERVICES	122.77					122.77
ARROWHEAD MOUNTAIN WATER	CONTRACTUAL SERVICES	56.50					56.50
AT&T	TELEPHONE/COMMUNICATIONS	1,632.74			127.09	966.03	539.62
BAY GREEN MARINE SANITATION	CONTRACTUAL SERVICES	3,200.00				1,600.00	1,600.00
BHI MANAGEMENT CONSULTING	BOARD DYNAMICS CONSULTING	4,629.43		4,629.43			
JOAO BRASIL	REFUND DEPOSIT	172.90				172.90	
CALIFORNIA WATER SERVICE	WATER SERVICES	3,968.52					3,968.52
CALPERS	PAYROLL DEDUCTION PAYABLE	47,162.55	47,162.55				
CALPERS SUPPLEMENTAL INCOME	PAYROLL DEDUCTION PAYABLE	8,786.00	8,786.00				
COASTSIDE FIRE PROTECTION	PERMITS, LICENSES & FEES	232.00				232.00	
COASTSIDE.NET	TELEPHONE/COMMUNICATIONS	399.00				399.00	
COMCAST	TELEPHONE/COMMUNICATIONS	264.49				264.49	
COUNTY OF SAN MATED PUBLIC SAFETY	TELEPHONE/COMMUNICATIONS	61.65				61.65	
DE MEO ELECTRIC	REPAIRS & MAINTENANCE	6,487.00				6,487.00	
DMV LIEN SALE SECTION	LIEN SALE PROCEEDS	3,121.62					3,121.62
EATON ELECTRICAL INC.	REPAIRS & MAINTENANCE	158.92				158.92	
ELDORADO FORKLIFT COMPANY	REPAIRS & MAINTENANCE	261.85				261.85	
FASTENAL COMPANY	OPERATING SUPPLIES	696.16				696.16	
FEDERAL EXPRESS CORP.	CONTRACTUAL SERVICES	164.21		134.64	29.57		
FIRST CALL AUTO PARTS	REPAIRS & MAINTENANCE	141.01				141.01	
FIRSTCHOICE	CONTRACTUAL SERVICES	92.70			92.70		
PATRICA FLETCHER	REFUND DEPOSIT	102.24					102.24
GARDA CL WEST, INC.	CONTRACTUAL SERVICES	234.15				121.10	113.05
GOPHER BUSTERS	CONTRACTUAL SERVICES	495.00				495.00	
GRAINGER	REPAIRS & MAINTENANCE	57.00					57.00
GREENLEAF COMPACTION, INC.	GARBAGE SERVICE	1,001.46				1,001.46	
HALF MOON BAY REVIEW	ADVERTISING EXPENSE	343.00		343.00			
MARIETTA HARRIS	REIMBURSE MILEAGE	159.99			159.99		
HENDERSON MARINE	REPAIRS & MAINTENANCE	1,144.05				1,144.05	
JJACPA, INC.	CONTRACTUAL SERVICES	3,750.00			3,750.00		
LIEBERT, CASSIDY & WHITMORE	LEGAL FEES	8,403.50		4,507.00	3,896.50		
MARINE LIEN SALES SERVICE	LIEN FEE	415.00				365.00	50.00
MC COY'S PATROL SERVICE	SECURITY SERVICES	7,235.30					7,235.30
MOFFATT & NICHOL ENGINEERS INC.	FACILITIES CONDITION STUDY	22,767.33				14,085.67	8,681.66
MRC	REPAIRS & MAINTENANCE	219.08			219.08		
NATIONAL CHEMICAL SERVICE	CONTRACTUAL SERVICES	148.00				148.00	
NEXTEL COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	147.31					147.31
OPERATING ENGINEERS LOCAL NO.3	PAYROLL DEDUCTION PAYABLE	1,062.00	1,062.00				
OPERATING ENGINEERS TRUST	HEALTH INSURANCE	28,874.00	28,874.00				
PACIFICA COMMUNITY TELEVISION	CONFERENCES & MEETINGS	500.00		500.00			
PETTY CASH ADMIN	REPLENISH PETTY CASH	82.55			82.55		
PETTY CASH PPH	REPLENISH PETTY CASH	378.06				378.06	
PG&E	UTILITIES	18,924.17				11,327.44	7,596.73
PITNEY BOWES GLOBAL FIN SVCS	EQUIPMENT LEASE	392.40				196.20	196.20

BILLS CLAIMS FOR 10/1/14 BOARD MEETING

VENDOR	DESCRIPTION	AMOUNT	PAYROLL RELATED	COMM 101	ADMIN 103	PILLAR POINT 201	OYSTER POINT 301
PREAMBLE	SPECIAL EVENT EXP - TENANT APPRECIATION	574.75				287.37	287.38
PURCHASE POWER	POSTAGE EXPENSE	1,649.31			1,000.00	150.00	499.31
RAIDER PAINTING COMPANY	CONTRACTUAL SERVICES	9,450.00					9,450.00
RECOLOGY OF THE COAST	GARBAGE DISPOSAL	10,357.47				10,357.47	
RYDIN DECAL	OPERATING SUPPLIES	218.40				218.40	
SAFETY KLEEN SYSTEMS INC.	CONTRACTUAL SERVICES	212.08					212.08
SAN DIEGO BOAT MOVERS	VESSEL ABATEMENT	28,001.00					28,001.00
SAN MATEO DAILY JOURNAL	ADVERTISING EXPENSE	462.66		462.66			
SMITH'S GOLF CARS	REPAIRS & MAINTENANCE - EQUIPMENT	149.09				149.09	
SOUTH SAN FRANCISCO SCAVENGER	GARBAGE SERVICES	2,250.80					2,250.80
STAPLES ADVANTAGE	OFFICE SUPPLIES	558.82			261.10	284.10	13.62
STATE WATER RESOURCES CONTROL	PERMITS, LICENSES & FEES	1,201.00				1,201.00	
TEAMSTERS 856 H & W FUND	HEALTH INSURANCE	18,018.00	18,018.00				
TEAMSTERS UNION LOCAL 856	PAYROLL DEDUCTION PAYABLE	394.00	394.00				
THE WELL CONNECTED OFFICE	CONTRACTUAL SERVICES - IT	1,825.59			1,300.59	262.50	262.50
UNITED SITE SERVICES, INC.	TOILET RENTAL	1,287.27				1,287.27	
U.S. BANK -CAL CARD-301	CAL CARD PURCHASES	3,500.15					3,500.15
Fuel		221.02					
Operating expenses		436.51					
Repairs & maintenance		1,597.19					
Safety equipment		137.55					
Special events		1,107.88					
U.S. BANK-CAL CARD-103	CAL CARD PURCHASES	3,532.82			3,532.82		
Credit card fees		100.00					
Office supplies		92.24					
Telephone/communications		2,700.58					
Travel conferences & meetings		640.00					
U.S. BANK-CAL CARD-201	CAL CARD PURCHASES	3,528.01				3,528.01	
Fuel		310.00					
Miscellaneous exp		289.00					
Operating expenses		153.49					
Repairs & maintenance		2,038.77					
Safety equipment		736.75					
VANTAGEPOINT TRANSFER AGENTS	PAYROLL DEDUCTION PAYABLE	4,250.00	4,250.00				
VINCENT VELARDI	REFUND DEPOSIT	87.40					87.40
JULIETA ZAPANTA	REFUND LIEN FEE DEPOSIT	1,000.00					1,000.00
YE ZOU	CONTRACTUAL SERVICES - TEMPORARY	4,341.93				2,170.97	2,170.96
ZURICH NORTH AMERICA	WORKERS COMPENSATION INSURANCE	15,795.00		26.44	522.82	9,063.85	6,181.89
TOTAL HANDCHECKS		291,835.48	108,546.55	10,603.17	15,080.82	69,985.76	87,619.18
TOTAL BILLS & CLAIMS		378,855.76	158,950.42	13,951.40	23,758.64	84,829.48	97,365.82
			PAYROLL	COMM	ADMIN	PPH	OPM



San Mateo County Harbor District

Memo

DATE: September 24, 2014

TO: Board of Harbor Commissioners

FROM: Peter Grenell
General Manager

SUBJECT: General Manager's Report: Update on Priority Items for October 1, 2014

CC: Managers
District Counsel

REPAIR AND IMPROVEMENT PROJECT UPDATES

Pillar Point Harbor

Dock fingers replacement: Permit process underway.

West Trail (PPH marsh to Mavericks beach): (See other agenda item.)

Concessionaires Building Sewer Repairs: Main sewer line completed. One lateral link remains to be repaired.

Romeo Pier Demolition: Investigation of removal methods and costs underway. Permit process underway.

Oyster Point Marina/Park

Additional Public Restroom for Ferry Riders and Trail Users: Staff met with interim assistant city manager following initial on site meeting with city staff to clarify project concept and approach. An MOU covering District role and cost recovery for provision and maintenance of facility will be drafted for District and City review.

OTHER TOP PRIORITIES

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



San Mateo County Harbor District

SECOND LEVEL PRIORITIES

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

PROGRESS REPORTS ON ITEMS OF BOARD AND PUBLIC INTEREST

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

Strategic Business Plan: The District's consultant, LWC, has scheduled a second public meeting in workshop format with adequate public notice for the Pillar Point plan component for October 14th in Princeton. At the first Pillar Point meeting, public participants urged that the community engagement and outreach process should provide for more public workshop-type activity. The consultant took note of this concern in organizing the next public session.

An initial public meeting for the Oyster Point component is scheduled for October 30th in South San Francisco.

A draft update of the District's Boating and Waterways business plan for retiring the District's remaining development loan balance is nearing completion. It will be brought to the Harbor Commission for review and approval before forwarding to DBW for their review and approval.

The consultant has begun outreach to the Pillar Point fishing community as a first step toward preparation of the sustainable fisheries plan for the Pillar Point Strategic Plan component.

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

Pursuant to recent Harbor Commission actions, Harbor District and RCD are implementing actions pursuant to a programmatic amendment to their Inter-Agency Agreement for the water quality work program for FY 2014-15.

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

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



San Mateo County Harbor District

between Highway 1 and the Pier to reduce congestion and safety hazards. If awarded, grant funds would become available in 2016. Recent intensive truck activity on the Pier to service the busy squid unloading activity has exemplified the concern which the grant application seeks to address.

Possible Romeo Pier Demolition: Winter and early spring storm and wind activity resulted in accelerated deterioration of the Romeo Pier. District staff is investigating implementation methods and permit requirements for demolishing the Romeo Pier, pursuant to Harbor Commission action. Final Harbor Commission action will be needed regarding the extent, timing and cost of demolition (full or partial) once needed information is in hand.

The Strategic Business Plan process will include consideration of a possible multi-use replacement pier for the Romeo Pier as part of the Pillar Point Plan component.

PPH Concessionaires Building Sidewalk Improvement: Nothing further to report at this time.

PPH Surfers Beach Shoreline Improvement (U. S. Army Corps of Engineers lead agency): The Corps continues modeling alternative possible solutions to the beach erosion problem.

The Regional Sediment Management (RSM) planning process is beginning for the Santa Cruz Littoral Cell, which comprises the area between Moss Landing and Pillar Point. Staff attended the first RSM working group meeting for the Santa Cruz Cell. A second meeting occurred on May 20 in Princeton. Information obtained by the Corps of Engineers for the Surfers Beach project will be available for the planning process. The project itself may be considered as a pilot project as part of the RSM plan for the Santa Cruz Littoral Cell.

Caltrans and County Parks Department are collaborating on a project (a) to protect the Highway 1 embankment at Surfers Beach (Caltrans) and (b) to provide improved public access along the highway and to the beach (County Parks). The Harbor District is not involved in this project.

County Plan Princeton Process: The County's Plan Princeton team has scheduled another community workshop to review and discuss three draft alternatives for possible County implementation on October 2nd in Princeton. Further information is available on the County's project website: www.PlanPrinceton.com.

San Mateo County Sea Level Rise Response: Following the second sea level rise conference hosted by Congressional Representative Jackie Speier, Assemblyman Rich Gordon, and Supervisor Dave Pine on June 27 in Foster City, the County is forming three working groups to investigate and formulate recommendations on:

- **Preparing a county-wide sea level rise vulnerability assessment**
- **Local financing options for addressing sea level rise**
- **Organizational structure for our on-going sea level rise planning efforts.**

The District's Harbor Master will participate in the first group meeting on Sept. 26th.



San Mateo County Harbor District

Coastal Commission (CCC) Draft Sea-Level Rise Policy Guidance: Coastal Commission staff reported at the fall meeting of CMANC (CA Marine Affairs and Navigation Conference, of which the District is a member), that a revised policy guidance document will be considered by the Coastal Commission in November and December.

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

Free WiFi at District Harbors: The Wireless Hotspot at Pillar Point Harbor is in limited operation. It is a free open public network for Pillar Point known as "Harborfree" for all WiFi-enabled computers to gain access to the internet. The wireless service is unsecured and requires agreement to a disclaimer. Technical support to the general public is not available.

At this time service is limited to part of the Pillar Point Harbor area. Implementation of an already-executed agreement with Comcast will result in a larger service area. Similar WiFi service will be provided at Oyster Point Marina/Park as well.

Harbor Commission Facilitation Update: Commissioner interviews took place on June 9th and 10th pursuant to the consulting facilitator's program. The facilitator elicited responses from the general public on August 25 and 26, and will have follow-up interviews with Commissioners prior to organizing a public Harbor Commission workshop.

COMPLETED PROJECTS DURING 2013-2014

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

Pillar Point Harbor

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

Oyster Point Marina/Park

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



STAFF REPORT

TO: San Mateo County Harbor District Commissioners
FROM: Debra Galarza, Director of Finance
DATE: October 1, 2014
SUBJECT: Finance Department Report to the Commission

Accounting and operations

- Worked with IT and Fund Balance (our accounting software) for software upgrade implementation
- Ongoing expense management through detailed review of bills and claims
- Research cash handling procedures for opportunities to improve efficiency and effectiveness
- Performed in-depth analysis of accounting for DBW debt service transactions and recorded adjustments in conjunction with year-end close
- Ongoing analysis of lessee rent charges to ensure compliance with lease terms
- Follow up with vendors on billing issues
- Drafted and mailed letter to lease holder regarding compliance with lease terms

Memo

TO: San Mateo County Harbor District Commissioners

FROM: Marietta L. Harris, Human Resource Manager

DATE: September 22, 2014

SUBJECT: Report to the Commission

Activities:

- Management meeting – September 11, 2014

Human Resource Services:

- Working with employees with personnel and HR questions
- Working with management staff on personnel issues and HR concerns
- Working on report for State Controller's Office – Local Compensation Report

Administrative Services:

- Commercial Activity Permits review

Information Technology:

- Comcast installation complete at PPH – Ordering new equipment for internet hook-up to Harbormaster office
- Working with Comcast on installation at Oyster Point Marina/Park – waiting for Comcast to respond to request for information on work order
- Working with staff on IT issues and problems
 - Pay station – PPH
 - Internet problems at Harbormaster office - OPM

OPERATIONS**Memo**

To: Board of Harbor Commissioners
From: Scott Grindy, Harbor Master
CC: Peter Grenell, General Manager
Date: September 22, 2014
Re: October 1, 2014 Meeting Report

Oyster Point Marina/Park
Construction Update & General Status Updates

OPM Miscellaneous

- Ferry Terminal use on weekends by district has been tentatively approved, now in legal MOU efforts and activities.
- Continuing discussions with SSF Administration on various topics of the marina.
- FAA has approved a fireworks show at OPM for July 4, 2015.
- Preparing grant for Water Trail interpretive signage.

Pillar Point Harbor
Construction Update & General Status Updates

- Work continues on electrical panels in fish buyer spaces, and removal of abandoned electrical wire and pipe under the fish buyer areas. (Delays with access during busy fish unloading period and supply back orders for stainless materials) Replacement electrical work to ABC main feeder panel ongoing, power outages will be very limited and noticed prior shutdowns.

PPH Miscellaneous

- Tenant event was well-attended and appreciated by our tenants at PPH.
- No written response from Coastal Commission staff on permit required for regulatory weight signs on Johnson Pier. Received verbal message that no permit will be required with paperwork to follow.
- Continuing to work with USCG, San Mateo County EOC on disaster and emergency planning for fuel availability at Johnson Pier.
- Awaiting grant response for Bilge Water Collector system from the following agencies to obtain immediate grant funds for a new Bilge Water Collector system to replace the existing 1st generation system; Cal-Recycle, Environmental Boating Program, Ca. State Parks Division of Boating and Waterways, in conjunction with the California Coastal Commission, and Save Our Shores. (Note: *This bilge pumpout is the only bilge pumpout*

system on the peninsula and probably in the Bay Area since San Francisco's Hyde Street Harbor has been having some issues maintaining its older style system.).

- Investigating and preparing soon, grant for Mavericks Trail Restroom.
- Whale Tale Grant for approval by SMCHD via resolution Oct 1, 2014.

Occupancy Overview (August Month of Occupancy 2014)

PPH

Total occupancy (Inner Harbor) 90% (this includes slips, end ties and walk way).

Berth occupancy (Inner Harbor) 89% (329 slips out of 369 are occupied).

Moorings (Outer Harbor) 32% (12 out of 38 moorings occupied).

OPM

Total occupancy: 63% (271 slips/End Ties out of 428 are occupied).

Berth occupancy: 63% (259 slips only out of 414 are occupied).

Search and Rescue Activity Highlights & Urgent Need Activities

PPH: Verbal Report-AHM: John Draper.

OPM: Verbal Report-AHM: Charles White.

EMS-Clean Marina Activities-District Wide

- Working with RCD on submission of Clean Beaches Grant.
- Preparing for First Flush storm drain water testing/sampling.

Calendar Reminder Items of Events and Activities

- Pillar Point Harbor: Boat Lighting Event December 13th, evening.
- Oyster Point Marina: Tenant Appreciation Event October 9th 5PM-7PM.
- Oyster Point Marina/Park: Kite Festival October 18, 10AM-1PM.
- Oyster Point Marina: Boat Lighting Parade Event December 6th, late afternoon/evening.

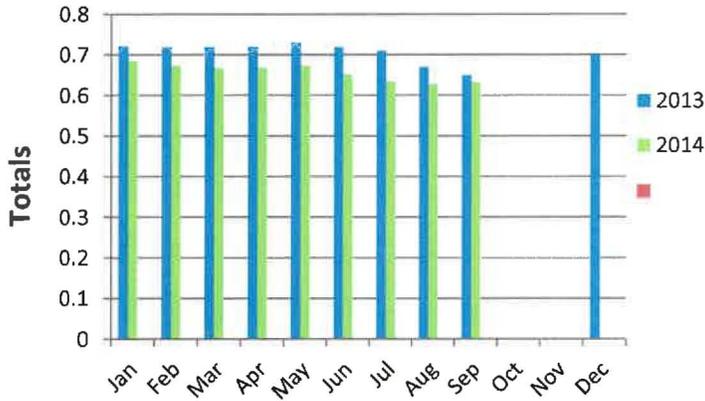
2014 PILLAR POINT HARBOR PATROL

	Search & Rescue	Patrol Vessel & DHM Calls	Medical	Law Enforcement	Training	Stand-Down	Total
Jan	4	12	0	3	0	0	19
Feb	4	16	0	1	1	0	22
Mar	6	14	3	1	0	0	24
Apr	3	6	0	1	1	1	12
May	7	11	0	2	0	0	20
Jun	5	9	1	1	0	0	16
Jul	1	9	0	3	1	1	15
Aug	6	11	1	4	0	2	24
Sep							
Oct							
Nov							
Dec							
Total	36	88	5	16	3	4	152

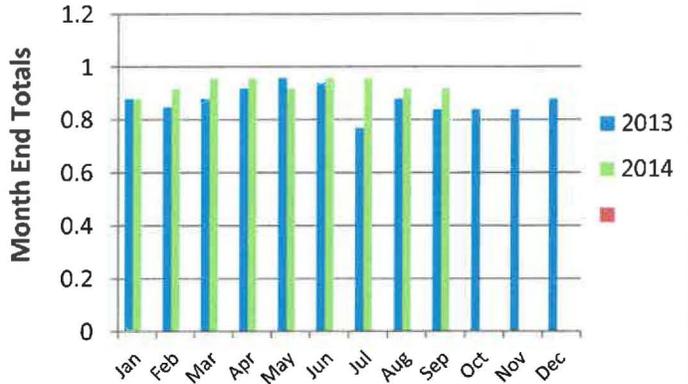
Oyster Point Marina

Monthly Marina Activity Report - September 2014

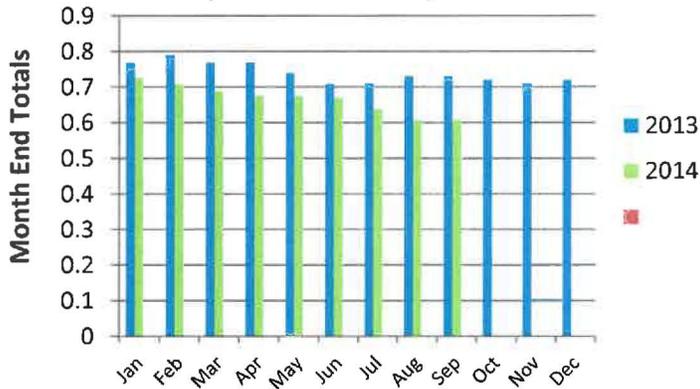
Overall Occupancy (428 Slips Available)



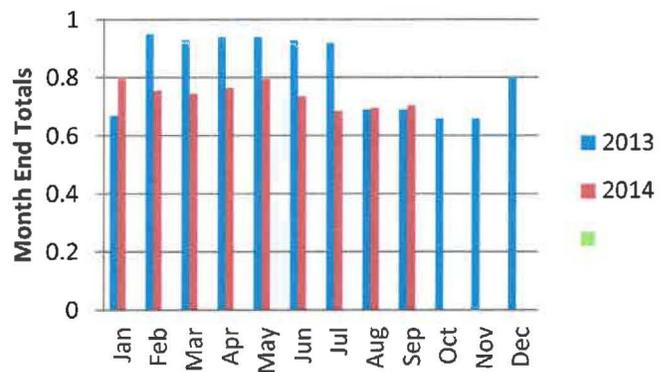
26 ft Slips (Total: 25)



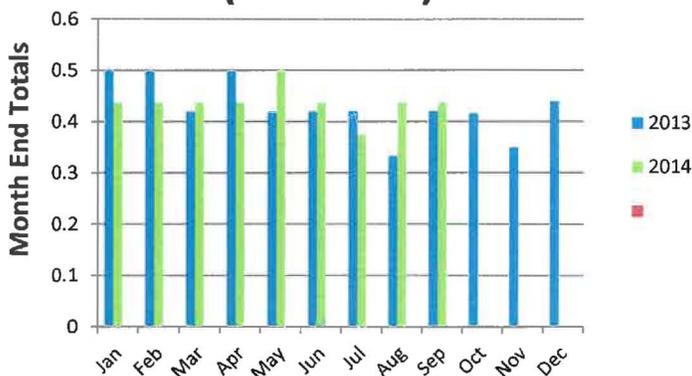
30 ft Slips (Total: 158)



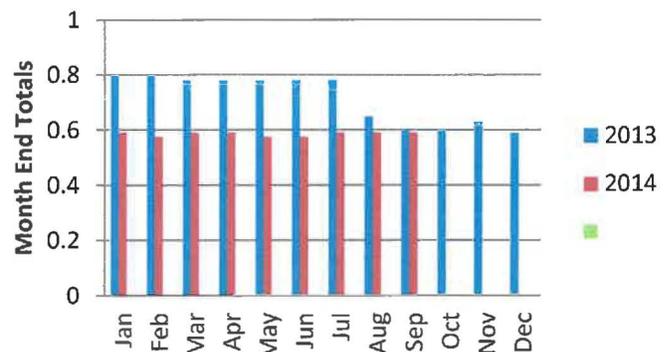
36 ft Slips (Total: 99)



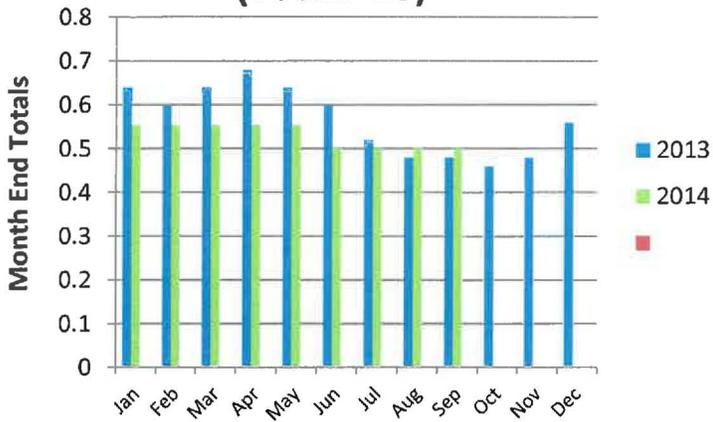
40 ft Slips (Total: 16)



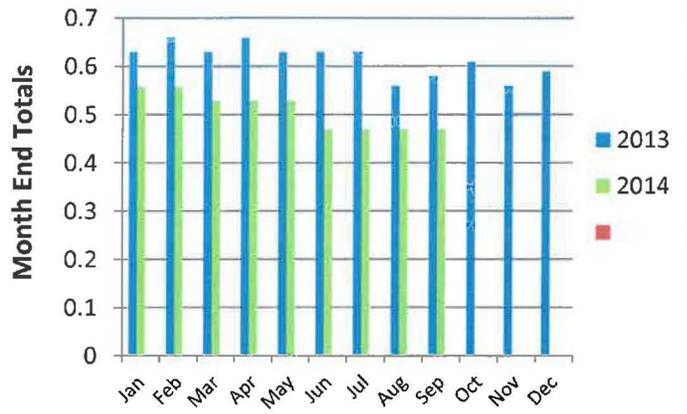
45 ft slips (Total: 64)



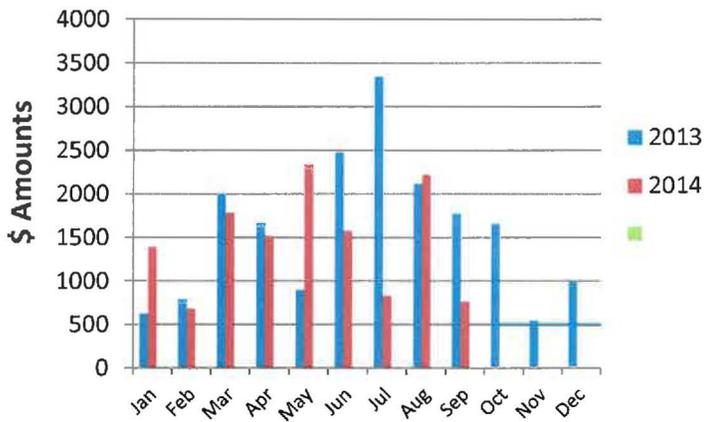
50 ft Slips (Total: 18)



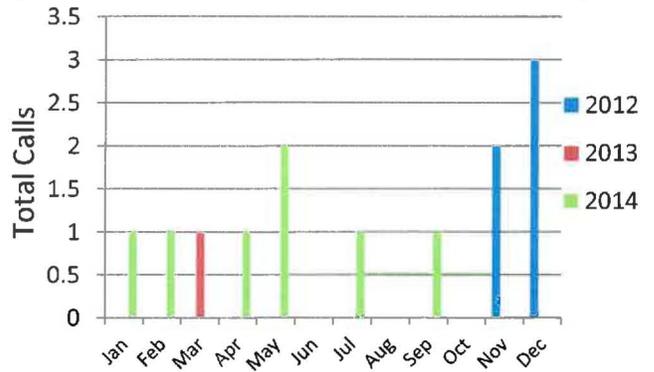
60 ft Slips (Total: 34)



Launch Ramp Totals



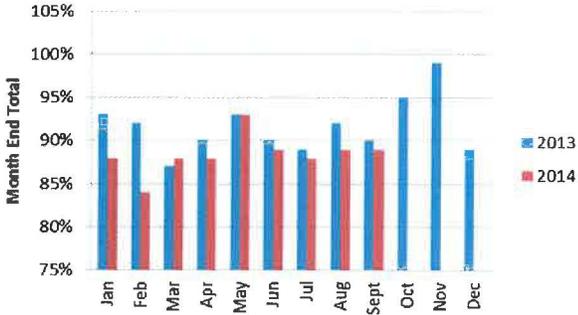
Call Outs (OPM Harbor Patrol - 2012-2014)



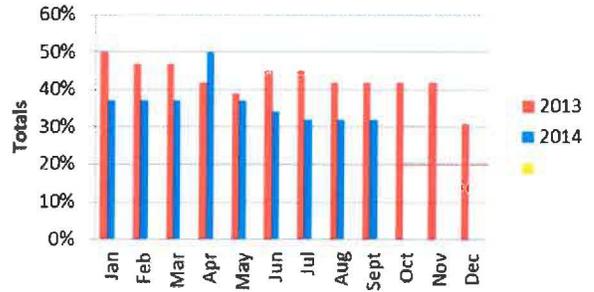
Pillar Point Harbor Dashboard

Monthly Marina Activity Report - September 2014

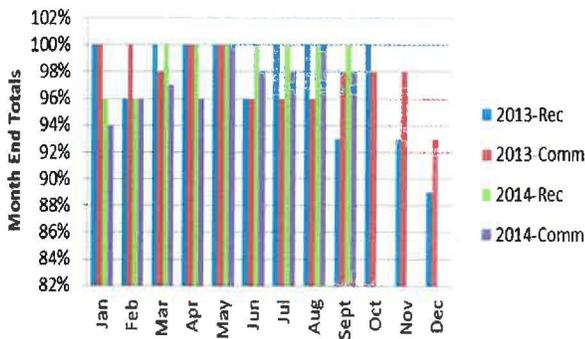
Overall Occupancy 369 slips available (Sept 14 - 89% occupied)



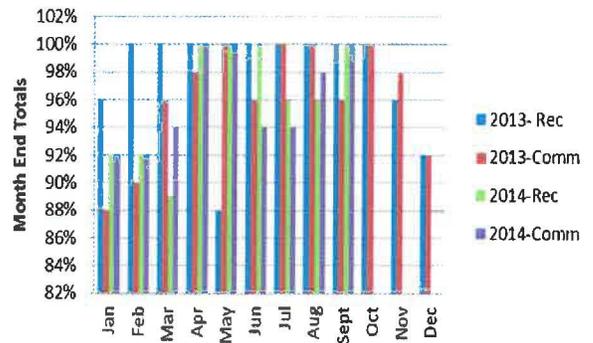
Mooring Occupancy 38 mooring available (Sept 14 - 32% occupied)



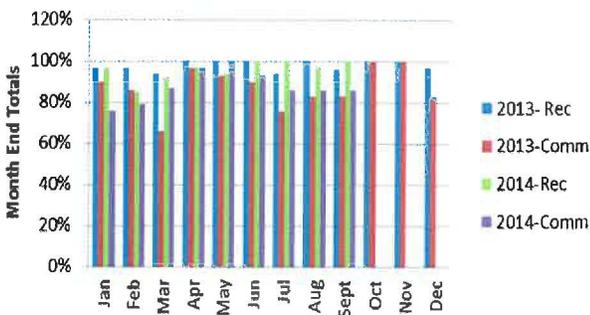
30 ft Slips (Total: 28 rec, 54 comm)



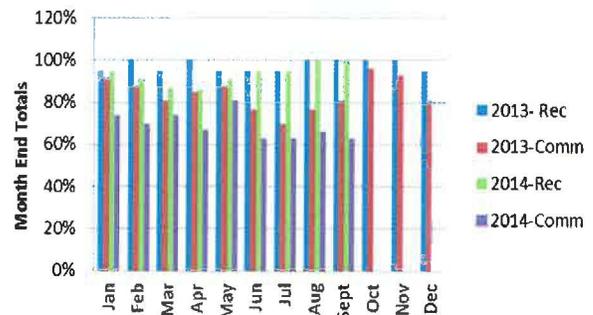
(35 ft slips (Total: 26 rec, 48 comm)



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



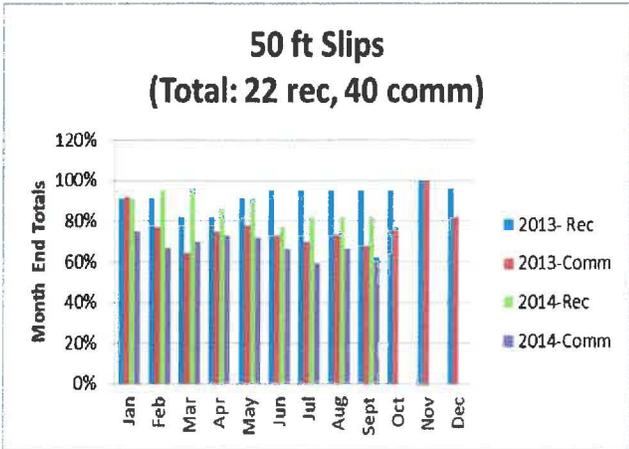
45 ft Slips (Total: 22 rec, 27 comm)



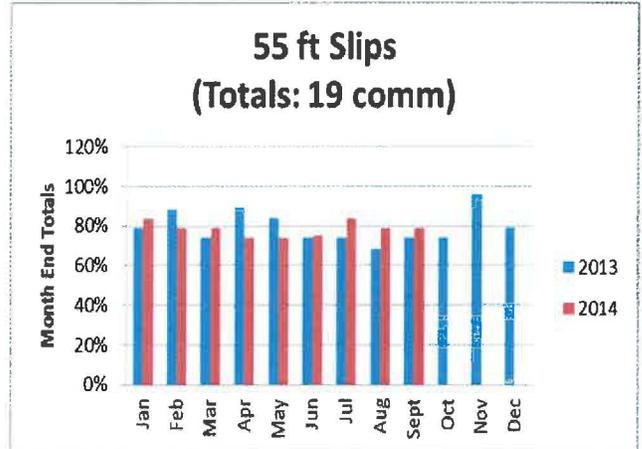
Pillar Point Harbor Dashboard

Monthly Marina Activity Report - September 2014

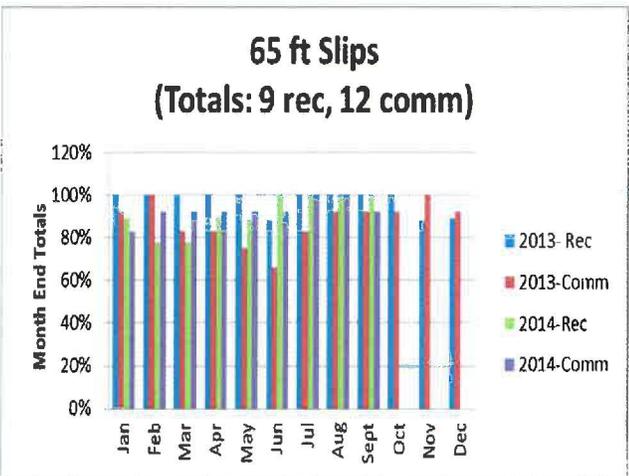
50 ft Slips (Total: 22 rec, 40 comm)



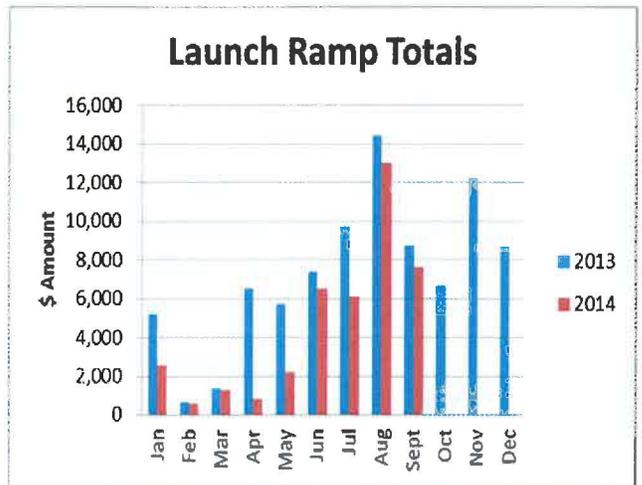
55 ft Slips (Totals: 19 comm)



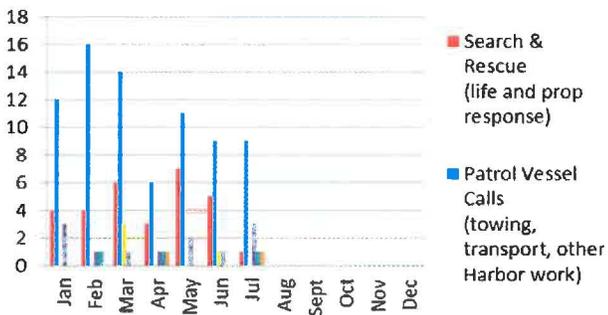
65 ft Slips (Totals: 9 rec, 12 comm)



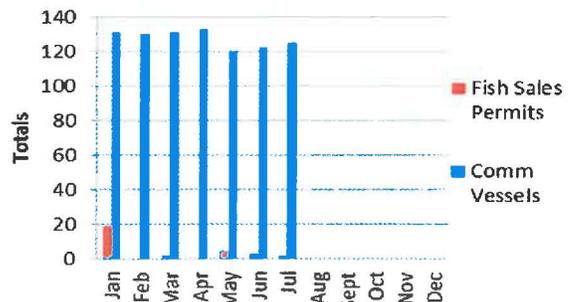
Launch Ramp Totals



Call Outs (PPH Harbor Patrol - 2014)



PPh Commercial Fishing Activity





San Mateo County Harbor District

Board of Harbor Commissioners

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

Peter Grenell, General Manager

TO: Harbor Commissioners
General Manager

FROM: Scott Grindy, Harbor Master

DATE: September 23, 2014

SUBJECT: Letter of Appreciation
Life Saving Actions

I am providing this letter with great appreciation for the work of specific staff of Oyster Point Marina.

The early morning of September 23, 2014 staff were informed by an early morning walker that there was a car in the west parking lot that appeared to have been front end hit with a driver covered in blood.

Assistant Harbormaster Charles White and Lead Maintenance Specialist Jim Merlo immediately responded while also calling 911.

The car accident victim had driven to the parking lot after hitting a barrier pole near Drakes Marine in the very early morning hours. He then had passed out in the car with a major skull cut, and was still bleeding out. He was found unconscious but alive. Harbor Staff administered first aid until the medics came on scene that then transported the person to the hospital. The accident victim is alive because of the staff quick actions.

The staff is greatly appreciated for their efforts and abilities in responding to this emergency call.

CC: Employee Files/Charles White/Jim Merlo



San Mateo County Harbor District

Board of Harbor Commissioners

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

Peter Grenell, General Manager

TO: Harbor Commissioners
General Manager

FROM: Scott Grindy, Harbor Master 

DATE: September 24, 2014

SUBJECT: Letter of Appreciation-Suzanne Walker Harbor Worker PPH
Beach Clean Up Activities

I am providing this letter with great appreciation for the work of specific staff of Pillar Point Harbor.

Suzanne Walker was excited to be asked to coordinate district support this year's Coastal Cleanup Day in conjunction with the Pacifica Beach Coalition (Celine Gerakin), working in the area of Pillar Point Harbor.

The joint effort this year collected almost 1000 pounds of trash and recyclable materials from the local beach areas of Pillar Point Harbor.

Suzanne has continued as a newer first year employee of the district to demonstrate her ownership and great pride she takes in the district service areas and she is Greatly Appreciated for her efforts. In this activity Suzanne coordinated various district staff assistance and supplies to make this effort a wonderful success.

CC: Employee Files Suzanne Walker

Scott Grindy

From: Celine Gerakin <celine.gerakin@gmail.com>
Sent: Wednesday, September 24, 2014 8:34 AM
To: Scott Grindy
Subject: 932 lbs of Trash! Pictures, Contest & Results are Here



September 2014

~~Dear Scott,~~ *All Right! Thanks!*

Thank you so much for coming last Saturday and making Coastal Cleanup Day a real success, we could not have done it without you!

I hope you had a great time and took pleasure making our neighborhood, streets, beach and trails a nicer place to live. I bet you are very impatient to know how much your efforts paid, well, we sadly collected almost 1000 lbs of litter: over **751 lbs of trash** and **181 lbs of recycling**.

To give you some more numbers: **4268 cigarette butts**, 445 pieces of styrofoam, 12 shoes, 322 glass bottles, 136 beverage cans and 170 pieces of fishing supplies (fishing lines, ropes, hooks, plastic baits etc)

See pictures, contest results and full "trash" [report here](#)

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

Next beach cleanup in HMB:

When: Saturday, October 25th from 8AM to 11AM

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

You think you can make it? [Sign up today!](#)

Thank you again for coming!
Sincerely,

Celine
HMB Site Captain

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

SMC Water Transit Advocates

FILE COPY

**Friday, September 12, 2014
10:00 a.m.**

**City of South San Francisco
City Hall – 2nd Floor (Large Conference Room)
400 Grand Avenue
South San Francisco, CA 94080**

WELCOME:

Mayor Karyl Matsumoto

Introductions:

- 1. Update of WETA Bay Ferry Marketing Plan and outreach**
- 2. Printed materials and social media**
- 3. Efficacy and objectives of WTA**
- 4. Roundtable**
- 5. Next meeting: November 14, 2014**

FILE COPY



**City of South San Francisco
SMC Water Transit Advocates
Minutes of the Meeting on Friday, July 11, 2014**

**City of South San Francisco
City Hall – 2nd Floor (Large Conference Room)
400 Grand Avenue
South San Francisco, CA 94080**

CALL TO ORDER – 10:15 a.m.

Attendees: Karyl Matsumoto, Mayor City of South San Francisco
Diane Howard, Councilmember City of Redwood City
Scott Grindy, San Mateo County Harbor District
Ben Cohn, Office of Assemblymember Kevin Mullin
Maria Martinucci, South San Francisco Chamber of Commerce
Brian Jackson, Peninsula Traffic Congestion Relief Alliance
Reese Aaron Isbell, BayBio
Simon Kwong, City of South San Francisco
Mike Giari, Port of Redwood City
Peter Grenell, San Mateo County Harbor District
Lorianna Kastrop, Port of Redwood City
Jim Bigelow, San Mateo County Chamber of Commerce
Diana Bautista, San Mateo County Economic Development Association (SAMCEDA)
Ernest Sanchez, Water Emergency Transportation Authority (WETA)

AGENDA

1. WETA/SF Bay Ferry Marketing Plan for 2015 (DETAILS ON REQUEST)

- Ernest Sanchez, WETA, states that several ferry routes are at capacity and WETA recently broke ground at Vallejo facilities. Average ferry ridership for South San Francisco service is 357 riders. On certain days, average ferry ridership peaked at 400 riders. Beginning November 3, 2014, midday ferry service to Pier 41 will discontinue. There will be no fare increases for the remainder of this year. Fares may increase in 2015.
- Diane Howard, Councilmember City of Redwood City, suggests offering consumers a round-trip price break for the ferry service, citing cost as a deterrent for the ferry service. Ernest Sanchez says that the price break is already included in the existing ticket pricing.
- Ernest Sanchez, WETA, reports Wi-Fi issues on the ferry have been fixed and WETA has a new notification system, Bay Alerts, to notify riders who subscribe to the service. The notification service supports Talk-to-Text, Voicemail, E-mail, text in Spanish or in Chinese or in English, news notifying, notifications for change of schedules, and notifications for new boat constructions.
- Ernest Sanchez, WETA, reports that WETA is working with Dan McCoy of Genentech and Alliance in covering service areas in East Bay in case of BART failure.
- Ernest Sanchez, WETA, announces plans to market the ferry service during the Chamber of Commerce and BayBio mixer on Thursday, October 2. He also announces plans to market the ferry service during the Transportation Employer Open House event on September 28 from 11:30 am to 1:30 am. The September 28 event will have shuttles bring people to the event.

- Ernest Sanchez, WETA, lists marketing efforts including general advertising for the midday service, radio advertising, print media advertising, online geographic pop-up advertising in South San Francisco. He has list of Transportation Coordinators and will work with the Alliance, BayBio, and Chamber of Commerce in e-mail advertising.

2. Discussion of available materials for distribution and electronic posting-implementation plan

- Diane Howard, Councilwoman City of Redwood City, would like to receive notifications for WTA and WETA meetings.
- I will continue promoting events on South San Francisco's social media networks, PEG channel, and website.

3. Discussion of additional Ferry trips (Oakland to South San Francisco)

4. Roundtable

- Karyl Matsumoto, Mayor City of South San Francisco, asks Ernest Sanchez, "what would happen if the 40% farebox recovery within three years is not met?" Ernest Sanchez says that the 40% farebox recovery is applied route by route, not system-wide. Ernest Sanchez says, "farebox recovery is okay. The ferry is in use by the public as a commute option with emergency response capabilities. The most likely outcome would be an extension to meet the 40% farebox recovery. I don't believe the ferry service will get pulled."
- Ernest Sanchez, WETA, states that the Governor has held off on appointing two members to WETA. Karyl Matsumoto, Mayor City of South San Francisco suggests San Mateo County Harbormaster Scott Grindy to the Board. Diane Howard, Councilmember City of Redwood City, suggests Jim Bigelow from the Alliance to the Board. Ernest Sanchez, WETA, states that he will send a contact to Diane Howard and City of South San Francisco.
- Lorianna Kastrop, Port of Redwood City, says that there is a lot of interest regarding ferry service to Redwood City. She says, "everyone who has taken the ferry says that it is a life-altering experience and a positive experience. I don't want the support to wane. Can WETA build a cost-effective ferry terminal in Redwood City to support the service?" Ernest Sanchez, WETA responds that there's a lot involved to building a ferry terminal including ADA requirements and coastguard inspections."
- Karyl Matsumoto, Mayor City of South San Francisco asks about bicycle capacity on the ferry. Ernest Sanchez, WETA, responds, "30-35. Riders can put bicycles on empty spaces within the ferry."
- Karyl Matsumoto, Mayor City of South San Francisco, indicated that Janssen Labs, a biotech company, and Bio Realty are expanding in South San Francisco. Ernest Sanchez, WETA, says that he will give both new employers a call.
- Peter Grennell met with WETA and City staff about the use of the WETA terminal for events. WETA is currently looking at legal, insurance, and physical means for using the WETA terminal for activities at Oyster Point Marina Park.
- Karyl Matsumoto, Mayor City of South San Francisco suggests zip cars, bicycles, and FlightCar additions to connect commuters to destinations from Oyster Point Marina Park. Scott Grindy, San Mateo County Harbormaster says that Vespa scooters can also connect ferry riders to other South San Francisco locations. Scott Grindy has seen cages for electric-powered scooters only, but not bicycles. Ernest Sanchez, WETA, asks about the electric-charging requirements for building electric-charging stations at Oyster Point Marina Park.

- Karyl Matsumoto, Mayor City of South San Francisco suggests having food and events on the ferry service to further market the service to the public.

5. Next meeting

Friday, September 12, 2014 @ 10:00 a.m. – SSF City Hall (400 Grand Avenue), Large Conference Room

Minutes submitted by: Simon Kwong, Social Media Coordinator