



Board of Harbor Commissioners

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

John Moren, Interim General Manager
William Parkin, District Counsel

San Mateo County Harbor District Board of Harbor Commissioners

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

SPECIAL MEETING AGENDA

August 21, 2019

4:00 PM

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

Persons requiring special accommodation with respect to disability are directed to make such requests per the Americans With Disabilities Act to the Deputy Secretary to the Board at 650-583-4400, 24 hours in advance.

A) ROLL CALL

B) PUBLIC COMMENT

C) CLOSED SESSION

- 1) **TITLE: Conference with Legal Counsel—Existing Litigation**
Pursuant to Government Code §54956.9(d)(1)
(Brennan v. San Mateo County Harbor District (DFEH No. 201807-03053228; EEOC No. 37A-2019-00873-C).
- 2) **TITLE: Conference with Legal Counsel—Anticipated Litigation**
Significant Exposure to litigation pursuant to Government Code §54956.9(d)(2) (Consideration and discussion of claim made by Sabrina Brennan).

D) OPEN SESSION

- 1) **TITLE:** Approve hiring Special Counsel to serve as District Counsel with respect to Schulz v. Ketch Joanne Restaurant & Harbor Bar, San Mateo County Harbor District (U.S. District Court No. C 19-992 JSC).
- 2) **TITLE:** Consider returning to prior policy regarding Commissioners being able to add items to the agenda without restriction.
[Current Policy](#) [Previous Policy](#)

- 3) **TITLE:** Authorize the Interim General Manager to put out an RFP for new General Counsel.

E) 2nd Closed Session

- 1) **TITLE: Conference with Legal Counsel—Existing Litigation**

Pursuant to Government Code §54956.9(d)(1)

Schulz v. Ketch Joanne Restaurant & Harbor Bar, San Mateo County Harbor District (U.S. District Court No. C 19-992 JSC).

F) ADJOURN

The next Regular Meeting will be held on August 21, 2019 at 6:30 PM at the San Mateo County Harbor District Conference Room 504 Avenue Alhambra, Ste. 200, El Granada, CA 94018 at 6:30 PM.

Agenda posted as required:
August 20, 2019 at 12:00 PM


Debbie Gehret
Deputy Secretary

San Mateo County Harbor District

Policy	Number: 3.3	Date: April 18, 2018	Revision:
Title: Rules for the Preparation and Distribution of Meeting Agendas	Prepared By: S. McGrath	Approved By: Resolution 18-06	Page: Page 1 of 3
Purpose: To guide the development of agendas for the Board of Commissioners			

STATEMENT OF POLICY

I. General:

The following rules for the preparation of the agenda for Harbor Commission Meetings are based on the premise that it is in the interest of good government that the public and the San Mateo County Harbor District be fully informed on all matters upon which the District is called upon to act; that the Harbor Commission relies upon the members of the Harbor District staff to prepare proper reports and thorough research and investigation require adequate time to carry out their duties and responsibilities.

Additionally, District Policy 6.2.5 'Harassment, Discrimination and Retaliation Prevention' is specifically referenced herein to affirm that the District has zero tolerance for harassment, discrimination or retaliation in the application of any of the District's policies, procedures or rules.

II. Preparation of Agenda:

- A. The General Manager shall prepare an agenda for each regular and special meeting of the Board of Harbor Commissioners, which, for regular meetings, shall include, but not be limited to:
- i. An opportunity for members of the public to address the Board on items not on the agenda;
 - ii. An opportunity for Commissioners to make comments or public statements;
 - iii. A Consent agenda of routine items that may be approved by one motion;
 - iv. A Discussion agenda of matters of public significance, items requiring Board action or items requiring Board direction to staff;
 - v. A Future Agenda Items section for Board discussion and action on items to be placed on future agendas.

San Mateo County Harbor District

Policy	Number: 3.3	Date: April 18, 2018	Revision:
Title: Rules for the Preparation and Distribution of Meeting Agendas	Prepared By: S. McGrath	Approved By: Resolution 18-06	Page: Page 2 of 3
Purpose: To guide the development of agendas for the Board of Commissioners			

B. Authority to place matters on the Agenda:

The following persons shall have the authority to place matters on the agenda:

1. The Board of Harbor Commissioners, by majority vote (Board).
2. A committee of the Harbor District, on a matter within the scope of the committee, and approved by the committee as a whole.
3. The General Manager of the Harbor District.
4. The legal counsel of the Harbor District.

C. Unless specifically directed otherwise by the Board, the General Manager will determine the schedule for placement of items on the agenda of a future meeting, depending on the availability of staff and/or consultant resources and the complexity of the subject.

D. All matters placed on the agenda shall be identified by author.

E. If a Commissioner wishes to place an item on a future agenda, he or she shall first suggest the item under the Future Agenda Items portion of the Harbor District meeting agenda; and shall make a motion to that effect. If the motion is passed by the Board, the item will be placed on a future agenda.

F. Once the agenda has been posted to the District's website, an item may not be removed therefrom except by the majority vote of the Commission at the time the item is called at the meeting.

III. Posting of Agenda:

A. The agenda shall be posted in compliance with the provisions of the "Brown Act", Government Code §54950 et sequitur, and in accordance with District Policy 3.2, 'Brown Act Compliance'.

Policy	Number: 3.3	Date: April 18, 2018	Revision:
Title: Rules for the Preparation and Distribution of Meeting Agendas	Prepared By: S. McGrath	Approved By: Resolution 18-06	Page: Page 3 of 3
Purpose: To guide the development of agendas for the Board of Commissioners			

IV. Distribution of the Agenda:

- A. When distributing agenda packages and other materials to Commissioners, those materials should be provided to all Commissioners at the same time. Agenda packets, except for closed session materials, must also be made available to the public once distributed to the Commission.
- B. Copies of the agenda, and notice of Board packet availability, shall be distributed to:
 - 1. All members of the Board of Harbor Commissioners.
 - 2. Each of the Harbor Masters.
 - 3. Legal Counsel of the Harbor District.
 - 4. Members of the public who have requested, in writing, the printed agenda and packet, providing that they have paid the fee to cover the cost of distribution.
 - 5. Members of the public who have requested addition to the electronic distribution list of agenda and board packet availability.
- C. At the Commission Meetings, copies of the agenda and Board packet shall be made available for the public attending the meeting.

Resolution 19-13
of the
San Mateo County Harbor District
to
Amend Resolution 5-94
Rules for the Preparation and Distribution of Meeting Agendas

Whereas, Ordinance No. 46, codified as Section 2.105 of the San Mateo County District Code, provides in part "The Board shall adopt rules and regulations governing the preparation and distribution of the agenda for each meeting.

Now, Therefore, Be It Resolved by the Board of Harbor Commissioners of the San Mateo County Harbor District that the following rules shall govern the preparation and distribution of the agenda for meetings of the Harbor Commission.

Rules for Preparation of Agenda

I. General:

The following rules for the preparation of the agenda for Harbor Commission Meetings are based on the premises that it is in the interest of good government that the San Mateo County Harbor District be fully informed on all matters upon which it is called upon to act; that the Harbor Commission relies upon the members of the Harbor District staff to prepare proper reports and thorough research and investigation require adequate time to carry out their duties and responsibilities.

II. Preparation of Agenda:

A. Authority to place matters on the Agenda:

The following persons shall have the authority to place matters on the agenda:

1. All members of the Board of Harbor Commissioners.
2. The General Manager of the District.
3. The legal counsel of the District.

B. All matters placed of the agenda shall be identified on the basis of the individual proponent or proponent group.

C. All matters to be placed on the agenda shall be presented in writing (detailing exact wording) to the General Manager. The General Manager shall provide such stenographic services as are available to allow a Commissioner to dictate the agenda item over the phone or in person to be typed for submittal to the General Manager.

D. The deadline for submitting agenda items shall be 12:00 o'clock noon on the eighth day preceding the Commission meeting. This includes all reports and materials to be included in the Agenda packet.

RESOLUTION 19-13

August 7, 2013: Amend Resolution 5-94 Rules for the Preparation and Distribution of Meeting Agendas, add; "If a Commissioner wishes to place an item on a future agenda, he or she shall first suggest the item under the Commissioner Statements and Requests portion of the Harbor District meeting agenda; and shall make a motion to that effect. If the motion is successful by majority vote, the item will be placed on a future agenda."

May 20, 2015: Amend Resolution 19-13; delete "If a Commissioner wishes to place an item on a future agenda, he or she shall first suggest the item under the Commissioner Statements and Requests portion of the Harbor District meeting agenda; and shall make a motion to that effect. If the motion is successful by majority vote, the item will be placed on a future agenda." Add; "Any Commissioner is allowed one item per Commissioner per meeting."

- E. Once the agenda has been printed, an item may not be removed therefrom except by the majority vote of the Commission at the time the item is called at the meeting.
- F. Any Commissioner is allowed one item per Commissioner per meeting.

III. Posting of Agenda:

- A. The agenda shall be posted in compliance with the provisions of the "Brown Act", Government Code §54950 et sequitur.
- B. The agenda shall also be posted on the District website.

IV. Distribution of the Agenda:

- A. Copies of the agenda shall be distributed to:
 - 1. All members of the Board of Harbor Commissioners.
 - 2. Each of the Harbor Masters.
 - 3. Legal Counsel of the Harbor District.
 - 4. Members of the public who have requested the agenda in writing, providing that they have paid the fee to cover the cost of distribution.
- C. At the Commission Meetings, copies of the agenda shall be made available for the public attending the meeting.

Regularly passed and adopted at a regular meeting of the Board of Harbor Commissioners of the San Mateo County Harbor District held this 7th day of August, 2013, by the vote of the members recorded as follows:

For: Bernardo, Holsinger, Tucker

Against: Brennan, Parravano

Absent: None

Abstention: None

Attested

BOARD OF HARBOR COMMISSIONERS

Debbie Nixon
Deputy Secretary

Robert Bernardo
President

RESOLUTION 19-13

August 7, 2013: Amend Resolution 5-94 Rules for the Preparation and Distribution of Meeting Agendas, add: "If a Commissioner wishes to place an item on a future agenda, he or she shall first suggest the item under the Commissioner Statements and Requests portion of the Harbor District meeting agenda; and shall make a motion to that effect. If the motion is successful by majority vote, the item will be placed on a future agenda."

May 20, 2015: Amend Resolution 19-13; delete "If a Commissioner wishes to place an item on a future agenda, he or she shall first suggest the item under the Commissioner Statements and Requests portion of the Harbor District meeting agenda; and shall make a motion to that effect. If the motion is successful by majority vote, the item will be placed on a future agenda." Add; "Any Commissioner is allowed one item per Commissioner per meeting."



San Mateo County Harbor District

Minute Order

Minutes of August 7, 2013

Item 6

Resolution 19-13 of the SMCHD to Amend Resolution 5-94 Rules for the Preparation and Distribution of Meeting Agendas

Action: Motion by Tucker, second by Holsinger to amend Resolution 5-94 to add the additional language¹. The motion passed by Roll Call vote.

Ayes: Bernardo, Holsinger, Tucker

Nays: Brennan, Parravano

Absent: None

Abstain: None

Attested:

A handwritten signature in blue ink, which appears to read "Debbie Gehret", is written over a horizontal line.

Debbie Gehret
Deputy Secretary
January 4, 2017

¹ Additional language added to Resolution to 5-94 **"If a Commissioner wishes to place an item on a future agenda, he or she shall first suggest the item under the Commissioner Statements and Requests portion of the Harbor District meeting agenda; and shall make a motion to that effect. If the motion is successful by majority vote, the item will be placed on a future agenda."**



San Mateo County Harbor District

Minute Order

Minutes of May 20, 2015

Item 5

Agenda Procedure

Action: Motion by David, second by Brennan to modify Resolution 19-13 and delete paragraph 'F'¹ and instead that the Commission is allowed one item per Commissioner per meeting. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

Nays: None

Absent: None

Abstain: None

Attested:

A handwritten signature in blue ink that reads "Debbie Gehret".

Debbie Gehret
Deputy Secretary
January 4, 2017

¹ ~~"If a Commissioner wishes to place an item on a future agenda, he or she shall first suggest the item under the 'Commissioner Statements and Requests' portion of the Harbor District meeting agenda; and shall make a motion to that effect. If the motion is successful by majority vote, the item will be placed on a future agenda."~~

Amended: "Any Commissioner is allowed one item per Commissioner per meeting."



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REGULAR MEETING AGENDA

August 21, 2019

6:30 PM

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

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

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

A) Roll Call

B) 1. Public Comments/Questions

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

2. Commissioner Comments

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

3. Committee Updates

- Climate Change Resilience – None scheduled
- Finance – No recent meeting
- Governance and Policy – August 12
- Oyster Point Liaison – No recent meeting
- Social Media/Public Outreach – None scheduled
- Tsunami Preparedness – No recent meeting
- Wildlife Protection – No recent meeting

C) Consent

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

ITEMS PULLED FROM CONSENT WILL BE HEARD AFTER DISCUSSION ITEMS.

1. **[Bills and Claims \(van Hoff\)](#)**
Recommendation: Review Pre-Approved Bills and Claims in the amount of \$809,438.82. Pre-Approve \$500,000 in Bills and Claims until next meeting.
2. **[Minutes – Regular Meeting July 17, 2019 \(Gehret\)](#)**
Recommendation: Approve Minutes of the Regular Meeting of July 17, 2019.
3. **[Minutes – Special Meeting July 29, 2019 \(Gehret\)](#)**
Recommendation: Approve Minutes of the Special Meeting of July 29, 2019.
4. **[Minutes – Special Meeting August 12, 2019 \(Gehret\)](#)**
Recommendation: Approve Minutes of the Special Meeting of August 12, 2019.
5. **[Out of State Travel to Honolulu, Hawaii for Commissioner Brennan \(Moren\)](#)**
Recommendation: Approve out of state travel to Honolulu, Hawaii for Commissioner Brennan to be a guest speaker at Honolulu City Hall.
6. **[Monthly Capital Projects Update \(Moren\)](#)**
Receive and file.
7. **[Bad Debt Write-Off Request \(Henthorne\)](#)**
Recommendation: Authorize the Interim General Manager to write-off as bad debt a total of \$156,893.94 in accounts receivable: \$58,274.01 from Oyster Point Marina and \$98,619.93 from Pillar Point Harbor.

D) Discussion

8. **San Mateo Local Agency Formation Commission (LAFCo) Draft Municipal Service Review Policy and Draft Sphere of Influence Discussion from LAFCO Representative (van Hoff)**
Recommendation: Review report and provide direction to staff on whether or not to provide comments on the San Mateo Local Agency Formation Commission (LAFCo) Draft Municipal Service Review Policy and/or Draft Sphere of Influence Policy.
9. **Habitat Restoration Discussion; Bill Henry, Groundswell Ecology; Presentation (Moren)**
Information only.
10. **Proposed Flood and Sea Level Rise Resiliency Agency; Presentation (Moren)**
Information only.
11. **Pillar Point Harbor Fishing Pier, ADA Access Walkway and Adjacent Breakwater Rehabilitation Invitation for Bid Approval (Moren)**
Recommendation: Authorize the Interim General Manager, pursuant to an Invitation for Bid (IFB) response evaluation from qualified firm(s) and/or individual(s) to assist the San Mateo County Harbor District (District) with the rehabilitation of the Pillar Point Harbor Fishing Pier and adjacent breakwater repair, to execute an Agreement with the lowest bidder, Valentine Corporation, for the amount of \$427,369.00, and, subject to continued due diligence and verification of insurance and other obligations outlined in the IFB, award the contract to Valentine Corporation.
12. **Review of Budgeted Positions; Approve Amended Planner Analyst Position Description; Approve Deletion of Project Coordinator Position; and Approve Addition of Two Deputy Harbormaster Positions (van Hoff)**
Recommendation: Approve amended Planner Analyst position description, approve deletion of the Project Coordinator position, and approve addition of two Deputy Harbormaster positions.
13. **Legislative Advocacy Services Update; New Proposal for Contract Extension with Lighthouse Public Affairs (Moren)**
Recommendation: Authorize the Interim General Manager to extend the current Professional Services Agreement (PSA) for Legislative Advocacy Services with Lighthouse Public Affairs LLC for an additional six months with a fixed retainer fee of \$5,000 per month.

14. 'San Mateo County Harbor District Code of Ethics and Values', Approve Amended Policy 1.1.1 (van Hoff)

Recommendation: Approve amendments to Policy 1.1.1 'San Mateo County Harbor District Code of Ethics and Values.'

15. Discussion of Scheduling of Projects related to the Capital Improvement Program (Chang Kiraly)

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

F) Future Agenda Items

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

Information only.

H) Adjourn

The next regular meeting will be held on September 18, 2019 at the San Mateo County Harbor District Office, 504 Avenue Alhambra, Ste. 200, El Granada, CA 94018 at 6:30 PM.

Agenda posted as required:
August 16, 2019 at 4:00 PM


Debbie Gehret
Deputy Secretary



Staff Report

TO: Board of Harbor Commissioners

FROM: Kin Yip Chan, Accounting Technician

DATE: August 21, 2019

SUBJECT: Review Bills and Claims in the Amount of \$809,438.82

Total Disbursements being submitted for your review: **\$809,438.82**

Dept. Code	Description	Amount
103	Administration & Commissioners	\$ 125,387.08
201	Pillar Point Harbor	\$ 535,318.76
301	Oyster Point Marina	\$ 34,883.51
	Employee Deductions	\$ 22,752.80
	Payroll / Benefits	\$ 91,096.67
Total Bills & Claims for Review:		\$ 809,438.82

Pre-Approved Payroll Notes:

Payroll Paydate 7/12/19	\$ 128,381.44
Payroll Paydate 7/26/19	\$ 131,415.00
Total Payroll for Period:	\$ 259,796.44

Background: The Board Pre-Approved Bills and Claims up to \$500,000 for this month and all payroll related claims. Actual Bills and Claims for the period of \$500,000 are hereby submitted, with \$309,438.82 awaiting approval.

Recommended Motion:

- 1) Accept Bills and Claims in the amount of \$809,438.82, including \$500,000.00 pre-approved on July 17, 2019 and \$309,438.82 approved on August 21, 2019.
- 2) Pre-Approve \$500,000 in Bills and Claims until next meeting date.

Attachments:

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

[Legal Fees](#)

BILLS AND CLAIMS FOR 8/21/19 BOARD MEETING			PAYROLL EMPLOYEES	PAYROLL BENEFITS	ADMIN & COMM	PILLAR POINT	OYSTER POINT	TOTAL ALL
VENDOR	DESCRIPTION	AMOUNT	DEDUCTION	RELATED	103	201	301	DEPTS
DIXON MARINE SERVICES INC	PPH LAUNCH RAMP DREDGING	344,480.98				344,480.98		344,480.98
SUB-TOTAL OF PAYMENTS TO BE PROCESSED 8/21/2019		344,480.98	-	-	-	344,480.98	-	344,480.98
8X8, INC	TELEPHONE/COMMUNICATIONS	1,014.04			647.53		366.51	1,014.04
ADP, LLC	PAYROLL PROCESSING	1,527.16			509.06	551.47	466.63	1,527.16
AIRGAS USA, LLC	OPERATING SUPPLIES	127.27				127.27		127.27
ALTERNATIVE SAFETY & TESTING SOLUTIONS	PERSONNEL ADMINISTRATION	55.50				55.50		55.50
AMAZON CAPITAL SERVICES, INC	REPAIRS & MAINTENANCE	268.46				201.68	66.78	268.46
AMERICAN DEBRIS BOX SERVICE, INC	CONTRACTUAL SERVICES	2,440.84				2,440.84		2,440.84
AQSEPTENCE GROUP INC	REPAIRS & MAINTENANCE	530.66					530.66	530.66
ARAMARK UNIFORM SERVICES LLC	UNIFORM SERVICES	1,356.74					1,356.74	1,356.74
AT&T	TELEPHONE/COMMUNICATIONS	253.72				253.72		253.72
BRENNAN, SABRINA	CONFERENCES & MEETINGS	1,833.36			1,833.36			1,833.36
BWRAG LLC	CONTRACTUAL SERVICES	31,000.00			31,000.00			31,000.00
CALIFORNIA WATER SERVICE CO	UTILITIES	4,286.99					4,286.99	4,286.99
CALPERS	PAYROLL DEDUCTION PAYABLE	33,202.51		33,202.51				33,202.51
CALPERS SUPPLEMENTAL INCOME 457 PLAN	PAYROLL DEDUCTION PAYABLE	16,840.69	16,840.69					16,840.69
CASPIAN IT GROUP	CONTRACTUAL SERVICES-IT	4,726.82			1,597.71	1,596.89	1,532.22	4,726.82
CITY OF FOSTER CITY	RECRUITING EXPENSES	500.00			500.00			500.00
COASTSIDE COUNTY WATER DISTRICT	UTILITIES	9,989.08				9,989.08		9,989.08
COASTSIDE.NET	WIFI EXPENSES	359.10				359.10		359.10
CODE PUBLISHING, INC	CONTRACTUAL SERVICES	350.00			350.00			350.00
COLEMAN SECURITY INDUSTRIES, INC	CONTRACTUAL SERVICES	7,927.20					7,927.20	7,927.20
COMCAST	INTERNET EXPENSES	640.52			193.42	83.42	363.68	640.52
CPS HR CONSULTING	CONTRACTUAL SERVICES	9,640.97			9,640.97			9,640.97
DAMITZ, BRADLEY SCOTT	CONTRACTUAL SERVICES	10,300.00				10,300.00		10,300.00
DE MEO ELECTRIC	REPAIRS & MAINTENANCE	4,842.53				4,542.53	300.00	4,842.53
DEPARTMENT OF JUSTICE	RECRUITING EXPENSES	32.00				32.00		32.00
DIGITAL DEPLOYMENT, INC/ STREAMLINE	CONTRACTUAL SERVICES-IT	200.00			200.00			200.00
GAETANI REAL ESTATE	ADMIN OFFICE RENT	8,200.00			8,200.00			8,200.00
GARDA, CL WEST, INC	CONTRACTUAL SERVICES	270.72				134.36	136.36	270.72
GARNISHMENT	PAYROLL DEDUCTION PAYABLE	2,116.59	2,116.59					2,116.59
GET IT TECH INC	OPERATING SUPPLIES	721.88				721.88		721.88
GHD, INC	CONTRACTUAL SERVICES	57,693.93				57,693.93		57,693.93
GRAINGER	REPAIRS & MAINTENANCE	573.06				379.79	193.27	573.06
HALF MOON BAY REVIEW	ADVERTISING EXPENSES	156.00			156.00			156.00
HASSETT HARDWARE/ BLUETRAP CREDIT SERVICES	REPAIRS & MAINTENANCE	580.47				580.47		580.47
HOLMAN PROFESSIONAL COUNSELING CENTERS	EMPLOYEE ASSISTANCE PROGRAM SERVICES	289.00			98.88	102.67	87.45	289.00
IRON MOUNTAIN, INC	CONTRACTUAL SERVICES	281.65			281.65			281.65
JOHN MATTHEWS ARCHITECTS	CONTRACTUAL SERVICES	5,047.50				5,047.50		5,047.50
JOHNSON, ROBERT	REIMB HEALTH INSURANCE PREMIUMS	813.00		813.00				813.00
KINNETIC LABORATORIES, INC	CONTRACTUAL SERVICES	27,743.00				27,743.00		27,743.00
KONICA MINOLTA	REPAIRS & MAINTENANCE	313.75			243.28	70.47		313.75
LAURETTA PRINTING COMPANY	OFFICE SUPPLIES	499.10				499.10		499.10
LENACO CORPORATION/BLUE RIBBON SUPPLY COMPANY	JANITORIAL SUPPLIES	4,169.62				2,806.97	1,362.65	4,169.62
LIGHTHOUSE PUBLIC AFFAIRS LLC	CONTRACTUAL SERVICES	10,010.48			10,010.48			10,010.48
MARINE LIEN SALE SERVICE	LIEN SALES	640.00				640.00		640.00
MISSION LINEN & UNIFORM SUPPLY	UNIFORM SERVICES	1,349.15				1,349.15		1,349.15
MOFFATT & NICHOL ENGINEERS, INC	CONTRACTUAL SERVICES	7,829.41				7,829.41		7,829.41
NAVIA BENEFIT SOLUTIONS	PAYROLL DEDUCTION PAYABLE	311.52	311.52					311.52
NEXTREQUEST CO.	PUBLIC RECORDS SOFTWARE	4,331.25			4,331.25			4,331.25
OGLETTREE, DEAKINS, NASH, SMOAK & STEWART, P.C.	LEGAL SERVICES	1,278.00			1,278.00			1,278.00
OPENGOV INC	CONTRACTUAL SERVICES	4,000.00			4,000.00			4,000.00

BILLS AND CLAIMS FOR 8/21/19 BOARD MEETING			PAYROLL EMPLOYEES	PAYROLL BENEFITS	ADMIN & COMM	PILLAR POINT	OYSTER POINT	TOTAL ALL
VENDOR	DESCRIPTION	AMOUNT	DEDUCTION	RELATED	103	201	301	DEPTS
OPERATING ENGINEERS TRUST	HEALTH INSURANCE PREMIUMS	36,931.00		36,931.00				36,931.00
OPERATING ENGINEERS UNION LOCAL 3	PAYROLL DEDUCTION PAYABLE	2,496.00	2,496.00					2,496.00
ORKIN SERVICES OF CALIFORNIA, INC	CONTRACTUAL SERVICES	144.45					144.45	144.45
PACIFIC FIRE SAFE	REPAIRS & MAINTENANCE	1,580.79				1,580.79		1,580.79
PACIFICA COMMUNITY TELEVISION	CONFERENCES & MEETINGS	750.00			750.00			750.00
PETTY-CASH	REPLENISH PETTY CASH	288.89			114.00	70.50	104.39	288.89
PG&E	UTILITIES	12,695.45				12,695.45		12,695.45
PHONDINI PARTNERS LLC	CONTRACTUAL SERVICES	5,150.00			5,150.00			5,150.00
PITNEY BOWES, INC/ PURCHASE POWER	POSTAGE REPLENISHMENT	1,186.18			1,000.00	93.09	93.09	1,186.18
QUILL CORPORATION	OFFICE SUPPLIES	667.30				667.30		667.30
R & S ERECTION NORTH PENINSULA INC	REPAIRS & MAINTENANCE	962.00					962.00	962.00
RAUCH COMMUNICATION CONSULTANTS INC	CONTRACTUAL SERVICES	3,951.00			3,951.00			3,951.00
READY REFRESH BY NESTLE	OFFICE SUPPLIES	108.22					108.22	108.22
RECOLOGY OF THE COAST	GARBAGE SERVICES	9,367.02				9,367.02		9,367.02
REGIONAL GOVERNMENT SERVICES	CONTRACTUAL SERVICES	906.75			906.75			906.75
RELIABLE FIRE EXTINGUISHER CO	REPAIRS & MAINTENANCE	1,434.59					1,434.59	1,434.59
RICHARDS, WATSON & GERSHON	LEGAL SERVICES	930.50			930.50			930.50
ROBERT HALF INTERNATIONAL, INC	CONTRACTUAL SERVICES	31,654.25			31,654.25			31,654.25
SAFETY KLEEN SYSTEMS, INC	USED OIL PICK UP EXPENSES	2,218.21				2,218.21		2,218.21
SAN DIEGO BOAT MOVERS	VESSEL DESTRUCTION	4,830.00					4,830.00	4,830.00
SAN MATEO COUNTY AIRPORTS	SAND STOCKPILE MONTHLY RENT	4,500.00				4,500.00		4,500.00
SAN MATEO COUNTY CONVENTION & VISITORS BUREAU	MEMBERSHIPS & SUBSCRIPTIONS	625.00			625.00			625.00
SAN MATEO COUNTY RESOURCE CONSERVATION DISTRICT	WATER QUALITY ASSISTANCE	8,811.47				8,811.47		8,811.47
SAN MATEO DAILY JOURNAL	ADVERTISING EXPENSES	704.00				704.00		704.00
SMITH'S GOLF CARS INC	REPAIRS & MAINTENANCE	104.87				104.87		104.87
SOUTH SAN FRANCISCO SCAVENGER CO	GARBAGE SERVICES	2,583.60					2,583.60	2,583.60
SPECIAL DIST RISK MANAGEMENT AUTHORITY	HEALTH INSURANCE PREMIUMS	8,877.46		8,877.46				8,877.46
SPRINT/NEXTEL COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	83.05					83.05	83.05
STANDARD INSURANCE COMPANY	LIFE & LTD INSURANCE	4,421.81		4,421.81				4,421.81
STAPLES ADVANTAGE	OFFICE SUPPLIES	826.77			301.14	163.68	361.95	826.77
TEAMSTERS LOCAL 856-HEALTH & WELFARE FUND	HEALTH INSURANCE PREMIUMS	6,282.09		6,282.09				6,282.09
TEAMSTERS UNION LOCAL 856	PAYROLL DEDUCTION PAYABLE	988.00	988.00					988.00
TURBO DATA SYSTEMS, INC	CITATION PROCESSING	65.16				38.48	26.68	65.16
U.S. BANK-CAL CARD	CAL-CARD EMPLOYEE PURCHASES	6,105.12			2,095.74	2,944.09	1,065.29	6,105.12
VANGUARD INDUSTRIES WEST	UNIFORM RELATED EXPENSES	3,014.00				1,507.00	1,507.00	3,014.00
VERIZON WIRELESS	TELEPHONE/COMMUNICATIONS	740.48			493.11	247.37		740.48
WEST MARINE PRO	REPAIRS & MAINTENANCE	25.11				25.11		25.11
WHITE, CHARLES	REIMB HEALTH INSURANCE PREMIUMS	568.80		568.80				568.80
WITTEW PARKIN LLP	LEGAL SERVICES	8,103.50			2,344.00	4,509.00	1,250.50	8,103.50
ZERO WASTE USA	OPERATING SUPPLIES	554.56				554.56		554.56
ALEXANDER, PAUL	REFUND DEPOSIT	326.20				326.20		326.20
BELL, MIKE	REFUND DEPOSIT	311.81				311.81		311.81
BUCHANAN, GARRISON	REFUND DEPOSIT	10.00					10.00	10.00
CLEARY, CHONITA	REFUND DEPOSIT	408.00				408.00		408.00
COLOMY, JAMES	REFUND DEPOSIT	303.05				303.05		303.05
FONG, PAUL	REFUND DEPOSIT	165.00				165.00		165.00
GERBI, CRAIG	REFUND DEPOSIT	334.00				334.00		334.00
HOFER, BRADLEY	REFUND DEPOSIT	210.23					210.23	210.23
KAWAHARA, JOHN	REFUND DEPOSIT	209.27				209.27		209.27
MACKIMMIE, BRUCE	REFUND DEPOSIT	561.60				561.60		561.60
MACKIMMIE, PENCE	REFUND DEPOSIT	447.00				447.00		447.00
MAPLES, RYAN	REFUND DEPOSIT	290.00				290.00		290.00
MCDONALD, THOMAS	REFUND DEPOSIT	307.00					307.00	307.00
NORRIS, JOHN	REFUND DEPOSIT	303.05				303.05		303.05
ROONEY, KEVIN	REFUND DEPOSIT	357.20					357.20	357.20
TORRES, CELINA	REFUND DEPOSIT	383.13					383.13	383.13
VAN DYKE, ROBERT	REFUND DEPOSIT	244.61				244.61		244.61

Legal Fees - Fiscal Years 2010 to 2019

Sum of Total Spent	Column										Grand Total
	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	
AARONSON, DICKERSON, COHN &	\$ 44,729.24	\$ 46,880.38	\$ 84,627.99	\$ 105,733.63	\$ 88,761.42	\$ 340.75					\$ 371,073.41
COX, WOOTON, LERNER, GRIFFIN, FRANK/LYNN S.					\$ 10,856.98	\$ 9,143.02	\$ 29,949.79	\$ 3,682.03			\$ 53,631.82
HANSON BRIDGETT LLP						\$ 4,500.00					\$ 4,500.00
JAY RESENDEZ, ATTORNEY AT LAW				\$ 735.00			\$ 3,325.00				\$ 4,060.00
KOTZEBUE/ MARGARET						\$ 26,364.00					\$ 26,364.00
KRAMER/ KAREN					\$ 13,803.00						\$ 13,803.00
LIEBERT, CASSIDY & WHITMORE///	\$ 50,505.65	\$ 34,050.00	\$ 5,674.20	\$ 7,097.00	\$ 83,662.55	\$ 92,751.48	\$ 133,292.43	\$ 97,191.79	\$ 18,150.00	\$ 8,259.50	\$ 530,634.60
MCGRATH INVESTIGATIONS							\$ 15,445.00				\$ 15,445.00
OPPENHEIMER/ AMY					\$ 24,381.00						\$ 24,381.00
RICHARDS, WATSON & GERSHON	\$ 6,402.50	\$ 11,803.75	\$ 1,770.00							\$ 6,032.21	\$ 26,008.46
TOPLIFF/ MARY L.//									\$ 25,000.00		\$ 25,000.00
GOYETTE/ GRIFFITHS//										\$ 50,429.75	\$ 50,429.75
WITTWER PARKIN LLP										\$ 47,635.43	\$ 47,635.43
OGLETREE, DEAKINS, NASH, SMOAK										\$ 1,739.50	\$ 1,739.50
Grand Total	\$ 101,637.39	\$ 92,734.13	\$ 92,072.19	\$ 113,565.63	\$ 221,464.95	\$ 416,195.54	\$ 488,052.35	\$ 418,358.54	\$ 333,458.67	\$ 475,520.27	\$ 2,753,059.66

*18-19 is invoices received thru June 2019



Board of Harbor Commissioners

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

John Moren, Interim General Manager
William Parkin, District Counsel

San Mateo County Harbor District Board of Harbor Commissioners

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

REGULAR MEETING MINUTES

July 17, 2019
6:30 PM

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

- A) Roll Call** Commissioners Chang Kiraly, Larenas, Mattusch present.
Commissioners Brennan and Reyring absent.
- B) New Hire Update/Introduction**
Safety Training Officer, Cary Smith introduced new Deputy Harbormasters:
- Deputy Harbormaster Mathew Sumner
 - Deputy Harbormaster Julio Abdallah
 - Deputy Harbormaster Brian Duffy
- C) 1. Public Comments/Questions** - None
- 2. Commissioner Comments**
- Commissioner Larenas gave an update about a recent meeting he attended regarding sea level rise; announced that the HMB Planning Commission approved the restroom project at Surfers Beach.
- 3. Committee Updates** – Commissioner Larenas gave committee updates.
- Climate Change Resilience – July 11, 2019
 - Finance – No recent meeting
 - Governance and Policy – July 11, 2019
 - Oyster Point Liaison – No recent meeting
 - Social Media/Public Outreach – No recent meeting
 - Tsunami Preparedness – No recent meeting
 - Wildlife Protection – June 18, 2019

D) Consent

ITEMS PULLED FROM CONSENT WILL BE HEARD AFTER DISCUSSION ITEMS.

Items 1,6,7,8,9 pulled from Consent.

- Commissioner Larenas stated he would like to have Item 11 removed.
- Commissioner Chang Kiraly motioned, seconded by Commissioner Mattusch to have Item 11 heard.
- ❖ 6:44 Commissioner Larenas called for a 5-minute break.
- ❖ 6:50 Resumption

2. Minutes – Special Meeting June 19, 2019 (Gehret)

Recommendation: Approve Minutes of the Special Meeting of June 19, 2019.

3. Minutes – Regular Meeting June 19, 2019 (Gehret)

Recommendation: Approve Minutes of the Regular Meeting of June 19, 2019.

4. Investment Report (van Hoff)

Receive and file.

5. 'Holidays and Floating Holidays'; Approve Amendment to Policy 6.5.2 (van Hoff)

Recommendation: Approve amendment to Policy 6.5.2 Holidays and Floating Holidays.

Motion: (Chang Kiraly/Larenas) Approve Consent Items 2,3,4,5.

Ayes: Chang Kiraly, Larenas, Mattusch

Nays: None

Absent: Brennan, Reyerling

Motion passed.

E) Discussion

10. Habitat Restoration Discussion; Bill Henry, Groundswell Ecology (Moren)

Bill Henry gave an oral overview of habitat restoration projects by Groundswell Ecology. Will come to the August Board meeting with presentation.

11. Big Wave Risk Assessment Group (BWRAG) 2019 Half Moon Bay Training Summit (Moren)

Motion: (Larenas) Discuss this item but continue to another meeting so all Commissioners can hear and vote on this item.

Failed due to lack of second.

- **Public Comment**

Bud Ratts – discussion of safety concerns.

Krystlyn Giedt – suggests resourcing through Half Moon Bay Chamber of Commerce and possible local sponsorship and partnership.

Motion: (Larenas/Mattusch) Authorize the Interim General Manager to enter into agreement with BWRAG for a not-to-exceed amount of \$44,700.

Ayes: Larenas, Mattusch

Nays: Chang Kiraly (requested for the record – voted no due to cost, not safety)

Motion passed by majority of quorum present.

12. 'San Mateo County Harbor District Code of Ethics and Values', Approve Amended Policy 1.1.1 (van Hoff)

Move to August meeting to allow for more input regarding transparency.

13. Anti-Harassment, Anti-Retaliation and Nondiscrimination Policy; Required Sexual Harassment Training (van Hoff)

Information only.

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

1. Bills and Claims (van Hoff)

Motion: (Chang Kiraly/Larenas) Approve Bills and Claims in the amount of \$702,930.93. (Question by Commissioner Chang Kiraly regarding the Legal fee paid to Goyette Griffiths in the amount of \$50,429.75 was related to the Three Captains Arbitration and payment in question was paid November 2018)

Ayes: Chang Kiraly, Larenas, Mattusch

Nays: None

Motion passed.

6. Publicly Available Salary Schedules & Special Compensation (van Hoff)

Motion: (Chang Kiraly/Mattusch) Approve salary schedules and special compensation and make them publicly available.

Ayes: Chang Kiraly, Larenas, Mattusch

Nays: None

Motion passed.

7. Approve Proposed Name Change for the San Mateo County Harbor District Climate Change Resilience Committee (Moren)

Motion: (Larenas/Chang Kiraly) Send this item/topic back to the committee for further discussion.

Ayes: Chang Kiraly, Larenas, Mattusch

Nays: None

Motion passed.

8. Monthly Capital Projects Update (Moren)

Report received.

9. Security Services at Oyster Point Marina; Approve Month-to-Month Extension with Coleman Security Industries (van Hoff)

Motion: (Chang Kiraly/Mattusch) Authorize the Interim General Manager to extend security services with Coleman Security Industries on a month-to-month basis, not to exceed \$9,000 per month.

Ayes: Chang Kiraly, Larenas, Mattusch

Nays: None

Motion passed.

G) Future Agenda Items

Commissioner Chang Kiraly – Discussion of Scheduling of Projects related to the Capital Improvement Program.

H) June Activity Reports: Interim General Manager/Operations; Administration

Information only

I) Adjourn 9:15 PM Motion: (Mattusch/Larenas) Adjourn meeting. All in favor.

Debbie Gehret
Deputy Secretary

Sabrina Brennan
President



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William Parkin, District Counsel

San Mateo County Harbor District Board of Harbor Commissioners

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SPECIAL MEETING MINUTES

July 29, 2019

3:00 PM

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

- A.) ROLL CALL** 3:02 PM Commissioners Brennan, Chang Kiraly, Larenas and Reyring present.
Commissioner Mattusch absent.
- B.) PUBLIC COMMENT** - None
- C.) DISCUSSION**
- 1) **California Division of Boating and Waterways Boating Infrastructure Grant (BIG) Program; Financial Assistance for the Pillar Point Harbor – Johnson Pier H-Dock Replacement Project; Resolution No.19-10 (Moren)**
Motion: (Chang Kiraly/Larenas) Authorize application for Boating Infrastructure Grant Program – Tier II for financial assistance through the California Division of Boating and Waterways (DBW) and adopt Resolution No.19-10.
Ayes: Brennan, Chang Kiraly, Larenas, Reyring
Nays: None
Absent: Mattusch
Motion passed.
- D.) CLOSED SESSION** – Commissioner Brennan recused herself and leaves the meeting.
- 2) **TITLE: Conference with Legal Counsel—Existing Litigation**
Pursuant to Government Code §54956.9: (Brennan v. San Mateo County Harbor District (DFEH No. 201807-03053228; EEOC No. 37A-2019-00873-C).
- 4:00 PM Commissioner Chang Kiraly leaves. Meeting adjourned due to lack of quorum.
No Reportable Action.
- E.) ADJOURN 4:00 PM**

Debbie Gehret
Deputy Secretary

Sabrina Brennan
President



Board of Harbor Commissioners

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Tom Mattusch, Treasurer
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William Parkin, District Counsel

San Mateo County Harbor District Board of Harbor Commissioners

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SPECIAL MEETING MINUTES

August 12, 2019

11:00 AM

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

- A) ROLL CALL** 11:03 AM – Commissioners Brennan, Larenas, Reyerling, Mattusch present.
Commissioner Chang Kiraly absent.

No public comments.

B) OPEN SESSION

- 2) **TITLE: Discuss Letter of July 2, 2019 from Mayor Matsumoto of the City of South San Francisco regarding Oyster Point Marina. Consider hiring Special Counsel to represent District on this matter**
Letter from Mayor Matsumoto of SSF
Letter of Interest from Cotchett, Pitre & McCarthy, LLP
Motion: (Larenas/Reyerling) Authorize the Harbor District’s Interim General Manager to hire Cotchett, Pitre & McCarthy, LLP to represent the Harbor District for this item.
Ayes: Brennan, Larenas, Reyerling
Nay: Mattusch
Absent: Chang Kiraly
Motion passed
- 1) **TITLE: -Discuss (1) McHenry Fisheries, Inc (dba Pillar Point Seafoods) v. San Mateo County Harbor District; Morning Star Fisheries LLC v. San Mateo County Harbor District, Demands for Mediation (mediation demands as attachments), Consider hiring Special Counsel to represent District on these matters.**
McHenry Fisheries dba Princeton Seafoods Demand Letter
Morning Star Fisheries Demand Letter

Motion: (Reyering/Brennan) Direct the Interim General Manager to hire Special Counsel to respond to matters regarding McHenry Fisheries, Inc (dba Pillar Point Seafoods) v. San Mateo County Harbor District; Morning Star Fisheries LLC v. San Mateo County Harbor District, Demands for Mediation.

Ayes: Brennan, Larenas, Reyering

Nay: None

Abstain: Mattusch

Absent: Chang Kiraly

Motion passed

C) CLOSED SESSION 11:14 AM

- 1) Conference with District Counsel--Existing Litigation Pursuant to Government Code Section 54956.9(d)(1) McHenry Fisheries, Inc (dba Pillar Point Seafoods) v. San Mateo County Harbor District; Morning Star Fisheries LLC v. San Mateo County Harbor District.
- 2) Conference with Legal Counsel-Anticipated Litigation Significant exposure to litigation pursuant to Government Code §54956.9(d)(2) and (d)(3) (one potential case).

No reportable actions.

D) ADJOURN 11:42 AM All in favor to adjourn.

Debbie Gehret
Deputy Secretary

Sabrina Brennan
President



Staff Report

TO: Board of Harbor Commissioners
FROM: John Moren, Interim General Manager
DATE: August 21, 2019
SUBJECT: Out of State Travel to Honolulu, Hawaii for Commissioner Brennan

Recommendation/Motion:

Motion: Approve reimbursement for costs, other than airfare, for out of state travel to Honolulu, Hawaii for Commissioner Brennan to be a guest speaker at Honolulu City Hall.

Policy Implications:

District Policy 4.2.4

Fiscal Implications/Budget Status:

There are sufficient funds in the adopted budget to accommodate reasonable travel, training and conference attendance expenditures.

Background:

District Policy 4.2.4 requires Commission approval for out of state travel for Commissioners.

Commissioner Brennan has been invited to speak with legislators regarding the review and update to the City and County of Honolulu Administrative Rules regarding Shore Water Events. These rules and regulations govern all surf competitions on the island of O'ahu. The current rules do not consider inclusion of women in surfing competitions. Commissioner Brennan has been invited to talk about her experience with the process of advocating for updates to California rules and regulations with the goal to insure gender equality in future surfing competitions.

As has occurred in the past, and will continue to occur, all reimbursements and expenses will be included in the Bills and Claims, and this Commission will receive a report following the meetings.

Attachments:

[Shore Water Rules](#)

CITY AND COUNTY OF HONOLULU

Repeal of Amended Rules and Regulations Governing Use of City Beach Parks and Other Beach Properties Under The Control of the Department of Parks and Recreation to Provide Access to Conduct Shore Water Events

July 13, 2015

SUMMARY

1. City and County of Honolulu Department of Parks and Recreation Amended Rules and Regulations Governing Use of City Beach Parks and Other Beach Properties under the Control of the Department of Parks and Recreation to Provide Access to Conduct Shore Water Events is repealed.

2. Title 19, Chapter 4, City and County of Honolulu Administrative Rules, entitled "Shore Water Events," is adopted.

CITY AND COUNTY OF HONOLULU ADMINISTRATIVE RULES

TITLE 19

DEPARTMENT OF PARKS AND RECREATION

CHAPTER 4

SHORE WATER EVENTS

Subchapter 1 General Provisions

- §19-4-1 Purpose
- §19-4-2 Application
- §19-4-3 Definitions

Subchapter 2 Specific Provisions

- §19-4-4 Permit required
- §19-4-5 Permit application
- §19-4-6 Permit application deadline for shore water events held on the north shore
- §19-4-7 Permit conditions
- §19-4-8 Revocation of permit
- §19-4-9 Appeal of application denial or permit revocation
- §19-4-10 Regulations governing shore water events
- §19-4-11 Regulations governing surf events held on the north shore
- §19-4-12 North shore calendar conflict resolution
- §19-4-13 Indemnification
- §19-4-14 Violation
- §19-4-15 Severability

SUBCHAPTER 1

GENERAL PROVISIONS

§19-4-1 Purpose. The purpose of this chapter is to make public parks readily accessible to the public; to ensure maximum permissible use of park areas and facilities by appropriate distribution of users; to ensure proper, orderly and equitable use of park areas and facilities through user controls; to ensure protection and preservation of areas and facilities by not overtaxing facilities; and to promote the health, safety, and welfare of the users of park areas and facilities. [Eff: JUL 28 2015] (Auth: RCH §4-104, ROH §10-1.3) (Imp: ROH §10-1.3)

§19-4-2 Application. These rules and regulations shall apply to the use of City beach parks and other beach properties under the control of the department of parks and recreation, City and County of Honolulu, to provide access to conduct shore water events. [Eff JUL 28 2015] (Auth: RCH §6-1403, ROH §1-9.1) (Imp: ROH §10-1.3)

§19-4-3 Definitions. As used in this chapter, the following words and terms shall have the following meaning unless the context clearly indicates otherwise:

"ADA" means the Americans with Disabilities Act of 1990, 42 U.S.C. Section 12101 et. seq., as amended.

"Amateur shore water event" means a shore water event open to participants who engage in a shore water event only as a pastime and not as a profession.

"Application for use of parks facilities" or "permit application" means a department form to request a permit.

"Applicant" means the person submitting a permit application.

"Big wave event" means a surf event requiring participants to paddle into waves of minimum wave face

heights of forty feet or higher without the use of thrill craft or tow-in assistance.

"Bodyboard" means a board consisting of a rectangular piece of foam shaped to a hydrodynamic form used for wave riding. The bodyboard is ridden usually in a prone position.

"Bodysurfing" means a water sport involving wave riding without the assistance of a floatation device.

"Bodyboarding" means a water sport involving wave riding with the assistance of a floatation device.

"Canoe surfing" means a water sport involving wave riding with the assistance of a canoe.

"City" means the city and county of Honolulu.

"Competition day" means any portion of the day not to exceed eight hours used to conduct the surf event.

"Cooling off period" means the ten-day period preceding and following a surf event when no other surf event will be permitted at the same park.

"Criteria rating sheet" means the rating form used in resolving north shore calendar conflicts.

"Department" means the department of parks and recreation, city and county of Honolulu.

"Director" means the director of the department of parks and recreation, or duly authorized representative.

"Event" means the permitted period, including setup days, waiting period days, competition days and breakdown days.

"Fundraiser" means a special event sponsored by a nonprofit organization for the purpose of raising funds, including the exchange of monies on park property.

"HRS" means the Hawaii Revised Statutes, as amended.

"IRC" means the Internal Revenue Code, Title 26, United States Code, as amended.

"Kitesurfing" or "kiteboarding" means a water sport using a power kite to pull the rider through the water on a surfboard and which may not involve wave riding.

"Nonprofit organization" means an association, corporation or other entity, organized and operated

exclusively for religious, charitable, scientific, literary, cultural, educational, recreational, or other nonprofit purposes, no part of the assets, income or earnings of which inures to the benefit of any exclusively individual or member thereof, and whose charter or other enabling act contains a provision that, in the event of dissolution, the assets owned by such association, corporation or other entity shall be distributed to another association, corporation or other entity organized and operated to association, corporation or other entity organized and operated exclusively for nonprofit purposes, and which further qualifies for exemption from the general excise tax provisions of Chapter 237, Hawaii Revised Statutes, as amended, and under Section 501 of the Internal Revenue Code of 1954, as amended.

"North shore" means the shore water area that extends from Kaena Point to and inclusive of Kawela Bay under the jurisdiction of the department.

"North shore application period" means the month of July in the calendar year preceding the start of the north shore calendar in which the proposed event is to be held.

"North shore application review period" means the month of August in the calendar year preceding the start of the north shore calendar in which the proposed event is to be held.

"North shore application supplement" means the packet of instructions and application materials provided to all applicants for the north shore calendar.

"North shore calendar" means the schedule of surf events to be held on the north shore from September 1st through May 31st.

"Paddleboarding" means a surface water sport in which the participant is propelled by a swimming motion using their arms while lying or kneeling on a paddleboard or surfboard in the ocean.

"Parks permit" or "permit" means a non-transferrable department document granting a permittee permission to use recreational and other areas and under the control, maintenance, management and

operation of the department.

"Parks permit office" means the office in the department responsible for processing and final approval of permit applications and issuing of park permits.

"Person" means an individual, partnership, corporation, government, or government subdivision or agency, business trust, estate, association or any other legal entity.

"Power kite" means a type of dual-line kite capable of generating significant pulling power generally used in conjunction with a vehicle or board.

"Pro-Am shore water event" means a shore water surf event that includes separate divisions for amateurs and professional participants.

"Professional shore water event" means a shore water event limited to participants who engage in the shore water event as a means of livelihood.

"ROH" means the revised ordinance of Honolulu 1990, as amended.

"Shore water" means any shore or water between the three nautical mile limit and the mean tide mark on the shores of the islands of the State.

"Shore water event" means any organized water sport event including, but not limited to sail race, jet ski race, paddle board race, surf event, swim race, canoe race, or similar activity held in the shore water.

"Shore water event permit" means a document issued by the state division of boating and ocean recreation of the department of land and natural resources which authorizes use of a particular area of the shore water of the state for a specific time period.

"Skimboarding" or "skimming" means a water sport involving riding a board on wet sand or shallow water and which does not involve wave riding.

"Standup paddle surfing" or "stand up paddleboarding" means a wave riding water sport involving the use of a stand up paddle to propel the rider across the surface of the water while standing on a surfboard, windsurf board, or paddleboard.

"State" means the State of Hawaii.

"State division of boating and ocean recreation" means the state division of boating and ocean recreation, department of land and natural resources, State of Hawaii.

"Submit" or "submitted" means that an application has been delivered either by hand or via postal courier by 4:00p.m. HST, to the department of parks and recreation permits section office located at the Frank F. Fasi Municipal Building, 1st Floor, 650 South King Street, Honolulu, HI 96813.

"Surfboard" means any type of board which is used for the sport of surfing.

"Surf event" means a water sport contest, competition, exhibition or organized event involving any form of wave riding.

"Surfing" means a water sport involving wave riding with the assistance of a surfboard.

"Tow-in surfing" means a water sport utilizing a surfboard equipped with foot straps for wave riding with the assistance of a thrill craft that is equipped with a rescue sled, bow tow-line and a tow-in-rope.

"Waiting period" means the days within the permitted days within the permit period from which the permittee selects competition days, but does not include setup and breakdown days.

"Windboard" means a modified surfboard having a single sail mounted on a mast that pivots on a ball joint which is sailed by one person standing up.

"Windsurfing" means a water sport using a windboard and which does not involve wave riding.

[Eff JUL 2 2015] (Auth: RCH §6-1403, ROH §1-9.1)
(Imp: ROH §10-1.3)

SUBCHAPTER 2

SPECIFIC PROVISIONS

§19-4-4 Permit required. No person shall use a park to hold a shore water event or use a park in

conjunction with a shore water event held in State shore waters without first obtaining a park use permit from the department. [Eff _____] (Auth: RCH §6-1403, ROH §1-9.1) (Imp: ROH §10-1.3)

§19-4-5 Permit Application. (a) An applicant requesting a permit to conduct a shore water event shall submit an application to the department at least thirty days prior to the date of the shore water event but no earlier than one year prior to the date of the shore water event. An applicant requesting a permit to conduct a surf event on the north shore from September 1st through May 31st shall submit an application in accordance with §19-4-6.

(b) The permit application shall set forth the name of the applicant, nature of proposed shore water event, requested park, requested dates and time of the shore water event, requested number of competition days, requested contest dates, number of days to setup and remove equipment and facilities, an estimate of the numbers of participants and spectators, a statement of equipment or facilities to be used, including site plan, proposed fees including entry fees, applicable Federal, state identification numbers and any other information as may be requested by the department.

(c) The department may reject any application that contains false information or that is incomplete.

(d) The department may require an applicant to provide additional information that may be considered in resolving scheduling conflicts.

(e) The department may issue a permit, without unreasonable delay and provided that an application is submitted with reasonable timeliness and applicant has met all permit application requirements, unless;

- (1) The requested park has been reserved for City or department sponsored activity;
- (2) A prior application for a permit for the same time and place has been made that has been or will be granted;
- (3) Issuance of a permit will result in a violation of City, State or Federal rules,

- regulations or ordinances;
- (4) It reasonably appears that based upon the information provided that the shore water event will present a clear and present danger to the public health or safety;
 - (5) The shore water event is of such nature or duration that it cannot reasonably be accommodated in the particular location applied for, considering factors such as probable damage to the park's resources or facilities, interference with program activities, or impairment of the operation of the public use facilities or services of city concessionaires or contractors; or
 - (6) Applicant fails to pay required fees or deposits, or if a payment made by check is returned unpaid.
 - (7) The application is subject to the conflict resolution process described in §19-4-12.
- (f) If a permit is denied, the applicant shall be informed in writing, with the reasons for the denial set forth. [Eff JUL 26 2015] (Auth: RCH §6-1403, ROH §1-9.10) (Imp: ROH §10-1.3)

§19-4-6 Permit Application deadline for surf events held on the north shore. (a) An application for a permit to conduct a surf event on the north shore shall be submitted to the department on or before the last business day in the month of July of the year preceding the start of north shore calendar for the event. For example, an applicant desiring a permit to conduct a surf event during the 2020-2021 north shore calendar year (September 1, 2020 to May 31, 2021) must submit an application no later than the last business day in July, 2019. For the 2015-2016 and 2016-2017 north shore calendar years, the director may, in the director's discretion, extend the application deadline, if the extension is consistent with the purposes of these rules and in the public interest. Applications that are not completed and received by the close of business on the deadline will not be considered during

the conflict resolution process. [Eff JUL 26 2015]
(Auth: RCH §6-1403, ROH §1-9.10) (Imp: ROH §10-1.3)

§19-4-7 Permit conditions. (a) Prior to the issuance of a permit, permittee shall provide a current copy of the shore water permit for the event issued by the state division of boating and ocean recreations.

(b) Permittee shall provide special duty police officers as determined necessary by the department for traffic, parking, security and crowd control in consultation with the Honolulu police department.

(c) Permittee shall be required to provide portable toilets at locations where public restrooms are not available or not operational, or where existing restrooms are determined inadequate by the department to cover the estimated number of participants and spectators of the shore water event. Where public restrooms are not available, permittee shall be required to provide minimum of two portable toilets for every 500 spectators. Where public restrooms are available, permittee shall provide two portable toilets for every 1,000 spectators if it is determined by the department that the public restrooms are inadequate for the estimate number of participants and spectators. Permittee shall provide at least one ADA accessible portable toilet, with a minimum ratio of one ADA accessible portable toilet for every ten inaccessible portable toilets.

(d) Permittee shall service the portable toilets and public restrooms before the start of the shore water event and shall maintain the portable toilets and public restrooms in a clean and sanitary condition throughout the event. Portable toilets shall be serviced and remain open on the event day. The portable toilets can be locked and remain locked until the start of the event day. Permittee shall insure that the portable toilets are accessible to the service contractor and that access to the portable toilets is not blocked by park users, vehicles or equipment.

(e) Permittee shall present to the department a certificate of comprehensive general liability

insurance in which the combined limit of liability for bodily injury and property damage is two million dollars per occurrence. Such policy or policies shall be placed with a company with an A.M. Best rating of A, Class 7, or better. The insurance certificate shall name the city and county of Honolulu, its officers and employees, the State, its officers and employees, as additional insured, and a copy of the certificate of insurance shall be filed with the parks permit section. Said coverage to commence from the first day the equipment is set up on the park for the event to the last day of the event or the last day the equipment is removed from the park, whichever is the later. All policies and coverages required by this section are subject to the approval by the city risk manager as to content and form. If at any time in the judgment of the city risk manager said policies and/or coverages are not sufficient for any cause or reason, the city risk manager may require the permittee to replace said policies and/or coverages within five days with other policies and/or coverages acceptable in accordance with this section. If said permittee fails to replace said policies within said period, the permit issued or to be issued shall be, by such failure, automatically suspended until such time said requirement is complied with, and the director or his designated representative is hereby authorized to halt the activities of the permittee and enforce such suspension after receiving written notice from the city risk manager that said policies and/or coverage have not been replaced with good and sufficient policies and/or coverage.

(f) Permittee shall pay to the department prior to issuance of a permit for an amateur shore water event a \$500 deposit for clean-up and restoration of damages and a deposit of \$2,500 for professional shore water event and pro-am shore water event. An additional \$500 deposit shall be required of any permittee who obtains approval from the department to drive or park vehicles on the grass at the park site. Any damage to utilities, including sprinklers, water and electrical lines, facilities and grounds shall be repaired by a licensed contractor, retained by the permittee,

immediately and to the satisfaction of the department. Should clean-up and repair be deemed unsatisfactory by the department, the department shall clean-up and repair any damage to the park caused by the event or the permittee and use the deposit as full or partial payment for the clean-up and repair costs incurred by the department. If clean-up or restoration of damages is not satisfactory as determined by the director, or if clean-up and repair costs exceed the amount of the deposit, permittee shall be responsible for any costs incurred by the department exceeding the deposit.

(g) Permittee shall be responsible to provide security using bonafide security company or special duty police officers for all materials, supplies, equipment, and personal property stored on park property during the event. Permittee assumes full responsibility for the risk of property damage or loss which may arise from, or is in any way connected with the storage of permittee's property on park property or the shore water event.

(h) Permittee shall be responsible for monitoring and controlling noise levels generated by the event, loudspeaker system and other equipment in order to comply with HRS Chapter 342F and ROH Section 10-1.2(b)(8), as amended. Violation of this provision shall automatically null and void the permit.

(i) Permittee shall not transfer, assign, or sell any or all rights granted by the permit or grant the use of any or all of the permit period to a third party or relinquish possession or use of the whole or any parts of the part granted to permittee under the permit. Any transfer, assignment, sale, grant or relinquishment of the permit shall automatically null and void the permit.

(j) Commercial announcements over the public address systems shall be limited to recognition of sponsors.

(k) Announcements over the public address systems and music shall not be in excess of 80 dBA sound pressure level, as established by ROH section 10-1.2(b)(8), as amended.

(l) The permit may contain such conditions as are

reasonably consistent with the protection and use of the park for the purposes for which the park is managed. It may also contain reasonable limitations on equipment to be used and the time and area within which the event is allowed, and may require the permittee to provide additional portable toilet facilities, restroom maintenance, parking attendants, and police security.

(m) Permittee shall comply with all applicable laws, rules, and regulations of the federal, state, and county governments. Issuance of a permit is not a grant of any other approvals that may be required of the permittee for the permitted activity, nor does a permit exempt the permittee or the permitted activity from any applicable laws, rules, ordinances, and regulations of any federal, state, or county government. [Eff JUL 26 2015] (Auth: ROH §1-9.1) (Imp: ROH §10-1.3)

§19-4-8 Revocation of permit. (a) A permit may be revoked under any of the conditions listed in Section 19-4-5(e) that constitute grounds for the denial of a permit. Such revocation shall be in writing, with the reasons for revocation clearly set forth, except under emergency circumstances, when an immediate verbal revocation or suspension of the permit may be made, to be followed by written confirmation within seventy-two hours.

(b) Violation of the terms and conditions of a permit issued in accordance with these rules and regulations may result in the revocation of the permit and permittee shall be ineligible to apply for any shore water permit for a minimum of one calendar year following revocation and other penalties provided in ROH sections 10-1.3(c) and 10-1.6, as amended. [Eff JUL 26 2015] (Auth: RCH §6-1403, ROH §1-9.1) (Imp: ROH §10-1.3)

§19-4-9 Appeal of application denial or permit revocation. (a) An applicant aggrieved by the decision of the director to deny or revoke a permit may appeal

the decision by filing a written petition of appeal with the director within 10 calendar days after receipt of written notification of the denial or revocation. An appeal submitted after the time limits prescribed in this section shall be considered untimely.

(b) A petition for an appeal shall be filed and sent to the office of the Director of Parks and Recreation, 1000 Uluohia Street, Suite 309, Kapolei, Hawaii 96707.

(c) The petition for an appeal shall contain the following information:

- (1) Petitioner's name, address, and telephone number and/or cellular telephone number, and, if any, the facsimile number and/or e-mail address.
- (2) The issue on appeal.
- (3) A statement of the relevant facts.
- (4) The remedy sought, including the rationale and legal basis in support of the requested remedy.
- (5) Petitioner's signature and the date the petition is submitted to the director.

(d) The director shall set the appeal for hearing. The hearing shall be conducted in conformity with the applicable provisions of HRS §§ 91-9, 91-9.5, 91-10, 91-11, and 91-12.

(e) The director shall provide written notice of the hearing on an appeal to the applicant by certified mail, return receipt requested, or by publication in accordance with the provisions of HRS § 91-9.5. Petitioner shall be given written notice of the hearing at least fifteen calendar days prior to the hearing.

(f) The notice of hearing and the hearing shall be in conformity with the provisions of HRS chapter 91, relating to contested cases.

(g) All hearings shall be conducted by the director or by a hearings officer appointed by the director, who shall have the necessary powers to conduct the hearing and rule on procedural matters related thereto.

(h) At the hearing, parties shall be entitled to call witnesses, to cross-examine witnesses and make legal arguments.

(i) The hearings officer shall have the power to exclude irrelevant, immaterial or unduly repetitious evidence.

(j) At the conclusion of the hearing, the hearings officer shall provide a proposed recommended decision to the director for approval.

(k) An appeal shall be sustained if the director finds that the action of the director was arbitrary, or capricious, or characterized by abuse of discretion.

(l) Each decision and order adverse to a party to the proceeding shall be in writing or stated in the record and shall be accompanied by separate findings of fact and conclusions of law. If any party to the proceeding has filed proposed findings of fact, the director shall incorporate in its decision a ruling upon each proposed finding so presented.

(m) The director shall notify the parties to the proceeding by delivering or mailing a certified copy of the decision and order and accompanying findings and conclusions within a reasonable time from the close of the hearing.

(n) Any person aggrieved by the final decision and order of the director may appeal such action to the circuit court in accordance with HRS §91-14.

[Eff JUL 26 2015] (Auth: RCH §6-1403) (Imp: ROH §1-9.2, HRS §§91-9 - 91-14)

§19-4-10 Regulations governing shore water events. (a) Posting of any signage, banners, posters, brochures, or advertising shall be subject to prior approval of the director.

(b) All litter shall be picked up, bagged and removed from the park at the end of each day, or the permittee shall provide an on-site dumpster for the purpose of daily rubbish collection. The filled dumpster(s) shall be emptied daily as needed, and removed no later than 12:00 noon of the first working day after the end of the shore water event.

(c) Equipment, including spectator bleachers, judges' stand, or platforms may be allowed subject to the prior approval of the department and provided twenty-four hour security is provided by the permittee.

(d) All materials, supplies, equipment and personal property shall be removed from the park no more than three days after the end of the shore water event or three days after the final competition day, whichever is sooner.

(e) Permittee may not enter into any agreement with any for-profit organization except as otherwise provided herein to be on the park property during the shore water event.

(f) Permittee may arrange for a commercial food caterer or lunch wagon to provide prepaid food to the shore water event participants. Authorization is to be noted on the park use permit.

(g) Food and refreshments shall be served to only event participants and not to other park users or event spectators. There shall be no exchanging of monies on park property.

(1) Liability insurance coverage, including products liability, is to be provided by the commercial food caterer or lunch wagon in the following minimum amounts: two million dollars per occurrence for bodily injury and property damage.

(2) The certificate of insurance shall name the city and county of Honolulu and the State of Hawaii and their officers and employees as additional insured.

(h) Fundraising shore water events. Permittee may enter into an agreement with a nonprofit organization to conduct fundraising in conjunction with the shore water event which may include sale of food and merchandise. Authorization is to be noted on the park use permit.

(1) If authorized by law, commercial food caterers, lunch wagons, and commercial vendors are allowed to operate only by prior arrangement with the non-profit organization conducting the fundraiser.

- (2) The non-profit organization shall obtain authorization from the parks permit office to operate a temporary concession.
- (3) Liability insurance coverage, including products liability shall be provided by both the non-profit organization and the commercial food caterer or lunch wagon in the following amounts: two million dollars per occurrence for bodily injury and property damage. The certificate of insurance shall name the city and county of Honolulu and the State of Hawaii and their officers and employees as additional insured.
- (4) In a park, where a food concession is operated under contract with the city, the non-profit organization shall obtain written permission from the food concessionaire to sell food and refreshments in that park. The written permission shall be presented to the parks permit office prior to obtaining a temporary concessions permit.
- (5) The permittee shall provide a copy of a state department of health temporary food concession permit for each caterer and/or a lunch wagon State health certificate to the parks permit office.
 - (i) Temporary structures over 2,100 square feet in size require a permit from the Honolulu fire department. Applicant is responsible to obtain all applicable permits. Applicant shall obtain the requisite agency and department approvals. No park permit shall be issued until the department receives a copy of the temporary building permit and Honolulu fire department permit. [Eff JUL 26 2015] (Auth: RCH §6-1403, ROH §1-9.1) (Imp: ROH §10-1.3)

§19-4-11 Regulations governing surf events held on the north shore. (a) Use of a park for a surf event to be held on the north shore is permitted only during the period from September 1 through May 31. No permit will be issued for use of a park on the north

shore for a surf event from June 1 through August 31.

(b) All surf events held on the north shore must be scheduled on the north shore calendar before a park use permit is issued.

(c) A surf event shall be permitted only at Mokule'ia Beach Park, Haleiwa Ali'i Beach Park, Waimea Bay Beach Park, Ehukai Beach Park, Sunset Beach Park and other north shore parks as approved by the director.

(d) The department shall establish a north shore calendar for surf events no later than November 1 of the year preceding the start of the north shore calendar being established.

(e) The total number of competition days for surf events permitted on the north shore during a north shore calendar period shall not exceed sixty-four, provided that no more than sixteen competition days may be scheduled at each beach park.

(f) At each park there shall be a ten-day cooling off period.

(g) Except as authorized by the director, no surf event shall be permitted a waiting period of more than fifteen days.

(h) Scheduling of overlapping waiting periods is prohibited. However, the director may approve a big wave event to have a waiting period of up to a maximum of ninety days which may overlap the waiting periods of other surf events.

(i) No surf event shall be permitted more than four competition days, however, the director may, in the director's discretion and if consistent with the purposes of this chapter and in the public's interest, permit a surf event five competition days if the maximum number of competition days scheduled at the requested park has not been awarded after the conclusion of the conflict resolution process.

(j) Under no circumstance may two or more surf events, including big wave events, be held on the same day on the north shore.

(k) No surf event shall start before 8:00 a.m. All surf events shall be completed before 4:30 p.m.

(l) A competition day shall not exceed eight

hours of competition.

(m) The maximum period of time a surf event shall be permitted is as follows:

- (1) A surf event awarded one day may include a portion of two calendar days not to exceed a cumulative total of eight hours to complete the event.
- (2) A surf event awarded two days may have a maximum of three calendar days not to exceed a cumulative total of sixteen hours to complete the event.
- (3) A surf event awarded three days may have a maximum of five calendar days not to exceed a cumulative total of twenty-four hours to complete the event.
- (4) A surf event awarded four days may have a maximum of six calendar days not to exceed a cumulative total of thirty-two hours to complete the event.

(n) Except for a big wave event, a surf event shall not be held on any of the following dates:

- (1) Labor Day - The first Monday in September.
- (2) General Election Day - In even-numbered years, the first Tuesday in November following the first Monday.
- (3) Veterans' Day - The eleventh day in November.
- (4) Thanksgiving Day - The fourth Thursday in November.
- (5) Christmas Day - The twenty-fifth day in December.
- (6) New Year's Day - The first day in January.
- (7) Dr. Martin Luther King, Jr. Day - The third Monday in January.
- (8) Presidents' Day - The third Monday in February.
- (9) Prince Jonah Kuhio Kalaniana'ole Day - The twenty-sixth day in March.
- (10) Good Friday - The Friday preceding Easter Sunday.
- (11) Memorial Day - The last Monday in May.

(o) Dates listed in §19-4-11(n) on which surfing is not permitted shall not be counted as part of the

waiting period.

(p) Expression sessions and exhibitions shall not be considered in the conflict resolution process, but each day an expression session or exhibition is held shall count as a competition day. [Eff JUL 28 2015]
(Auth: RCH §6-1403, ROH §1-9.1) (Imp: ROH §10-1.3)

§19-4-12 North shore calendar conflict resolution.

(a) The department shall review all applications for scheduling conflicts during the first week of the month of August in the year preceding the north shore calendar, or a date designated by the department.

(b) The department shall apply the following conflict resolution process when it receives a permit application requesting the same block of dates and park requested by another permit applicant.

(1) Submitted information shall be evaluated by a panel consisting of the windward district recreation director V, the park permits officer or the assistant park permits officer, and one ocean recreation specialist. The director may designate another department employee in the event one of the above employees is not available.

(2) During the first week of the permit application review period for scheduling conflicts, the department shall provide all applicants with a list of the applicants, requested dates and locations. At their own expense, the applicants will have until the close of business on the fifteenth business day after the application deadline to review the applications, determine conflicts, mediate solutions to the conflicts and submit an amended application, if desired. All amended applications for use of park facilities submitted at this time will nullify the applicant's original application.

(3) On the sixteenth business day after the original application deadline, if there are any remaining conflicts, the department shall

immediately proceed to conflict resolution and determination of all permits during the application period.

(c) For the conflict resolution process, each panel member shall complete a conflict resolution criteria rating sheet for each application in conflict using the following methodology:

- (1) The applications shall be scored on twelve criteria divided into three categories.
- (2) The criteria and associated categories shall be as follows:

(A) Submitted plans for compliance with permit requirements - Plans submitted as part of the North Shore application supplement shall be evaluated on whether the plans address compliance with the following permit requirements:

- (i) Park rules and regulations
- (ii) Cleaning and stocking restrooms
- (iii) Trash removal

Each of the above criteria shall be assigned a score:

- (i) Zero points indicates the response did not meet the requirements.
- (ii) One point indicates a response that partially met the requirements.
- (iii) Two points indicates a response that met the requirements.
- (iv) Three points indicates a response that exceeded the requirements.

The scores for this category shall be equally weighted so that the total score for this category comprises 50 percent of the final score.

(B) Submitted plans for mitigating impacts to the community - Plans submitted as part of the North Shore application supplement will be evaluated on whether the plans address compliance with the following permit requirements:

- (i) Traffic
- (ii) Parking
- (iii) Crowd control
- (iv) Local resident and government services access
- (v) Noise control

Each of the above criteria shall be assigned a score:

- (i) Zero points indicates the response did not meet the requirements.
- (ii) One point indicates a response that partially met the requirements.
- (iii) Two points indicates a response that met the requirements.
- (iv) Three points indicates a response that exceeded the requirements.

The scores for this category shall be equally weighted so that the total score for this category comprises 40 percent of the final score.

- (C) Diversity of north shore calendar events - the prevalence of events shall be considered in scoring events with a goal of including a broad range of events within the calendar. The following aspects shall be taken into account:
- (i) Primary type of event
 - (ii) Age range(s) of participants
 - (iii) Whether event is professional amateur, or pro-am
 - (iv) Gender(s) of participants

For the evaluation of event diversity, all applications will be grouped based each of the above criteria. Points will be assigned based on the relative prevalence or scarcity of similar events as follows:

- (i) Three points will be assigned to events that fall below the 25th percentile of all applications

for the season (For example, if 20 percent of applications are open only to youth, then these events will each receive three points for this criterion.)

- (ii) Two points will be assigned to events that fall within the 25th percentile to 74th percentile of all applications for the season; and
- (iii) One point will be assigned to events that fall above the 74th percentile of all applications for the season.

The scores for this category shall be equally weighted so that the total score for this category comprises 10 percent of the final score.

(d) After each application has been scored, the department shall prepare a draft north shore calendar. The dates and park site requested by the application receiving the highest total score shall be scheduled first on the draft calendar. The dates and park site requested by the application receiving the second highest score shall be scheduled on the draft calendar as long as the date and location requested do not conflict with an event that scored higher, and so on until all requests have been calendared or the maximum number of events permitted at each park site has been calendared.

(e) An application which requests dates and park site which has already been assigned on the draft calendar to another application shall not be assigned alternate dates and/or park sites on the draft calendar.

(f) Late applications, incomplete applications submitted without required documentation and applications requesting more than four competition days shall not be considered.

(g) At the conclusion of the conflict resolution the department shall notify all permit applicants in writing of their permit application status and the

department shall post the final north shore calendar on the internet website of the city.

(h) Once the calendar has been posted and all applicants notified, the north shore calendar shall be considered final. Permits issued for events on the calendar may not be issued for a longer period than is indicated on the calendar.

(i) In the event an application is withdrawn, denied, or revoked after the north shore calendar is finalized, the resulting vacancy in the calendar shall not be filled by another event. [Eff JUL 26 2015]
(Auth: RCH §6-1403 ROH §1-9.1) (Imp: ROH §10-1.3)

§19-4-13 Indemnification. Prior to issuance of a permit, permittee shall submit to the department a signed agreement in a form approved by the director acknowledging that permittee assumes all risks of personal injury or wrongful death and loss or damage to property by whomsoever owned, arising out of or in connection with permittee's use of the public facilities under such permit; and agrees to indemnify, hold harmless and defend the city and county of Honolulu against any claim, cause of action, liability, loss, damage, cost or expense for bodily injury, wrongful death, or property damage, arising or resulting from permittee, its agents, employees, contractors or invitees use of the public facilities under such permit, as well as any breach of regulations or ordinances, except where such injury, death or property damage is caused by the willful act or gross negligence of the city. [Eff JUL 26 2015] (Auth: RCH §6-1403, ROH §1-9.1 (Imp: ROH §10-1.3)

§19-4-14 Violation. Any person violating any provision of these rules shall be subject to the penalties provided in ROH sections 10-1.3(c) and 10-1.6, as amended. In addition, permittee shall be ineligible to apply for any shore water permit for a minimum one calendar year following revocation. [Eff JUL 26 2015] (Auth: RCH §4-105; ROH §1-9.1)

(Imp: ROH §§10-1.2, 10-1.3)

§19-4-15 Severability. If any chapter, section, subsection, sentence, clause, phrase, or portion of these rules is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof. [Eff **JUL 2 § 2015**] (Auth: RCH §4-105, RCH §1-9.1)

DEPARTMENT OF PARKS AND RECREATION

The Department of Parks and Recreation Administrative Rules and Regulations governing Shore Water Events, which were adopted on July 13, 2015, following a public hearing held on November 15, 2011, January 5, 2012, May 2, 2013, March 12, 2014 and June 12, 2015, after public notice was given on October 17, 2011, December 4, 2011, March 31, 2013, February 10, 2014, and May 12, 2015, in the Honolulu Star-Advertiser.

These rules shall take effect ten (10) days after filing with the Office of the City Clerk.

DEPARTMENT OF PARKS AND RECREATION
CITY AND COUNTY OF HONOLULU



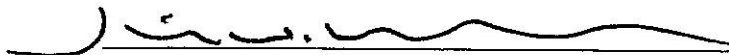
Michele K. Nekota, Director

APPROVED AS TO FORM AND LEGALITY:



Deputy Corporation Counsel

APPROVED this 16th day of
July, 2015.



KIRK CALDWELL, Mayor
City and County of Honolulu



Staff Report

TO: Board of Harbor Commissioners
FROM: John Moren, Interim General Manager
DATE: August 21, 2019
SUBJECT: Monthly Capital Projects Update

Recommendation/Motion:

Receive Monthly Capital Projects update.

Fiscal Implications/Budget Status:

All Capital Projects are budgeted appropriately.

Capital Projects Update:

- **PPH Johnson Pier Reconfiguration, H-Dock and Fuel Dock Replacement Project: Initiated Jan. 2017**
 - H-Dock replacement meeting to gain input from public/tenants/stakeholders was held January 23, 2018^{at} the HMBYC.
 - Public input was addressed in a new drawing and sent with an additional questionnaire to all H-Dock tenants on March 21, 2018.
 - Addressed input gathered at first meeting and from questionnaire for H-Dock replacement. Second public meeting held May 15, 2018 at the HMBYC.
 - Terminus reconfiguration preliminary stakeholder/public meetings held on May 29, 2018 and July 17, 2018 to gather input/ideas on needed alterations.
 - Design/engineering consultant M&N provided a project update at the March 20, 2019 Board meeting, along with proposal to combine Johnson Pier Terminus Reconfiguration so that programmatic permitting can be made most cost efficient.
 - Consultant M&N working on D&E and permitting.

- **PPH Johnson Pier Timber Platform Piling Repair Project: Initiated Mar. 2019**
 - Project to be completed as soon as possible to stabilize the timber platform until the reconfiguration construction can take place.
 - Consultant M&N working on Design/Engineering/Permitting.

- **PPH Fishing Pier Repair and Access Walkway Rehabilitation: Initiated Mar. 2017**
 - Consultant M&N working on Design/Engineering/Permitting.
 - Initial drawings and technical memos submitted for review 2/22/18
 - 65% submittals reviewed May 2nd, consultant working on revisions.
 - CDP, NWP, and NOI applications submitted on June 22, 2018.
 - CCC CDP waiver approved in October 2018.
 - 95% tech specs for ITB are being completed.
 - Design/engineering consultant M&N provided a project update at the March 20, 2019 Board meeting.
 - Invitation for Bid sent out 6/5/19.
 - Lowest qualified bid will be brought to Board for consideration 8/21/19.

- **PPH West Trail Shoreline Protection Project: Initiated May 2015**
 - Geotech testing, core sampling, took place 11/6/17. CCC issued an Incomplete Filing Status on 1/17/18. Consultant currently revising Project plans and addressing CCC concerns.
 - Met with GHD and their sub-consultant at West Trail on 2/15/18 to discuss soil nail wall construction methods for further submittals to CCC.
 - GHD provided update presentation to Public/Board at April 18, 2018 BoC Meeting.
 - Consultant GHD directed to re-look at beach nourishment alternatives with emphasis on Living Shoreline options per CCC Incomplete Filing Status notification letter. GHD working with Program Manager to apply for Coastal Conservancy Grant for funds assist.
 - Project consultants GHD/ESA provided a project update and proposal for Board consideration at the April 17, 2019 Board meeting. Proposal was approved, GHD/ESA Team working on design, engineering and permitting.
 - Draft Project site ecology memo from Dr. Peter Baye being reviewed by team. Can be shared with district. Rookery survey complete and memo being drafted by GHD. Eelgrass survey complete (no eelgrass within our site). Topo/Bathy survey undergoing QC by ESA team, should be available in next month. Evaluating DWR flood protection grant draft guidelines. Drainage options are being formulated and making our way towards a recommended solution.

- **PPH Launch Ramp Dredge Project: Initiated May 2016**
 - Bid Docs 80% complete, awaiting final tech specs CDP submittal. Additional sediment testing was required for use of airport property.
 - Project approved for Disaster Relief Funding by FEMA/CalOES
 - FAA approved staging site within airport boundary.
 - Sediment removed will be beneficially re-used either at Surfers Beach or West Trail.
 - Airport ground lease for sediment staging has been approved.
 - Additional Wetlands Delineation study was found to be necessary, in progress.
 - Project Invitation for Bid advertised March 2019.
 - Single bid received is being evaluated by design/engineering team.

- Single bidder revised bid lower, being brought to Board for consideration 6/19/19.
- Dredge operation completed, sediment staged at HMB Airport, remaining scope to monitor sediment and remove fencing will be ongoing until sediment beneficially re-used.
- **PPH Launch Ramp and Restroom Replacement Project: Initiated Mar. 2017**
 - Applied for \$3.7M DBW Launch Ramp Facilities Grant for funding, Board approval application Jan 17, 2018.
 - Met with DBW reps at launch ramp site on April 3, 2018 for a site needs evaluation, appears favorable for restroom, boat wash, rip/rap erosion repair, drainage trench and fish cleaning station replacement.
 - Discussed DBW Launch Ramp Facilities Grant again with DBW staff at site on October 24, 2018, award results have been delayed due to funding challenges.
- **PPH RV Park Restroom Project: Initiated Nov. 2017**
 - Consultant working on survey and initial drawings. Met with City of Half Moon Bay and CCC on June 1st.
 - Discussed project with CCC on October 3, 2018.
 - HMB Study Session held Jan 8, 2019.
 - Met with City of Half Moon Bay and tenant on Jan 25, 2019, discussed public input from Study Session and potential preferred site location.
 - Met with John Mathews Architects April 1, 2019 to put together alternative drawings for later consultation w/ City of HMB.
 - Preferred alternative considered at 6/19/19 Board meeting.
 - CDP approved, RFP for D&E and permitting underway.
- **PPH Harbormaster's Office Alterations Project: Initiated Oct. 2017**
 - Project approved by Board at Dec '17 meeting. Tech Specs, Bid Docs and permitting in progress.
 - Preliminary construction drawings currently at 90% completion, CCC/CDP Waiver approved.
 - Consultant and staff working on construction Invitation for Bid docs.
- **PPH Renovation of West Restroom/Shower/Laundry: Initiated Oct. 2017**
 - Renovate tenant use building, adding public restrooms. Project will progress at Board direction after Master Plan has been vetted.
- **PPH West Trail Restroom and Pave Parking Lot: Initiated Mar. 2018**
 - Project was on hold due to conflicting adjacent parking lot repair project.
 - Project will progress at Board direction after Master Plan has been vetted.
- **PPH Parking Lot B, C2, C3 Repair Project: Initiated May 2018**
 - Slurry/stripe project schedule pushed out due to conflict with Sidewalk Expansion priority project.

- Project planning will resume after policies for long term oversize vehicle use in lot have been vetted.
- **PPH Exterior Lighting Restoration Project: Initiated Apr.2018**
 - Scope includes removal/replacement of all exterior lamp and lighting fixtures throughout Pillar Point Harbor. Project will proceed in accordance with Board direction after Master Plan has been vetted.
- **Surfers Beach Sand Replenishment Pilot Project: Initiated Oct. 2015**
 - Consultant working closely with Sanctuary staff to move forward, clarification request letters sent 11/7/17. Staff attended MBNMS Advisory Council meeting in Monterey December 15, 2017.
 - Staff and consultant hosted combined agency, meeting on site 2/26/18. USACE, Sanctuary, CCC, EPA reps in attendance.
 - Consultant Damitz met with USACE, NOAA and GFNMS on 5/3/18 to discuss monitoring strategy.
 - Consultant Damitz presented Project update at May 23, 2018 Board meeting.
 - DBW Grant approved, Board approved Grant Agreement at May 23, 2018 meeting.
 - Engineering and Sediment Sampling/Analysis RFP submissions opened on 8/14/18. Highest ranked respondents awarded contracts.
 - Technical Advisory Group to meet November 8, 2018.
 - Meeting with regulatory authorities to discuss permitting occurred January 31, 2019.
 - Consultant Damitz provided Board update on April 2019. Tech Specs and permitting in progress.
- **PPH EV Parking Spaces Project: Initiated June 2019**
 - Two EV parking spaces included as requirement in K&N RV Park Restroom CDP. Will be looking into additional EV sites.
- **PPH Habitat Restoration at West Trail Project: Initiated June 2019**
 - Initiated research into compiling an RFP for D&E and permitting.
- **PPH Coastal Trail Improvement Project: Initiated June 2019**
- **OPM Dock 12 (13,14) / East Dock Replacement: Initiated Mar. 2018**
 - Project design/engineering RFP has been completed. Project will proceed in accordance with Board direction and MOU terms.
- **Signage/Wayfinding Program Project: Initiated Jun. 2018**
 - Project will include a programmatic plan for new aesthetically pleasing interpretive signage/wayfinding consistent with ADA guidelines. Project will proceed at Board direction after Master Plan has been vetted.



Staff Report

TO: Board of Harbor Commissioners

FROM: Boomer Henthorne, Accounting Manager

DATE: August 21, 2019

SUBJECT: Bad Debt Write-Off Request

Recommendation/Motion:

Motion: Authorize the Interim General Manager to write-off as bad debt a total of \$156,893.94 in accounts receivable: \$58,274.01 from Oyster Point Marina and \$98,619.93 from Pillar Point Harbor.

Background/Discussion:

The District faces many unique challenges when collecting receivable balances at both harbors. Although most of our berth renters pay timely and take advantage of our auto-pay service, several of our slip holders do not pay us timely or at all. Eventually, bad debts need to be written off and District staff requests the Board to write-off these accounts. Periodically writing off stale balances from accounts receivable follows prudent accounting practices. This is the first major write-off request that has been brought to the Board in recent years.

All proposed bad debt write-offs are for berthers who are no longer at our harbors. Additionally, each account listed had been sent to our collection vendor (Rash Curtis) prior to 2019 with no amounts recovered. By agreeing to write off these debts, the Commission is not forgiving the debt, but acknowledging that we do not expect to receive payment.

Policy Implications:

The District's current procedures require Accounting to submit potential write-offs to the Board of Harbor Commissioners for approval at least semi-annually. The procedure also requires that the names of the debtor and the amount owed be listed. This information is listed in the attachment to this staff report.

Fiscal Implications/Budget Status:

The proposed bad debt write-off of \$156,893.94 would reduce our Allowance for Doubtful Accounts (balance sheet account) for FY18-19. Our Allowance at both harbors exceed the amounts we are requesting for each harbor above. This means

that we have already recognized Bad Debt Expense for these amounts in prior periods. It should be noted that the proposed bad debt write-off amount represents only 4.72% of our total budgeted Berth Rent revenues for FY 2018-19 (\$3,327,000).

Alternatives Considered:

Staff could maintain collection efforts on the accounts listed in the attachment. This is not recommended since our collection's vendor, Rash Curtis, has made no progress on any of these accounts for at least eight months.

Summary/Recommendation:

In summary, staff is recommending the following:

Authorize the Interim General Manager to write-off as bad debt a total of \$156,893.94 in accounts receivable: \$58,274.01 from Oyster Point Marina and \$98,619.93 from Pillar Point Harbor. Each of these delinquent accounts have been with our collection's vendor for over eight months with no amounts recovered.

Attachment:

[Proposed Write-Offs 08.21.2019](#)

**BAD DEBT WRITE-OFFS
OYSTER POINT MARINA**

ACCT #	LAST NAME	FIRST NAME	PROPOSED WRITE-OFF
38	CAMACHO	RICK A	\$ 1,722.07
2901	HUTCHINS	RICHARD	\$ 2,064.40
2990	NIEHAUS	GARY A	\$ 583.03
3087	HOEFER	ALAN R.	\$ 4,461.86
3237	SMITH	JOHN PATRICK	\$ 1,337.81
3291	CROSBY	CURTIS	\$ 11,122.02
3321	BONGIORNO	GIAN	\$ 333.40
3367	MELCHIORRE	BEN	\$ 2,389.33
3457	HORI	KENJI	\$ 3,548.46
3592	STEVENS	BARRY	\$ 3,778.07
3686	STEVENS	BARRY	\$ 3,774.48
3746	NICHOLSON	BRAD	\$ 895.97
3753	PULEMAGAFA	KAPENETA	\$ 1,183.18
3784	LEDFORD	ROY	\$ 2,402.81
3818	NORMAN	ANGELA	\$ 1,145.61
3933	JUGURTA	ZINET	\$ 1,658.67
3957	WANDERKAUVEN	LEONARDO	\$ 65.65
4037	DELREAL	LOUIE	\$ 3,898.22
4042	BEHR	CONAN	\$ 2,496.68
4074	ENYEART	MICHAEL	\$ 179.20
4096	SWANSON	JEFF	\$ 5,740.65
4128	MCGURK	ANTHONY	\$ 187.38
4200	ABUALHASSAN	DEAN	\$ 384.06
4223	BONAFONT	SANDRA	\$ 2,921.00
	TOTAL OPM		58,274.01

PILLAR POINT HARBOR

ACCT #	LAST NAME	FIRST NAME	PROPOSED WRITE-OFF
4340	RODEBAUGH	CODY	9,238.64
4166	CLARK	SEAN	645.50
3346	LAWRENCE	WILMER	463.18
2855	JOHNSON	MARCUS	842.77
3267	GOMES	GREG	3,096.53
3452	O'BRIEN	SHANNON	1,527.60
235	LAWRENCE	JOSEPH	12,751.44
3895	RODEBAUGH	CODY	553.82
4128	ADAMSON	FLOYD	8,885.97
4078	CONNOR	MICHAEL	1,105.14
4332	DVORAK	MIKE	10,381.98
4214	PEARSON	JEFFREY	4,176.88
2295	GIM	ALLAN	32,108.49
4341	MILES	TINA	3,302.77
3880	TURCO	GABRIEL	5,478.30
1	ADAMSON	FLOYD	493.10
3663	MCDADE	BRYAN	1,676.83
3962	KLIPPLE	KARON	955.05

ACCT #	LAST NAME	FIRST NAME	PROPOSED WRITE-OFF
4514	SCHACH	EDWARD	393.30
4466	MACLEAN	DUNCAN	542.64
	TOTAL PPH		98,619.93
	TOTAL PROPOSED WRITE-OFF		156,893.94



Staff Report

TO: Board of Harbor Commissioners

FROM: Julie van Hoff, Director of Administrative Services

DATE: August 21, 2019

SUBJECT: San Mateo Local Agency Formation Commission Draft Municipal Service Review Policy and Draft Sphere of Influence Policy

Recommendation/Motion:

Review report and provide direction to staff on whether or not to provide comments on the San Mateo Local Agency Formation Commission (LAFCo) Draft Municipal Service Review Policy and/or Draft Sphere of Influence Policy.

Policy Implications:

Government Code Section 56425 of the Cortese-Knox-Hertzberg Local Government Reorganization Act (Act) requires LAFCo to update spheres of influence every five years. Section 56430 requires LAFCo to conduct municipal service reviews prior to establishing or updating spheres of influence.

Fiscal Implications/Budget Status:

None at this time

Background:

A letter was received by the District dated July 23, 2019 requesting comments on a Draft Municipal Service Review Policy (MSR) and Draft Sphere of Influence Policy (SOI) for San Mateo LAFCo. Any comments are due by August 27, 2019.

The MSR Policy was last updated in 2014 and the SOI was last updated in 2001. Since that time there have been numerous changes to the Act that can be found at <https://alcl.assembly.ca.gov/publications>.

In summary, the proposed updates to the Policies reflect changes in the Cortese-Knox-Hertzberg Local Government Reorganization Act. The draft MSR proposes an update to consider the addition of water resiliency, climate change and natural hazards to the MSR. The draft SOI eliminates the distinction between a city sphere and district sphere and eliminates reference to urban service areas.

Summary:

Review report and provide direction to staff on whether or not to provide comments on the San Mateo Local Agency Formation Commission (LAFCo) Draft Municipal Service Review Policy and/or Draft Sphere of Influence Policy.

Attachments:

1. [LAFCo Letter dated July 23, 2019 along with a draft MSR and SOI](#)
2. [Current MSR](#)
3. [Current SOI](#)



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA. 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

July 23, 2019

To: City Managers, City Public Works Directors, City Planning Directors
County Manager, County Public Works Director, County Planning Director
Special Districts Managers, Interested Parties

From: Martha Poyatos, Executive Officer

Subject: Request for Comments on Draft Municipal Service Review Policy and Draft Sphere of Influence Policy for San Mateo Local Agency Formation Commission (LAFCo)

San Mateo LAFCo is in the process of updating the Commission's policies that include general rules for hearings, municipal service review and sphere of influence and sphere updates, municipal service reviews, consideration of boundary change proposals, extension of service outside agency boundaries (recently updated and circulated), proposals affecting more than one county, conducting authority proceedings (protest proceedings), public member selection and the functions and services of special districts. Updates to these documents reflect changes in the Cortese Knox Hertzberg Local Government Reorganization Act.

LAFCo is currently circulating the attached municipal service review and sphere of influence policies for comment prior to consideration by the Commission at the September 18, 2019 LAFCo meeting.

The draft Municipal Service Review (MSR) policy outlines the required areas of determinations, stakeholder and public participation, the review process, and a list of agencies that are subject to MSRs. The policy updates the areas of determinations so that the policy is consistent with current state law as well as adds local policy consideration regarding water resiliency, climate change, and natural hazards. The MSR policy was last updated in 2014.

The draft Sphere of Influence (SOI) policy streamline the sphere of influence policy eliminating the distinction between a city sphere and district sphere, and eliminates reference to urban service areas. The SOI policy was last updated in 2001.

Both policies also maintain the discretion of the Commission in requesting information to meet State mandated findings and local requirements.

Please direct comments or questions regarding this draft policy to Rob Bartoli (rbartoli@smcgov.org) by **August 27, 2019**. An electronic version of the draft policy can also be sent to you for review if requested.

Attachment A: Draft Municipal Service Review Policy

Attachment B: Draft Sphere of Influence Policy

COMMISSIONERS: ANN DRAPER, CHAIR, PUBLIC ▪ JOSHUA COSGROVE, VICE CHAIR, SPECIAL DISTRICT ▪ RICH GARBARINO, CITY ▪ DON HORSLEY, COUNTY ▪ MIKE O'NEILL, CITY ▪ WARREN SLOCUM, COUNTY ▪ RIC LOHMAN, SPECIAL DISTRICT

ALTERNATES: KATI MARTIN, SPECIAL DISTRICT ▪ HARVEY RARBACK, CITY ▪ JAMES O'NEILL, PUBLIC ▪ DAVE PINE, COUNTY

STAFF: MARTHA POYATOS, EXECUTIVE OFFICER ▪ REBECCA ARCHER, LEGAL COUNSEL ▪ ROB BARTOLI, MANAGEMENT ANALYST

San Mateo LAFCo Municipal Service Review Policy

MUNICIPAL SERVICE REVIEW

1. Purpose

Section 56430 of the Cortese Knox Hertzberg Local Government Reorganization Act of 2000 (Act) requires LAFCO to conduct municipal service reviews prior to establishing or updating spheres of influence. The municipal service reviews are intended to serve as a tool to help LAFCO, the public and other agencies better understand public service governance and delivery and evaluate options for the provision of efficient and effective public services. Municipal Service Reviews (MSR) are intended to support spheres of influence.

Generally, MSRs will be prepared in conjunction with sphere of influence studies or updates; however, municipal service reviews may also be conducted independent of the sphere of influence process. Minor amendments to a sphere of influence, as determined by LAFCo, will not require a municipal service review.

These policies are intended to provide guidance to the San Mateo Local Agency Formation Commission and staff in the preparation and implementation of municipal service reviews that inform the public and affected agencies.¹

2. Legislative Authority

In order to prepare and to update spheres of influence, the commission shall conduct a municipal service review of the cities and districts in the county or other appropriate area designated by the commission². The commission shall include in the area designated for the MSR the county, the region, the subregion, or any other geographic area as is appropriate for an analysis of the service or services to be reviewed, and shall prepare a written statement of its determinations. MSRs are the tool to gather information to allow for assessment of the fiscal condition of cities and special districts and informed decision making in determining spheres of influence.

3. Definitions

“Administrative review document” means a draft Municipal Service Review document that is available to affected agencies for review and comment on data and factual information in the document.

“Circulation draft document” means a draft Municipal Service Review document that is available to affected agencies, residents, property owners, or other interested parties for review and comment.

“California Environmental Quality Act (CEQA)” means a statute that requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible. Additional information regarding CEQA can be found in Public Resources Code Section 21000 et seq.

"Disadvantaged unincorporated community" means inhabited territory that constitutes all or a portion of a "disadvantaged community" a community with an annual median household income that

¹ Government Code Section 56430

² Government Code Section 56425

San Mateo LAFCo Municipal Service Review Policy

is less than 80 percent of the statewide annual median household income as defined by Section 79505.5 of the Water Code.

“Municipal service” means the full range of services an agency is authorized to provide. Municipal service reviews will include water, sewer, drainage, harbor, libraries, roads, lighting, parks, police, and fire protection. General government services such as courts, social services, human resources, treasury, tax collection, and administrative services will generally not be included. LAFCo will determine which services will be included in each municipal service review.

“Municipal service review (MSR)” means a comprehensive study designed to better inform LAFCo, local agencies, and the community about the provision of municipal services.

4. Agencies to be Included

Local agencies that are subject to LAFCo review, or are required to have a sphere of influence, are subject to municipal service reviews. Whenever possible, data on services provided by other agencies providing the same services will also be included. These agencies may include, but are not limited to, private water utilities, mutual water companies and county-governed districts that are not subject to LAFCo sphere of influence designations. See Schedule of Agencies Subject to MSRs

5. Boundaries

LAFCo will determine the geographic boundary and agency(ies) that will be the subject of an MSR. Factors that may be considered in determining a service review boundary include, but are not limited to: existing city and special district jurisdictional and sphere boundaries; topography; geography; community boundaries; tax/assessment zones; infrastructure locations; transportation systems and roads; joint powers agreements; areas with shared social and economic communities of interest, plus other factors as determined by LAFCo.

With the exception of single-purpose, countywide special districts, MSRs will generally be conducted for individual agencies on a sub-regional basis within the County of San Mateo. However, as determined by the Commission, a municipal service review may be done for a single type of service (fire, municipal water, etc.) as the need may arise.

6. California Environmental Quality Act (CEQA)

LAFCo shall determine the necessary environmental review or exemption under CEQA.

7. Stakeholder Outreach and Public Participation

a. LAFCo will encourage collaboration, cooperation and information sharing among municipal service review stakeholders.

b. LAFCo will encourage public participation in the municipal service review process.

8. Areas of Determinations

LAFCos are required to conduct MSR's and prepare a written statement of determination in the following areas³:

a. Growth and population projections

Analysis will include Census population, California Department of Finance, Association of Bay Area Government and Regional Housing Needs Allocation population projections and other information where appropriate in assessing existing and future service needs.

b. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.

San Mateo LAFCo staff shall regularly monitor the existence of disadvantaged unincorporated areas in San Mateo County. The Commission acknowledges that other unincorporated communities that do not meet the definition of disadvantaged unincorporated communities may also warrant additional review regarding the need for public services and fiscal health of the territory.

c. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies.

This includes any needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged unincorporated communities within or contiguous to the sphere of influence. The review will also incorporate the Insurance Service Office (ISO) Rating for the jurisdiction if structural fire provided.

d. Financial ability of agencies to provide services

Analysis will include but not be limited to agency budgets, budget trends, audits, fee schedules, revenue sources, long-term debt obligations, retiree pension and health benefit obligations, credit rating, debt ratio and other information necessary to assess the fiscal viability/health of the agency.

e. Status of, and opportunities for shared facilities

Analysis will include existing practices and potential opportunities in regard to sharing common facilities and/or contracting for services, etc. with other agencies.

f. Accountability for community service needs, including governmental structure and operational efficiencies.

Analysis will include: public availability of agency budget, agenda, reports and other documents; source data such as organizational charts, budgets, website, survey information provided by agencies; and potential reorganization pursuant to CKH Act, enabling legislation and State legislative policies encouraging efficient delivery of services and logical boundaries.

³ Government Code Section 56430

San Mateo LAFCo Municipal Service Review Policy

- g. Any other matter related to effective or efficient service delivery, as required by Commission policy.

The Commission or the Executive Officer may include other matters as determined based on local conditions and circumstances prior to preparing an MSR or in the course of preparation. MSR's determinations to be included by adopted local policy include the following:

- i. Water Resiliency and Climate Change

Safe, adequate, reliable, and resilient water supplies are fundamental to the County. The Commission supports governance models that enhance and provide a more robust water supply capacity (including, but not limited to, recycling, desalination, and stormwater recapture) in the County. The Commission will consider how water-related requests for sphere of influence, boundary, or service modification affect the Commission's interests.

Resiliency to climate change is important to the health, safety, and economic prosperity of the County. The Commission supports multi-agency collaboration and governance models that provide risk reduction solutions that address sea level rise and other measures to adapt to climate change. The Commission will consider the extent to which the agency under study is planning for sea level rise, climate change water resiliency.

- ii. Impact of Natural Hazards and Mitigation Planning

Analysis will include a review of natural hazards that may impact the jurisdiction, including wildfire, earthquakes, and flooding. Source data such as a general plan, hazard mitigation plan, land use maps, FEMA maps, and CAL Fire maps will be used to as part of this analysis.

- h. The Commission or LAFCo staff may request additional information on a case by case basis in order to adequately address state required areas of determination or any locally adopted policy.

9. Municipal Service Review Process

- a. LAFCo will determine the priority, schedule, procedure and content for municipal service reviews as required for sphere of influence reviews for the County's 20 cities, 22 independent special districts and 33 county governed special district. LAFCo will develop a priority work plan of MSRs to be addressed during the fiscal year.
- b. Municipal service reviews will be prepared by staff unless the Commission finds that due to complexity, controversy or staff resources, the review should be conducted by an independent consultant.
- c. LAFCo will transmit a survey/questionnaire to the affected agency(ies) identified in the service review work plan. The survey/questionnaire shall contain questions related to Section 56430 (1) through (7)
- d. Staff shall prepare an administrative report for review and comment by affected agencies, to verify data.
- e. A circulation draft reflecting comments from affected agencies is then circulated to affected agencies, residents, property owners, or other interested parties.

San Mateo LAFCo Municipal Service Review Policy

- f. LAFCo may hold public scoping meetings or study sessions, as necessary, for selected service reviews to gather additional input.
- g. LAFCo may establish an MSR committee to provide technical and/or policy advice to LAFCo staff. The MSR committee may consist of LAFCo Commissioners from each representative category (county, cities, special districts and the public).
- h. LAFCo staff will prepare a final municipal service review report that includes the determinations required by State Law and adopted Commission policy. The report may identify future studies or actions, which LAFCo or other agencies may take to implement the recommendations of the report.
- i. The Commission will consider the municipal service review report and determinations at a noticed public hearing prior to reaffirming or amending a sphere of influence. The report will be available for a public review period of a minimum of 30 calendar days prior to the hearing, unless additional time is required or requested.
- j. Upon adoption of determinations, LAFCo staff shall schedule a continuity report on the agency(ies) studied at a one-year interval.

Adopted March 20, 2002

Revised February 20, 2008

Updated February 2014 to incorporate revised areas of determination

Revised 2019

Attachment: List of Agencies in San Mateo County Subject to MSRs as of July 2019

Agencies Subject to Municipal Service Reviews in San Mateo County			Agencies with No Sphere of Influence and Not Subject to Municipal Service Reviews
Cities	Independent Special Districts	Dependent Special Districts	Dependent Special District
City of Belmont	Bayshore Sanitary District	Belmont Fire Protection District	Atherton Channel Drainage District
City of Brisbane	Broadmoor Police Protection District	County Service Area No. 1 (Highlands)	Baywood Park Drainage Maintenance District
City of Burlingame	Coastside County Water District	County Service Area No. 10 (Montara Parks)	Bel-Aire Lighting Maintenance District
City of Daly City	Coastside Fire Protection District	County Service Area No. 11 (Pescadero)	Belmont Highway Lighting District
City of East Palo Alto	Colma Fire Protection District	County Service Area No. 12 (Montara/Moss Beach)	Burlingame Hills Sewer Maintenance District
City of Foster City	East Palo Alto Sanitary District	County Service Area No. 6 (Princeton-by-the-Sea)	Campo-Bello University Park Drainage Maintenance District
City of Half Moon Bay	Granada Community Services District	County Service Area No. 7 (Sam McDonald Park)	Colma Highway Lighting District
City of Menlo Park	Highlands Recreation District	County Service Area No. 8 (North Fair Oaks)	Edgewood Sewer Maintenance District
City of Millbrae	Ladera Recreation District	Crystal Springs County Sanitation District	Emerald Lake Heights Highway Lighting District
City of Pacifica	Menlo Park Fire Protection District	Devonshire County Sanitation District	Emerald Lake Heights Sewer Maintenance District
City of Redwood City	Midpeninsula Regional Open Space District*	Estero Municipal Improvement District	Enchanted Hills Drainage Maintenance District
City of San Bruno	Mid-Peninsula Water District	Guadalupe Valley Municipal Improvement District	Enchanted Hills Lighting Maintenance District
City of San Carlos	Montara Water and Sanitary District	North San Mateo County Sanitation District	Fair Oaks Sewer Maintenance District
City of San Mateo	North Coast County Water District	Scenic Heights County Sanitation District	Granada Highway Lighting District
City of South San Francisco	Peninsula Health Care District		Harbor Industrial Sewer Maintenance District
Town of Atherton	San Mateo County Harbor District		Highlands Drainage Maintenance District
Town of Colma	San Mateo County Mosquito and Vector Control District		Highlands Landscape Maintenance District
Town of Hillsborough	San Mateo County Resource Conservation District		Kensington Square Sewer Maintenance District
Town of Portola Valley	Sequoia Healthcare District		La Honda Lighting Maintenance District
Town of Woodside	West Bay Sanitary District		Los Trancos County Maintenance District
	Westborough Water District		Menlo Park Highway Lighting District
	Woodside Fire Protection District		Montara Highway Lighting District
			Oak Knoll Sewer Maintenance District
			Pescadero Highway Lighting District
			Sequoia Drainage Maintenance District
			University Heights Drainage Maintenance District

*Midpeninsula Regional Open Space District is a multi-county special district, with Santa Clara LAFCo acting as the principal LAFCO for adopting service review determinations and updating the District's sphere of influence

SPHERE OF INFLUENCE

1. Background

Government Code Section 56425 of the Cortese-Knox-Hertzberg Local Government Reorganization Act (Act) requires LAFCOs to update spheres of influence every five years, as necessary, either in conjunction with, or after completing, municipal service reviews. This section also specifies the areas of written determinations LAFCOs must adhere to in order to establish, update or amend a sphere of influence.

The purpose of the sphere of influence is to ensure the provision of efficient services while discouraging urban sprawl and the premature conversion of agricultural and open space lands by preventing overlapping jurisdictions and duplication of services. LAFCo is prohibited from regulating land use. However, on a regional level, LAFCOs can promote orderly development of communities by identifying differences between County and City general plans so that the most efficient urban service arrangements are created for the benefit of residents and property owners. LAFCo will utilize general plans, local coastal programs, and other local planning documents to inform and guide decisions on establishing, updating, or amending spheres of influence.

These policies are intended to provide guidance to the San Mateo Local Agency Formation Commission and staff in the preparation, adoption and update of spheres of influence for cities and special districts in San Mateo County.

2. Legislative Authority

In order to carry out its purposes and responsibilities for planning and shaping the logical and orderly development and coordination of local governmental agencies subject to the jurisdiction of the commission to advantageously provide for the present and future needs of the county and its communities, the commission shall develop and determine the sphere of influence of each city and each special district, as defined by Section 56036, within the county and enact policies designed to promote the logical and orderly development of areas within the sphere. (Section 56425)

3. Definitions

“Dissolution Sphere of Influence” means that the Commission has determined that the service responsibilities and functions of the agency should be reassigned to another local government, and that the agency should be dissolved.

“Lands Under Study” means areas with special financial and social problems that require additional analysis by LAFCo or the governing agency before the territory can be placed within an agency’s sphere of influence.

“Sphere of Influence” means "A plan for the probable physical boundaries and service area of a local government agency (Government Code Section 56076)." A sphere of influence will reflect the limits of probable future growth of an agency during the applicable general plan period or twenty years, whichever is more appropriate. A sphere of influence may also include recommendations for:

- a. Annexation or detachment of territory, or both.
- b. Incorporation of a new city.

San Mateo LAFCo Sphere of Influence Policy

- c. Merger of a special district with a city.
- d. Consolidation of a special district with one or more districts.
- e. Formation of a new district.
- f. Dissolution of an agency.

“Urban Services” means services necessary to support urban development, including such services as water, sewer, fire and police protection.

“Urban Area” means an area with residential development at a density which requires a combination of urban services, and commercial or industrial development which serves as a significant business or activity center.

4. Purpose

- a. It is the intent of LAFCo to support the viability of local governmental agencies providing essential services. Local agencies should be so constituted and organized as to best provide for the economic and social needs of the county and its communities, efficient governmental services for orderly land use development, and controls required to conserve environmental resources
- b. It is an intention of LAFCo to use spheres of influence as a tool to discourage urban sprawl as well as to encourage the orderly changes of organization of local government agencies including but not limited to annexations, consolidations, formations and reorganizations.
- c. LAFCo recognizes the limited usefulness of long-term projections. The accuracy of projections decreases with an increasing number of years from the date of the projection. Consequently, the spheres of influence adopted by LAFCo delineate limits for probable future growth within the next twenty years as reflected in the general plans of the various cities and the county.
- d. Once established, a sphere of influence shall provide a declaration of policy that shall be a primary guide to LAFCo in the determination of any proposal concerning incorporated cities or special districts and territory adjacent thereto. Any such sphere of influence may be amended from time to time and its application in any particular case shall depend upon the applicability under the precise facts of that particular case. Prior to approving a change of organization inconsistent with the adopted sphere of influence of that local agency, LAFCo shall amend the sphere of influence of that local agency .
- e. LAFCo discourages the proliferation of local governmental agencies and the existence of overlapping public service responsibilities. The formation of new special districts within existing city or special district spheres of influence is to be discouraged.
- f. It is the intent of LAFCo to encourage the rationalization of local government through the elimination or consolidation of small, single-purpose districts. Wherever the full range of urban services is required, general-purpose governments are preferred to single-purpose special districts for provision of services.
- g. LAFCo recognizes that some political boundaries may be artificial, dividing what may, in fact, be a single community or communities. Existing local government agencies are encouraged to

San Mateo LAFCo Sphere of Influence Policy

investigate the feasibility of political and functional consolidation in the implementation of LAFCo sphere of influence determinations.

5. Allocation of Territory to a Sphere of Influences

- a. Every Sphere of Influence must be consistent with LAFCo's policies and procedures, the State Legislature's policy direction to LAFCo, the sphere of other agencies in the area, county and city general plans, the Commission's statement of municipal service review determinations, and with the long-range planning goals for the area. LAFCo should call attention to inconsistencies among city, county and regional plans, and should strive to encourage the affected jurisdictions to reconcile the inconsistencies.
- b. Existing, urbanized unincorporated areas with special financial, infrastructure and other service related problems may be the subject of a special designation of "lands under study" until such time as a final decision by the Commission may be reached as to how the area should be provided urban services.
- c. All areas within the county not included within a city sphere of influence should not be subject to urbanization until such time as a complete study can be made by the appropriate planning and administrative departments of the county, adjacent cities and LAFCo.
- d. Areas designated for open space, recreation, or the preservation of the natural or land resources (i.e. agricultural preserves) within the county by regional agencies, the county or local agencies, and not assigned to the sphere of influence of a local agency shall not be considered eligible for an extension of an urban level of services.
- e. Consideration should be given to the effect of the growth of the area and the extension of urban services on the county government structure as well as adjacent single and multiple purpose districts, and the adjacent cities.
- f. Boundaries should not create islands or corridors unless these areas are designated or reserved for open space or regional facilities which are best left unincorporated.
- g. An analysis should be made of the need for the established community, city and special district services; the present cost and adequacy of governmental services; probably future needs for such services; probable effect of the immediate and long-range development within the proposed sphere of influence.
- h. Consideration should be given to alternate courses of action for providing urban governmental services, and to their fiscal and economic consequence.
- i. Publicly owned properties, other than city facilities, which require urban services such as police and fire protection (convention centers, airports, racetracks, regional parks) should be analyzed on an individual basis before they are included or excluded from a sphere of influence. If the facility is to be included, consideration should be given to alternatives in which the public agency owning the property can reimburse the subject city an equitable sum in lieu of taxes to offset the cost of urban services.

San Mateo LAFCo Sphere of Influence Policy

- j. Where a special district is coterminous with or lies substantially within the boundary or sphere of influence of a general-purpose government which is capable of assuming the public service responsibilities and functions of that special district, the special district may be allocated a designation of dissolution sphere of influence which encompasses no territory.
- k. Where it is feasible, cities should be encouraged to expand the types of services which they can provide if no multi-city, single purpose or multi-purpose special district is available.
- l. Where two or more single-purpose special districts provide services to substantially the same area, those districts may be allocated a consolidation sphere of influence to include the area served by both districts. This would be the case where LAFCo believes that the particular service should be provided to the entire agency area by a single local agency. The provision of services by multi-purpose local agencies is to be preferred over the provision of those services by overlapping single-purpose special districts.
- m. An existing local agency may be allocated a dissolution sphere of influence which encompasses no territory. Such may be the case where LAFCo determines, after due consideration of all factors, that the public service responsibilities and functions of one local agency should be reallocated to some other unit of government and that, ultimately, the local agency which has been assigned a “dissolution sphere of influence” should cease to exist.
- n. The provision of essential services to multi-city areas may be a role for special districts within urban areas if the affected cities are unable to make contractual arrangement for the similar provision of services by a single, service-vending city or the county. Where such services are or could be available from a single, services-vending city or the county, a special district may be allocated a dissolution sphere of influence encompassing no territory.
- o. Non-essential services should not be provided by special districts unless there is no other mechanism for provision of those services. Rather, the responsibility for the provision of those services should belong solely to general-purpose government which has a mandate to weigh priorities of competing uses for tax revenues.
- p. The existence of agricultural preserves in the area which could be considered within an agency's sphere of influence and the effect on maintaining the physical and economic integrity of such preserves in the event that such preserves are within a sphere of influence of a local governmental agency will be reviewed as part of the Sphere of Influence approval process.

6. SOI Determinations

In making its sphere of influence determinations, the Commission will examine the effects of potential jurisdictional changes on affected local agencies, residents, tenants and landowners.

In determining the sphere of influence of each local agency, the commission shall consider and prepare a written statement of its determinations with respect to each of the following:

- a. The present and planned land uses in the area, including agricultural and open-space lands.
- b. The present and probable need for public facilities and services in the area.

San Mateo LAFCo Sphere of Influence Policy

- c. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
- d. The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.
- e. For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, that occurs on or after July 1, 2012, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.
- f. Upon determination of a sphere of influence, the commission shall adopt that sphere.

For a sphere of influence for a special district, the commission shall require existing districts to file written statements with the commission verifying the functions or classes of services provided by the district and the nature, location and extent of any functions or classes of service provided by existing districts as reported in the districts inventory of functions and services adopted by the Commission (Section 56425).

7. Amendments and Updates to Spheres of Influence

LAFCo will adopt, amend, or update a Sphere of Influence after a public hearing and pursuant to the procedures set forth in Section 56427 of the Cortese-Knox Hertzberg Act. Sphere actions are subject to the provisions of the California Environmental Quality Act. Spheres of Influence shall be reviewed and updated, if necessary, every five years as needed, or more often if deemed necessary by the Commission. Whenever possible, city sphere updates shall be scheduled to coincide with city General Plan updates.

Sphere of Influence updates generally involve comprehensive review of the Sphere of Influence, including the map and the information provided in the Municipal Service Review for the agency. Amendments generally involve discrete changes to a Sphere of Influence designation or map or Plan that are proposed by an agency or individual to accommodate a specific proposal. An amendment may or may not involve changes to the Municipal Service Review information. Updates to the Sphere of Influence may be required when territory is added or removed, when a district seeks to provide a new or different function or class of service, or when a significant change in an agency's plans for service makes the current sphere plan impractical.

LAFCo will review the adopted sphere plan of each agency at least every five years as needed as the Commission deems necessary. In order to conduct a sphere review, LAFCo will request the agency to provide updated information for its Sphere of Influence and Municipal Service Review. Such information is necessary to inform the Commission's determination of appropriate sphere horizon boundaries. In the absence of adequate information, the Commission will complete the sphere update by identifying the territories that currently receive the agency's services and excluding unserved territories from the sphere.

Sphere of influence amendments shall precede consideration of proposals for changes of organization or reorganization that are not consistent with the existing sphere.

San Mateo LAFCo Sphere of Influence Policy

An applicant for amendment to a sphere of influence must demonstrate a projected need or (in the case of reduction of the sphere) lack of need for service.

Amendment proposals involving sphere expansion that would provide for conversion to urban uses of open space land (as defined by Sections 56059 and 65560) or prime agricultural land (as defined by Section 56064) will not be approved by LAFCo if there is sufficient alternative land available for annexation within the existing sphere of influence.

8. LAFCo initiated Sphere of Influence Review/Update

- a. The San Mateo Local Agency Formation Commission shall adopt, amend, or revise spheres of influence after a public hearing called and held for that purpose. At least 21 days prior to the date of any such hearing, the Executive Officer shall give mailed notice of hearing to each affected local agency and the County, and to any interested party who has filed a written request for such notice with the Executive Officer. In addition, at least 21 days prior to the date of any such hearing, the Executive Officer shall cause notice of the hearing to be published in a newspaper within the territory affected by the sphere of influence proposed to be adopted. LAFCo may continue from time to time any sphere of influence hearing. At any sphere of influence hearing, LAFCo shall hear and consider oral or written testimony presented by any affected local agency, the County or any interested person who wishes to appear including landowners, residents and tenants in the area affected by the Commission's sphere of influence decisions (Section 56427).
- b. In determining a sphere of influence, the commission may assess the feasibility of governmental reorganization of particular agencies and recommend reorganization of those agencies when reorganization is found to be feasible and if reorganization will further the goals of orderly development and efficient and affordable service delivery. The commission shall make all reasonable efforts to ensure wide public dissemination of the recommendations.
- c. At its meeting, the commission shall consider the Executive Officer's report and receive any oral or written testimony. The consideration may be continued from time to time, but not to exceed 70 days from the date specified in the original notice.
- d. At the conclusion of its consideration, the commission may approve with or without amendment, wholly, partially, or conditionally the recommended sphere determinations.
- e. Upon acceptance of the MSR and adoption of the determinations, LAFCo staff shall transmit the determinations to affected agencies and stakeholders.

9. Requests for City or District Sphere Amendment

- a. Any person or local agency may file a written request with the executive officer requesting amendments to a sphere of influence or urban service area adopted by the commission. The request shall state the nature of the proposed amendment, state the reasons for the request, include a map of the proposed amendment, and contain any additional data and information as may be required by the executive officer.
- b. At least thirty days prior to submitting an application for a new city or district SOI or a city or district SOI update, the city or district and County representatives must meet to discuss SOI issues,

San Mateo LAFCo Sphere of Influence Policy

boundaries and methods to reach agreement on such boundaries, and development standards and zoning requirements within the SOI. The purpose is to consider city/district and county concerns and ensure orderly development within the SOI. Discussions may continue an additional 30 days, but no longer than 60 days.

- c. If an agreement is reached, it must be forwarded to LAFCo. LAFCo will give great weight to the agreement when determining the city's SOI. If LAFCo's final SOI determinations are consistent with a city or district/County agreement, the city/district and the County must adopt the agreement at noticed public hearings. After the agreement and related General Plan amendments are adopted, County-approved development within the SOI must be consistent with the agreement terms.
- d. If no agreement is reached, LAFCo will render determinations and adopt a sphere consistent with its policies and the Act.
- e. In an effort to promote cooperation among the land use agencies with jurisdiction over lands in the Coastal Zone, any application to LAFCo for a sphere of influence amendment regarding land in the Coastal Zone shall contain the following information:
 - i. A statement that the staffs of the Coastal Commission and other land use agencies with jurisdiction over the land which is the subject of the application have reviewed and jointly discussed the sphere of influence amendment application with respect to consistency with applicable general plans, the Coastal Act, and local coastal programs. The statement should also memorialize the results of the review.
 - ii. Preliminary review and comments from the Coastal Commission staff as to potential issues of Coastal Act consistency.
 - iii. Review and comments from any other land use agency with jurisdiction, through a Local Coastal Program or otherwise, over the land which is the subject of the application, including an analysis of consistency of the proposed amendment with its general plan. LAFCo will consider consistency with the Coastal Act and the relevant general plans in making its Sphere of Influence determination.
- f. The executive officer shall give notice on the sphere of influence hearing. On the date and time provided in the notice, the commission may do either, without further notice, consider the amendments to a sphere of influence or set a future date for the hearing on the request.
- g. The executive officer shall review each requested amendment and prepare a report and recommendation. The report shall be completed not less than five days before the date specified in the notice of hearing. The executive officer shall send copies of the report to the person or agency making the request, each affected local agency, and each person who has filed a request for a report.
- h. At its meeting, the commission shall consider the Executive Officer's report and receive any oral or written testimony. The consideration may be continued from time to time, but not to exceed 70 days from the date specified in the original notice.

San Mateo LAFCo Sphere of Influence Policy

- h. At the conclusion of its consideration, the commission may by resolution approve with or without amendment, wholly, partially, or conditionally or deny the sphere of influence amendment.
- i. Upon adoption of the sphere of influence resolution, LAFCo staff shall transmit the determinations to affected agencies and stakeholders.

Adopted 9/18/74

Revised 6/18/75

Revised 3/20/96

Revised 1/17/01

Revised 2019

MUNICIPAL SERVICE REVIEW POLICIES
San Mateo LAFCO

I. Purpose

These policies are intended to provide guidance to the San Mateo Local Agency Formation Commission and staff in the preparation and implementation of municipal service reviews as required by Government Code Section 56430.

II. Background

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 requires that, in order for LAFCo to review and update spheres of influence, LAFCo shall conduct municipal service reviews. The mandate for municipal service reviews is the product of the Commission on Local Governance of the 21st Century report “Growth Within Bounds”. The report identified a need to comprehensively study existing and future public service conditions, evaluate organizational options for accommodating growth and preventing urban sprawl, and ensuring that critical services are provided in an efficient and cost-effective manner. Growth Within Bounds identified service reviews as an opportunity for LAFCOs to encourage agencies to work cooperatively to more effectively accomplish their shared public service objectives including public participation in decision making.

III. Goals & Objectives

Effective January 1, 2000, Government Code Section 56430 required LAFCo to conduct municipal service reviews and prepare a written statement of determination with respect to *nine determinations and effective January 1, 2008 amended the determinations as follows:*

1. Growth and population projections

Analysis will include Census population, California Department of Finance and Association of Bay Area Government population projections and other information where appropriate is assessing existing and future service needs

(2) The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.

"Disadvantaged unincorporated community" means inhabited territory, as defined by Section 56046, that constitutes all or a portion of a "disadvantaged community" a community with an annual median household income that is less than 80 percent of the statewide annual median household income as defined by Section 79505.5 of the Water Code.

(3) Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.

4. *Financial ability of agencies to provide services*

Analysis will include agency budgets, budget trends, audits, fee schedules, revenue sources and other information necessary to assess the fiscal viability/health of the agency.

5. *Status of, and opportunities for shared facilities*

Replaces former determinations of shared resources and cost avoidance opportunities. Analysis will include existing practices and potential opportunities in regard to sharing common facilities and/or contracting for services, etc. with other agencies.

6. *Accountability for community service needs, including governmental structure and operational efficiencies.*

Replaces Management Efficiencies, and Government structure options, including advantages and disadvantages of consolidation or reorganization of service providers, local accountability and governance. Analysis will include: public availability of agency budget, agenda, reports and other documents; source data such as organizational charts, budgets, website, survey information provided by agencies; and potential reorganization pursuant to CKH Act, enabling legislation and State legislative policies encouraging efficient delivery of services and logical boundaries.

7. Any other matter related to effective or efficient service delivery, as required by Commission policy.

This is a new determination that permits the Commission, to adopt other determinations on a case-by-case basis based on unique local conditions. These may vary based on changes in enabling legislation, operations or regulatory requirements since agency formation, unusual events impacting the agency or other unforeseen factors.

Section 56430 does not require LAFCo to initiate changes of organization based on service review findings, rather that LAFCo make determinations regarding the provision of public services pursuant to Section 56430 (1) through (7). The Commission’s municipal service review determinations may be used by LAFCo and affected public agencies or the community to initiate changes to services, local jurisdictions, or spheres of influence. However, in adopting these policies, San Mateo LAFCo acknowledges that the preferred form of initiation of a change of organization is an application submitted by an affected agency, residents, property owners or voters. Service reviews shall therefore be conducted in a manner to inform and to serve as a tool for any actions a public agency or community may wish to initiate by application to LAFCo.

IV. Conduct of Municipal Service Reviews in conjunction with sphere of influence reviews

Generally, reviews will be prepared in conjunction with sphere of influence studies or updates; however, service reviews may also be conducted independent of the sphere of influence process. Minor amendments to a sphere of influence, as determined by LAFCo, will not require a municipal service review.

V. Services to be included in a Municipal Service Review

The term “municipal service” refers to the full range of services an agency is authorized to provide. Municipal service reviews will include water, sewer, drainage, harbor, libraries, roads, parks, police, and fire protection. General government services such as courts, social services, human resources, treasury, tax collection, and administrative services will generally not be included. LAFCo will determine which services will be included in each service review.

VI. Agencies to be Included:

Local agencies that are subject to LAFCo review, or are required to have a sphere of influence, are subject to municipal service reviews. Whenever possible, data on services provided by other agencies providing the same services will also be included. These agencies include private water utilities, mutual water companies and county-governed districts that are not subject to LAFCo sphere of influence designations.

VII. Boundaries

LAFCo will determine the final geographic boundary and agency(ies) that will be the subject of a service review. Factors that may be considered in determining a service review boundary include, but are not limited to: existing city and special district jurisdictional and sphere boundaries; topography; geography; community boundaries; tax/assessment zones; infrastructure locations; transportation systems and roads; areas with shared facilities; areas with shared social and economic communities of interest, plus other factors as determined by LAFCo.

With the exception of single-purpose, countywide special districts, service reviews will generally be conducted for sub-regional areas within the County of San Mateo. However, as determined by the Commission, a service review may be done for a single agency or multiple agencies as the need may arise.

VIII. Data Collection Criteria

Categories set forth (1) through (6) of Section 56430 will require input from affected agencies based on budgets, capital improvement plans, engineering studies, general plans and other agency documents. Information shall also be gathered from Association of Bay Area Government Projections Reports, California Department of Finance, Bay Area Water Users. Data will be presented to the extent possible in comparative format showing rates per unit, cost per capita, etc. according to industry standards. Analysis shall also acknowledge unique circumstances that may exist for a specific agency or type of agencies. Examples include challenges posed by topography or external influences or challenges such as those faced by the County's water agencies.

IX. California Environmental Quality Act (CEQA)

Local Agencies that submit applications for sphere of influence amendments requiring municipal service review will be considered lead agencies for purposes of environmental review and should approve whatever environmental determination is appropriate under the California Environmental Quality Act (i.e., exemption, negative declaration, environmental impact report).

For municipal service reviews conducted as part of periodic sphere of influence review, LAFCo shall determine the necessary environmental review or exemption under CEQA.

X. Municipal Service Review Process

- A. LAFCo will determine the priority, schedule, procedure and content for service reviews as required for sphere of influence reviews for the County's 20 cities and 25 independent special districts. LAFCo will develop a priority work plan of service reviews to be addressed during the fiscal year.
- B. Municipal service reviews will be prepared by staff unless the Commission finds that due to complexity, controversy or staff resources, the review should be conducted by an independent consultant.
- C. LAFCo will mail a survey/questionnaire to the affected agency(ies) identified in the service review work plan. The survey/questionnaire shall contain questions related to Section 56430 (1) through (6)
- D. Staff shall prepare a preliminary report for review and comment by affected agencies, residents, property owners, or other interested parties.
- E. LAFCo may hold public scoping meetings or study sessions, as necessary, for selected service reviews to gather additional input
- F. LAFCo may establish a service review committee to provide technical and/or policy advice to LAFCo staff. The service review committee may consist of LAFCo Commissioners from each representative category (county, cities, special districts and the public).
- G. LAFCo staff will prepare a final municipal service review report that includes the determinations required by State Law. The report may identify future studies or actions, which LAFCo or other agencies may take to implement the recommendations of the report.
- H. The Commission will consider the municipal service review report and determinations at a noticed public hearing prior to reaffirming or amending a sphere of influence. The report will be available for a public review period prior to the hearing.

Adopted March 20, 2002

Revised February 20, 2008

Updated February 2014 to incorporate revised areas of determination

**GENERAL POLICIES AND CRITERIA FOR THE
DEVELOPMENT AND DETERMINATION OF
SPHERES OF INFLUENCE**

ADOPTED

September 18, 1974

REVISED

June 18, 1975

March 20, 1996

January 17, 2001

San Mateo Local Agency Formation Commission

I

AUTHORITY

1. The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Section 56000) includes the following: “Among the purposes of a commission are the discouragement of urban sprawl, preserving open space and prime agricultural lands, efficiently providing government services, and the encouragement of the orderly formation and development of local agencies based upon local conditions and circumstances. One of the objectives of the commission is to make studies and obtain and furnish information which will contribute to the logical and reasonable development of local agencies in each county and to shape the development of local agencies so as to advantageously provide for the present and futures needs of each county and its communities.” (§56301)
2. “In order to carry out is purposes and responsibilities for planning and shaping the logical and orderly development and coordination of local governmental agencies so as to advantageously provide for the present and future needs of the county and its communities, the commission shall develop and determine the sphere of influence of each local governmental agency within the county and enact policies designed to promote the logical and orderly development of areas within the sphere.”

In determining the sphere of influence of each local agency, the commission shall consider and prepare a written statement of its determinations with respect to each of the following (§56425):

- a. The present and planned land uses in the area, including agricultural and open space lands.
 - b. The present and probable need for public facilities and services in the area.
 - c. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
 - d. The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.
3. “Upon determination of a sphere of influence, the commission shall adopt that sphere, and shall periodically review and update the adopted sphere not less than every five years.”
 4. “The commission may recommend governmental reorganizations to particular agencies in the county, using the sphere of influence as the basis for such recommendations...”

II

DEFINITIONS

1. County: San Mateo County
2. Essential Services: Those basic services necessary to protect the health, safety, and general well-being of a community, including but not limited to police, fire, water, sanitation, etc.
3. General Purpose Government: A city or county government
4. LAFCo: San Mateo Local Agency Formation Commission
5. Local Agency: A city or special district.
6. Regional Agencies: Association of Bay Area Governments, etc.
7. Sphere of Influence: A plan for the probable physical boundaries and service area of a local agency, as determined by the commission [§56076 (Amended Stats. 1993, Ch. 1307)}
8. Urban Services: Those services which are provided to an urban area including, but not limited to, essential services.
9. Urbanization: The individual or cumulative development causing a rural, less populated area, to change into a more densely populated urban area.
10. Urbanized Areas:
 - a. Incorporated areas of 2,500 inhabitants or more as enumerated in the most recent census.
 - b. Incorporated areas of less than 2,500 inhabitants which form a contiguous boundary with incorporated areas of at least 25,000 inhabitants or which share a boundary with other incorporated areas which have a contiguous boundary with municipalities of at least 25,000.
 - c. An unincorporated area of 400 or more inhabitants, or a chain of unincorporated areas in a closely settled area, which are adjacent to an incorporated place of at least 4,000 inhabitants shall be considered urban.
 - d. Unincorporated enclaves within an area defined as urban shall also be classified as urban.

11. Agricultural Preserve: An area as defined in subdivision (d) of Section 51201 of the Government Code.

III

GENERAL

1. It is the intent of LAFCo to support the viability of local governmental agencies providing essential services. Local agencies should be so constituted and organized as to best provide for the economic and social needs of the county and its communities, efficient governmental services for orderly land use development, and controls required to conserve environmental resources. The public interest will be served by considering “resources” in a broad sense to include ecological factors, such as open space, wild life and accepted elements of land, water and air. LAFCo intends for its sphere of influence plans to serve as a master plan for future organization of local government within this metropolitan county.
2. It is an intention of LAFCo to use spheres of influence as a tool to discourage urban sprawl as well as to encourage the orderly changes of organization of local government agencies including annexations, consolidations, formations and reorganizations. LAFCo recognizes the interrelationship of spheres of influence, annexations and other changes of organization, market values for lands, and pressures for the premature development of underdeveloped land. For example, annexation to a local agency of territory outside that agency’s sphere of influence will inevitable increase property values and assessments of similarly-situated territory, thus artificially creating pressures for premature development.
3. LAFCo recognizes the limited usefulness of long-term projections. The accuracy of projections decreases with an increasing number of years from the date of the projection. Consequently, the spheres of influence adopted by LAFCo delineate limits for probable future growth within the next twenty years as reflected in the general plans of the various cities and the county.
4. Once established, a sphere of influence shall be a declaration of policy which shall be a primary guide to LAFCo in the determination of any proposal concerning incorporated cities or special districts and territory adjacent thereto. Any such sphere of influence may be amended from time to time and its application in any particular case shall depend upon its applicability under the precise facts of that particular case. If LAFCo approves a change of organization inconsistent with the adopted sphere of influence of that local agency, LAFCo shall amend the sphere of influence of that local agency at the time of approval.
5. LAFCo discourages the proliferation of local governmental agencies and the existence of overlapping public service responsibilities. The formation of new

special districts within existing city or special district spheres of influence is to be discouraged.

6. It is the intent of LAFCo to encourage the rationalization of local government through the elimination or consolidation of small, single-purpose districts. Wherever the full range of urban services is required, general-purpose governments are preferred to special districts for provision of services.
7. LAFCo recognizes that some political boundaries may be artificial, dividing what may, in fact, be a single community or communities. Existing local government agencies are encouraged to investigate the feasibility of political and functional consolidation in implementation of LAFCo sphere of influence determinations.
8. An existing local agency may be allocated a zero sphere of influence which encompasses no territory. Such may be the case where LAFCo determines, after due consideration of all factors, that the public service responsibilities and functions of one local agency should be reallocated to some other unit of government and that, ultimately, the local agency which has been assigned a “zero sphere of influence” should cease to exist.
9. LAFCo recognizes that there may be significant inter-dependency among service decisions and other aspects of policy determination. In urban areas requiring the full range of urban services, services should be provided and decisions made by a single, general-purpose government rather than overlapping local agencies. All lands for new subdivision or industrial development having a limited geographic impact and which are within a designated city sphere of influence should be annexed to the city prior to development or may receive services by contract pursuant to Section 56133 subject to execution of an annexation agreement and any other conditions set forth by the city whose sphere contains the territory.
10. Existing, highly urbanized unincorporated areas with special financial and social problems may be the subject of a special designation of “lands under study” until such time as a final decision may be reached as to how the area should be provided urban services.
11. All areas within the county not included within a city sphere of influence should not be subject to urbanization until such time as a complete study can be made by the appropriate planning and administrative departments of the county, adjacent cities and LAFCo.
12. Areas designated for open space, recreation, or the preservation of the natural or land resources (i.e. agricultural preserves) within the county by regional agencies, the county or local agencies, and not assigned to the sphere of influence of a local agency shall not be considered eligible for an extension of an urban level of services.

13. At least 30 days prior to submitting an application to the commission for a determination of new sphere of influence, or to update an existing sphere of influence for a city, representatives of the city shall meet with county representatives to discuss the proposed sphere, and its boundaries, and explore methods to reach agreement on the boundaries, development standards, and zoning requirements within the sphere to ensure that development within the sphere occurs in a manner that reflects the concerns of the affected city and is accomplished in a manner that promotes the logical and orderly development of areas within the sphere. If no agreement is reached between the city and county within 30 days, then the parties may, by mutual agreement, extend discussion for an additional period of 30 days. If an agreement is reached between the city and county, the agreement shall be forwarded to the Commission and the commission shall consider and adopt a sphere of influence for the city consistent with the policies adopted by the commission pursuant to Section 56425 and these policies and the commission shall give great weight to the agreement in the Commission final determination of the city's sphere.
14. If no agreement is reached pursuant to 13 above, the application may be submitted to the commission and the commission shall consider a sphere of influence for the city consistent with the policies adopted by the commission pursuant to Section 56425 of the Cortese Knox Hertzberg Act and these policies.
15. The San Mateo Local Agency Formation Commission shall adopt, amend, or revise spheres of influence after a public hearing called and held for that purpose. At least 21 days prior to the date of any such hearing, the Executive Officer shall give mailed notice of hearing to each affected local agency and the County, and to any interested party who has filed a written request for such notice with the Executive Officer. In addition, at least 21 days prior to the date of any such hearing, the Executive Officer shall cause notice of the hearing to be published in a newspaper within the territory affected by the sphere of influence proposed to be adopted. LAFCo may continue from time to time any sphere of influence hearing. At any sphere of influence hearing, LAFCo shall hear and consider oral or written testimony presented by any affected local agency, the County or any interested person who wishes to appear including landowners, residents and tenants in the area affected by the Commission's sphere of influence decisions (§56427).
16. In order to prepare and to update spheres of influence in accordance with section 56425, the commission shall conduct a service review of the municipal services provided in the county or other appropriate area designated by the commission. The commission shall include in the area designated for service review the county, the region, the sub-region, or such other geographic area as is appropriate for an analysis of the service or services to be reviewed, and shall prepare a written statement of its determinations with respect to:
 - a) infrastructure needs or deficiencies;
 - b) growth and population projections for the affected area;

- c) financing constraints and opportunities
 - d) costs avoidance opportunities;
 - e) opportunities for rate restructuring;
 - f) government structure options, including advantages and disadvantages of consolidation or reorganization of service providers;
 - g) evaluation of management efficiencies; and
 - h) local accountability and governance.
17. In conducting a service review, the commission shall comprehensively review all of the agencies that provide the identified service or services within the designated geographic area. The commission shall conduct a service review before or in conjunction but no later than the time it is considering an action to establish or update a sphere of influence as set forth in Sections 56425 and 56426.5.
 18. For any or sphere of influence or sphere of influence for a special district, the commission shall require existing districts to file written statements with the commission verifying the functions or classes of services provided by the district and the nature, location and extent of any functions of classes of service provided by existing districts as reported in the districts inventory of functions and services adopted by the Commission upon seating special district members on the Commission.
 19. In making its sphere of influence determinations, the Commission will examine the effects of potential jurisdictional changes on affected local agencies, residents, tenants and landowners.
 20. All previously adopted standards for evaluation of spheres of influence are hereby repealed.

IV

ALLOCATION OF TERRITORY TO CITY SPHERES OF INFLUENCE

1. Among the factors to be considered by LAFCo in determining spheres of influence are those more fully enumerated in Section 56425 of the Cortese-Knox Local Government Reorganization Act.
2. Before assignment of an unincorporated urbanized area to a city is made, the city should be able to demonstrate that they have the financial capabilities to adequately provide the necessary urban services (i.e. police, fire, water, sanitary, recreation, storm drainage, etc.); or that the required services are already being provided by private companies or larger multi-purpose special districts.

3. LAFCo will consider which city will naturally or most likely inherit and can best cope with the problems resulting from urbanization. Among those problems LAFCo may consider the following factors:
 - a. The source of automobile, bus and truck traffic causing congestion
 - b. Impacts of residential, commercial, and industrial noise and artificial lighting.
 - c. Methods available for the preservation and development of a stable economic, social and ethnic balance.
 - d. Methods available to the local agency which can provide a broad base for citizen participation.
 - e. Policies and practices of the local agency which can provide for the preservation and development of a balance between residential, commercial, industrial, agricultural and open space land uses.
 - f. Topographical factors.
4. Consideration should be given to the effect of the growth of the city and the extension of urban services on the county government structure as well as adjacent single and multiple purpose districts, and the adjacent cities.
5. Consideration should be given to the existence of agricultural preserves and open space lands in the area and the effect of the growth of the city and the extension of urban services on or adjacent to existing open space lands, agricultural lands and agricultural preserves. Such consideration shall include but not be limited to the physical economic impacts on such lands and the ability of maintaining the viability and economic integrity of lands in an agricultural preserve.
6. City boundaries should not create islands or corridors unless these areas are designated or reserved for open space or regional facilities which are best left unincorporated.
7. An analysis should be made of the need for the established community, city and special district services; the present cost and adequacy of governmental services; probably future needs for such services; probable effect of the immediate and long range development within the proposed sphere of influence.
8. Consideration should be given to alternate courses of action for providing urban governmental services, and to their fiscal and economic consequence.
9. Studies should be made of population, population density and proximity to other populated area; land use and land area; per capita assessed valuation; and per capita income.
10. Publicly owned properties, other than city facilities, which require urban services such as police and fire protection (convention centers, airports, racetracks, regional parks) should be analyzed on an individual basis before they are included

or excluded from the corporate limits of a city. If the facility is to be included, consideration should be given to alternatives in which the public agency owning the property can reimburse the subject city an equitable sum in lieu of taxes to offset the cost of urban services.

11. The intent of each city's pre-zoning policies and plans should be reviewed as to how they relate to the areas designated as open space by a regional agency or the County General Plan. LAFCo should call attention to inconsistencies among city, county and regional plans, and should strive to get the affected jurisdictions to reconcile the differences.

V

ALLOCATION OF TERRITORY TO SPECIAL DISTRICT SPHERE OF INFLUENCE

1. Among the factors to be considered by LAFCo in determining spheres of influence are those more fully enumerated in Section 56425 of the Cortese-Knox Local Government Reorganization Act.
2. Before assignment is made, the district should be able to demonstrate that they have the financial capabilities to adequately provide its specific service.
3. LAFCo will consider which district will naturally or most likely inherit and can best cope with the problems resulting from present and projected land uses. Among those problems LAFCo may consider the following factors:
 - a. The source of automobile, bus and truck traffic causing congestion
 - b. Impacts of residential, commercial, and industrial noise and artificial lighting.
 - c. Methods available for the preservation and development of a stable economic, social and ethnic balance.
 - d. Methods available to the local agency which can provide a broad base for citizen participation.
 - e. Policies and practices of the local agency which can provide for the preservation and development of a balance between residential, commercial, industrial, agricultural and open space land uses.
 - f. Topographical factors.
4. Consideration should be given to the effect of the growth of the district and the extension of services on the county government structure as well as adjacent single and multiple purpose districts, and the adjacent cities.
5. District boundaries should not create islands or corridors unless these areas are designated or reserved for open space or regional facilities which are best left with the provision of services.

6. An analysis should be made of the need for the established community, city and special district services; the present cost and adequacy of governmental services; probably future needs for such services; probable effect of the immediate and long range development within the proposed sphere of influence.
7. Consideration should be given to alternate courses of action for providing urban governmental services, and to their fiscal and economic consequences.
8. Studies should be made of population, population density and proximity to other populated area; land use and land area; per capita assessed valuation; and per capita income.
9. Publicly owned properties, other than city facilities, which require urban services such as police and fire protection (convention centers, airports, racetracks, regional parks) should be analyzed on an individual basis before they are included or excluded from the boundaries of a district. If the facility is to be included, consideration should be given to alternatives in which the public agency owning the property can reimburse the subject district an equitable sum in lieu of taxes to offset the cost of services.
10. The intent of each special district's plans for extending services should be reviewed as to how they relate to the areas designated as open space by a regional agency or the General Plan of the county or a city. LAFCo should call attention to inconsistencies among city, county and regional plans, and should strive to get the affected jurisdictions to reconcile the differences.
11. Special districts are the appropriate agencies to provide essential services in areas in which only a limited range of services is required, or if a full range of urban services is required and where it is not feasible for those services to be provided by a single city.
12. Where a special district is coterminous with, or lies substantially within the boundary or sphere of influence of a general purpose government which is capable of assuming the public service responsibilities and functions of that special district, the special district may be allocated a designation of zero sphere of influence which encompasses no territory.
13. Where it is feasible, cities should be encouraged to expand the types of services which they can provide if no multi-city, single purpose or multi-purpose special district is available.
14. Where two or more single-purpose special districts providing the same services are contiguous, those districts may be allocated a consolidated sphere of influence to include the area served by both districts. This would be the case where LAFCo believes that the particular service should be provided to the entire agency by a single local agency.

15. The provision of essential services to multi-city areas may be a role for special districts within urban areas if the affected cities are unable to make contractual arrangement for the similar provision of services by a single, service-vending city or the county. Where such services are or could be available from a single, services-vending city or the county, a special district may be allocated a zero sphere of influence encompassing no territory.
16. Where two or more single-purpose special districts provide services to substantially the same area, they be allocated a zero sphere of influence encompassing no territory. This would indicate the belief of LAFCo that the existing districts should merge with an existing city or multi-purpose special district. The provision of services by multi-purpose local agencies is to be preferred over the provision of those services by overlapping single-purpose special districts.
17. Non-essential services should not be provided by special districts unless there is no other mechanism for provision of those services. Rather, the responsibility for the provision of those services should belong solely to general-purpose government which has a mandate to weigh priorities of competing uses for tax revenues.

VI

URBAN SERVICE AREAS

1. Urban Service Areas. Spheres of influence adopted by LAFCo delineate limits for probable future growth within the next twenty years as reflected in the general plans of various cities and the county. In order to avoid urban sprawl within a sphere of influence, urban growth within a sphere of influence should be compact, thereby preserving future land use options. Within each city sphere of influence, an urban service area boundary shall be designated by LAFCo. Urban service areas consist of how territory now served by urban facilities, utilities and service agencies, or capable of receiving such services within the next five years, and include the following:
 - a. Urbanized Areas. This includes all existing areas, either incorporated or unincorporated, developed to urban densities.
 - b. Urban Expansion Areas. This consists of vacant lands, either incorporated or unincorporated, which is capable of holding urban growth expected within the next five years.

The territory included within urban service areas will be considered by LAFCo to be eligible for annexation to receive urban services within five years. Consideration will be given to city and special district willingness to provide needed services with related time schedules for planned expansion of services within specified time increments. Consideration will be given to evidence that a city or special district has or will have the resources capability beyond its own internal needs to provide service within an urban expansion area. Cities and

special districts are encouraged to develop capital improvement programs and other plans for the phased extension of services to assist LAFCo in determining logical urban service area boundaries.

2. Urban Transition Areas. Transition areas consist of the residual lands between designated urban service areas and the sphere of influence boundary. This land will most likely be used for urban expansion within approximately five to fifteen years. LAFCo disfavors and seeks to discourage pressures for the premature, sprawling development of land within urban transition areas. Therefore, territory included within the urban transition areas, but not within the urban service areas generally will not be considered eligible for annexation to receive urban services within five years.

Adopted 9/18/74

Revised 6/18/75

Revised 3/20/96

Revised 1/17/01



Staff Report

TO: Board of Harbor Commissioners
FROM: John Moren, Interim General Manager
DATE: August 21, 2019
SUBJECT: Habitat Restoration Discussion. Bill Henry, Groundswell Ecology

Recommendation/Motion:

Information only report.

Policy Implications:

Consistent with the District's desire to restore natural habitat and eliminate invasive species.

Fiscal Implications/Budget Status:

None at present.

Background/Discussion:

The San Mateo County Harbor District has included Habitat Restoration in the District Capital Project Program. We are very fortunate to have Bill Henry from Groundswell Ecology to provide the public an informative presentation regarding the benefits and best practices for Habitat Restoration.

Summary/Recommendation:

This report is informational only.

Attachments:

[Presentation](#)



Living Shorelines Opportunities for Building Resilient Coastlines at Pillar Point

Bill Henry
Groundswell Coastal Ecology
bill.henry@groundswellecology.org

8.21.2019



mission

*to restore coastal ecosystems using nature
based solutions*





vision

*thriving natural ecosystems that are
connected to vibrant communities through
hands-on stewardship*





approach

coastal restoration
community
education





Coastal restoration





Community-based restoration





Education-based restoration





Education-based restoration





Building community





Coastal adaptation

Heavy visitorship

Dynamic systems

- Pressure to constrain

Climate Change

- Storm Frequency
- Sea level rise
- Increase use





Coastal adaptation

- 33% shorelines will be hardened by 2100





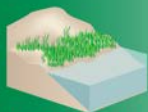
Living Shorelines

HOW GREEN OR GRAY SHOULD YOUR SHORELINE SOLUTION BE?

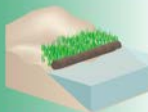
GREEN - SOFTER TECHNIQUES

GRAY - HARDER TECHNIQUES

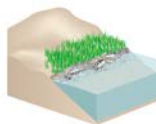
Living Shorelines



VEGETATION ONLY - Provides a buffer to upland areas and breaks small waves. Suitable for low wave energy environments.



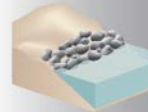
EDGING - Added structure holds the toe of existing or vegetated slope in place. Suitable for most areas except high wave energy environments.



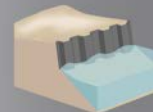
SILLS - Parallel to vegetated shoreline, reduces wave energy, and prevents erosion. Suitable for most areas except high wave energy environments.



BREAKWATER - (vegetation optional) - Offshore structures intended to break waves, reducing the force of wave action, and encourage sediment accretion. Suitable for most areas.



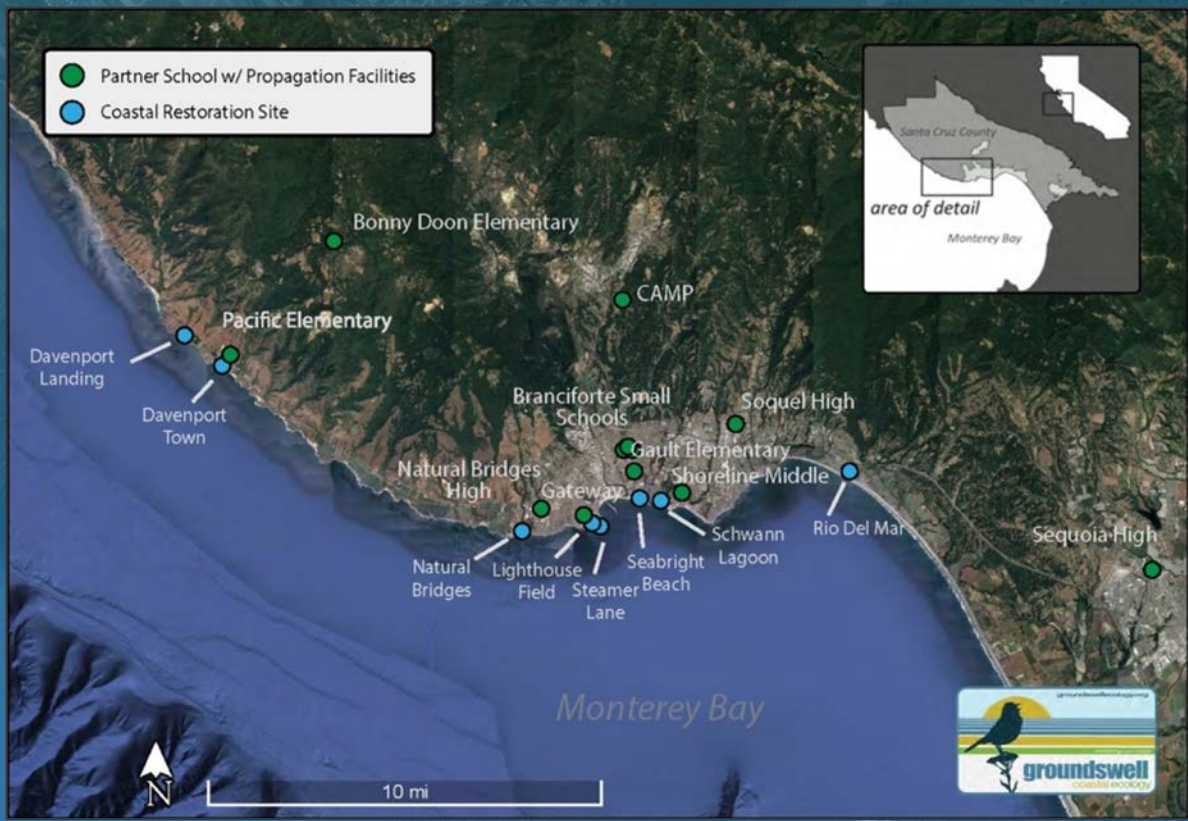
REVETMENT - Lays over the slope of the shoreline and protects it from erosion and waves. Suitable for sites with existing hardened shoreline structures.



BULKHEAD - Vertical wall parallel to the shoreline intended to hold soil in place. Suitable for high energy settings and sites with existing hard shoreline structures.



Project sites and partners



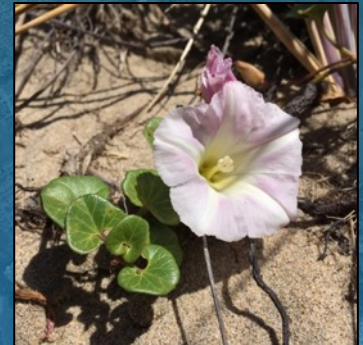
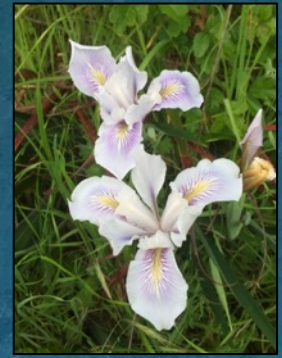


Building coastal ecosystems





Building coastal ecosystems





Building coastal ecosystems



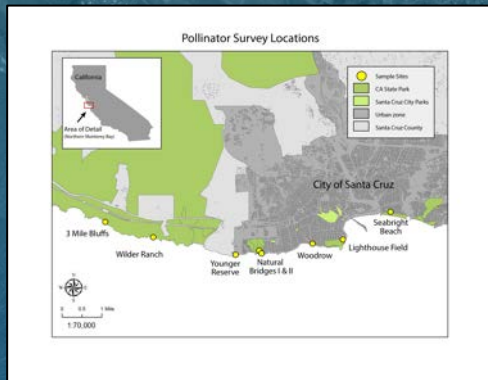


Building coastal ecosystems

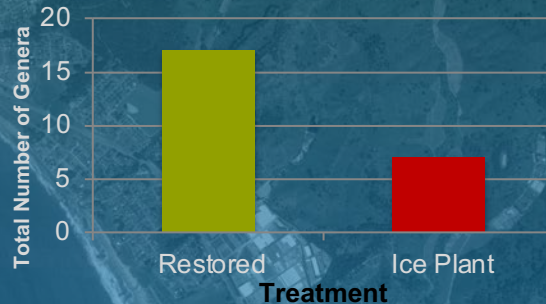




Building coastal ecosystems



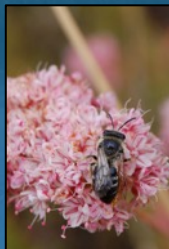
Total Number of Genera Found in Restored vs Unrestored Plots



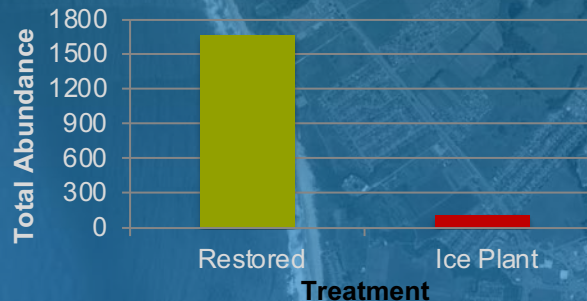
Lasioglossum sp. on
Eriophyllum
staechadifolium

Megachile sp. on
Eriogonum

Bombus
vosnesenskii on
Erigeron glaucus

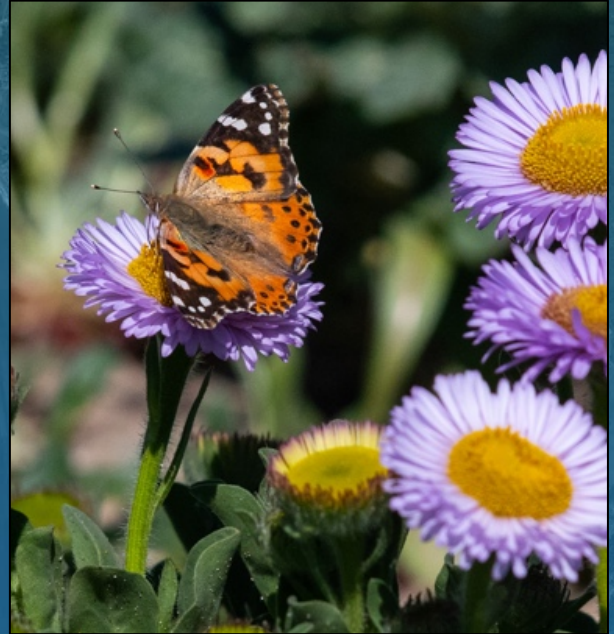


Total Abundance of Bees in Restored vs Unrestored Plots





Building coastal ecosystems





Building coastal ecosystems





Building coastal ecosystems



carlton oyster

carlton oyster



Seabright



- | | |
|---|--|
|  Coastal Scrub |  Project Area |
|  Wetland |  Previously Restored by Groundswell |
|  Dune | |

Figure 3. Project area and vegetation type at Seabright Beach, Santa Cruz, CA.

0 0.05 0.1 Mile





Seabright

groundswell
coastal ecology





Seabright



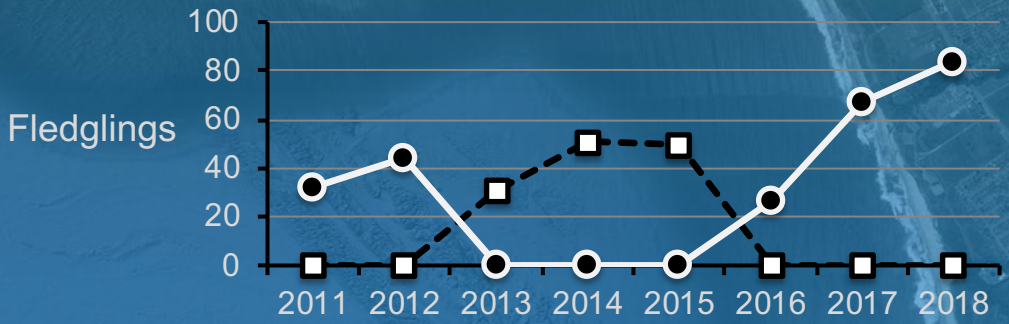
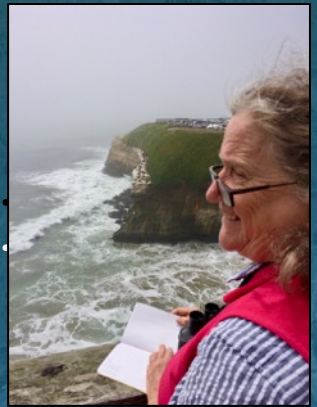
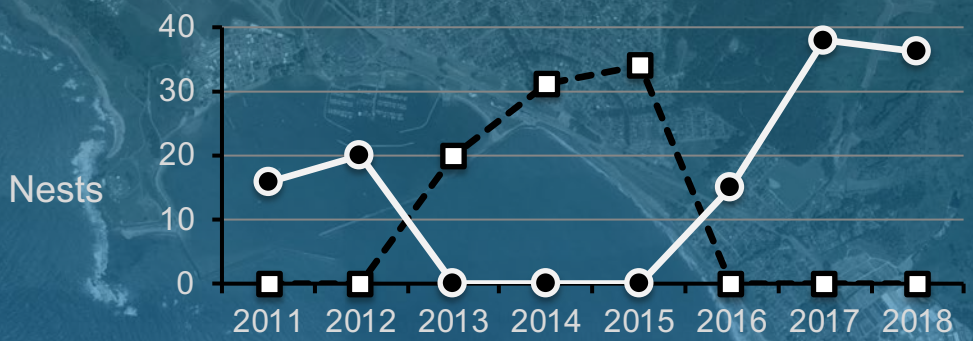


Natural Bridges





Natural Bridges



■ Islet
○ Mainland



Natural Bridges

Birds Only Beyond the Fence

You Can Help Seabirds Thrive

Seabirds use these cliffs and grassy ledges to rest, build nests, and raise their chicks. Do not disturb, harass, or feed wildlife. Violators are subject to penalties.



Western Gulls
Gulls mate for life. To protect their young, the pair will attack people that approach beyond the fence.



Brandt's Cormorant
Look for cormorants—wings outstretched, drying their feathers and preening. This cliff provides a safe roost close to the small fish they eat.



Black Oystercatchers
Distinguished by their long, bright orange bill, their chicks rely on camouflage to avoid predators.



Cormorant, Western Gull, Pelican Roosting



Black Oystercatcher Nesting Area



Brown Pelicans
Environmental protections brought the brown pelican back from the brink of extinction. Now increasingly abundant along the West Coast, these birds dive bomb into schools of fish to eat.



NATURAL BRIDGES STATE BEACH



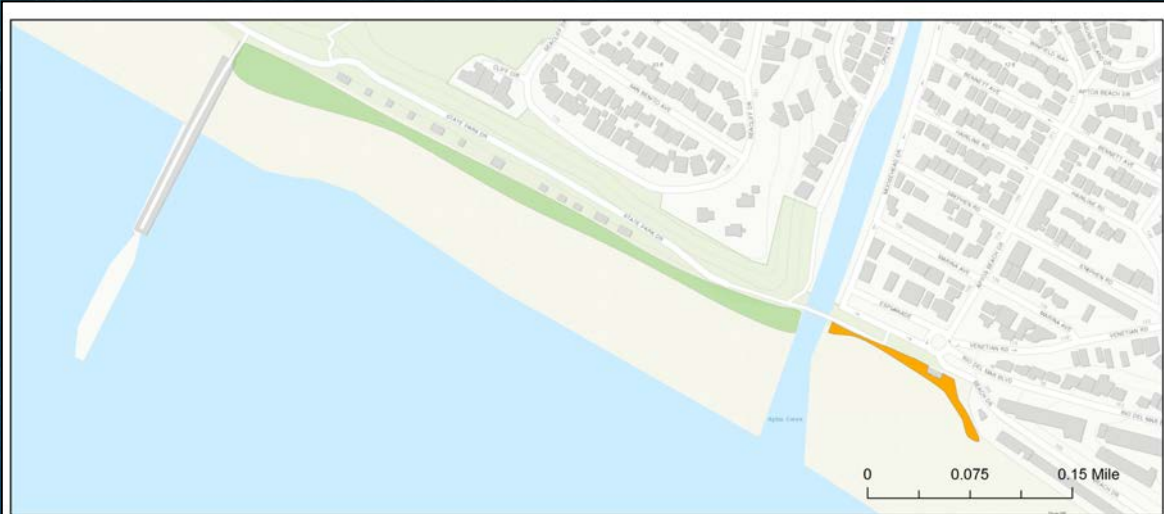


Natural Bridges





Rio del Mar



Area of Detail






-  Year 1 Restoration
-  Phase 2 Project Area
-  Detail Map Extent



Figure 1. Project area in Aptos, CA located in on the northern edge of Monterey Bay.



Rio del Mar



Soquel High School



West Cliff Adaptation and Management Plan

Government • City Departments • City Manager • Climate Action Program •

Climate Adaptation Planning

Font Size: [A](#) [B](#) [Share & Bookmark](#) [Feedback](#) [Print](#)



Mitigation vs. Adaptation

Climate mitigation is any action taken to permanently eliminate or reduce the long-term risk and hazards of climate change to human life and property such as reducing Green House Gas (GHG) emissions.

Climate adaptation is defined by the IPCC* as the, "...adjustment in natural or human systems to a new or changing environment. Adaptation to climate change refers to adjustment in natural or human systems in response to actual or expected climatic stimuli or their effects, which moderates harm or exploits beneficial opportunities."

WEST CLIFF DRIVE ADAPTATION AND MANAGEMENT PLAN

The City of Santa Cruz was awarded a CalTrans grant, funded by SB1 and "gas tax" monies to assess climate threats to 2.5 miles of West Cliff Drive, Santa Cruz's most famous coastal scenic roadway. The project will include a base assessment and an inventory of current conditions, as well as a cost benefit and funding strategies analysis, conceptual design of alternative options, and a final plan with actionable tasks and policies by the end of 2021. Community outreach and feedback will be heavily considered in the decision making process. If you would like to be added to the email outreach list for the West Cliff Drive Adaptation and Management Plan, send us an email at climateaction@cityofsantacruz.com.

2018-2023 FINAL CLIMATE ADAPTATION PLAN UPDATE

The [2018-2023 Climate Adaptation Plan Update](#) was adopted by City Council on October 9, 2018. It culminates a 2 year process of studies, outreach and other updates. A spanish language version of the 2018-2023 Climate Adaptation Plan Update is also available here: [ACTUALIZACIÓN DEL PLAN DE ADAPTACIÓN CLIMÁTICA](#)

The Climate Adaptation Plan Update is being adopted at the same time as the [2018-2023 Local Hazard Mitigation Plan](#), which has been approved by California Office of Emergency Services and FEMA.





West Cliff Adaptation





Living Shorelines

What makes good build out

- Maintaining Coastal Processes
- Ecological Function
- Working Landscape
- Recreational Function
- Aesthetic
- Preservation our coastal identity





Pillar Point - Living Shorelines Opportunities





Potential Living Shorelines Sites



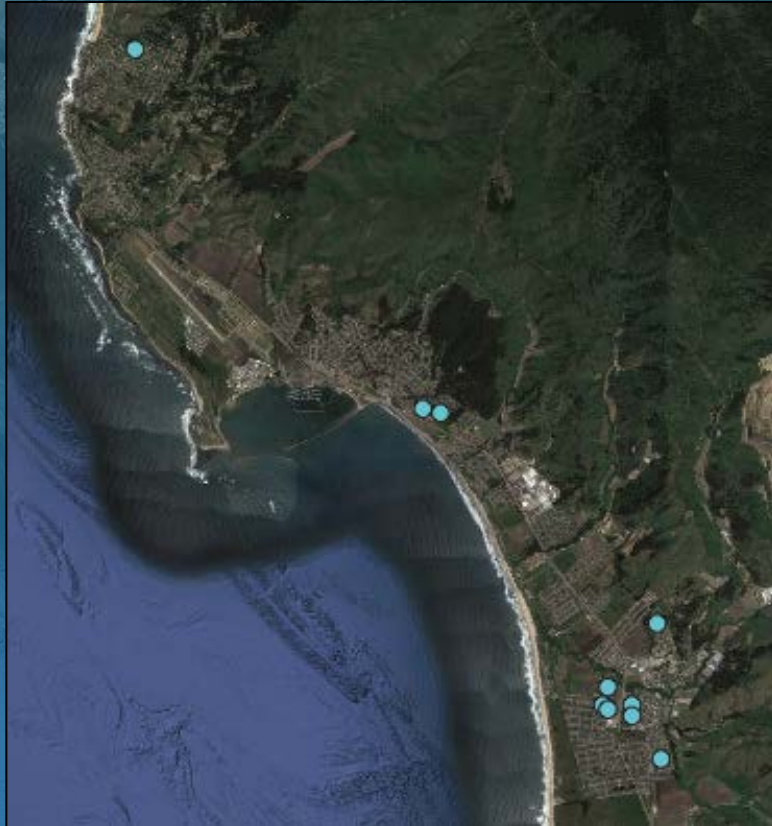


Potential Living Shorelines Sites





Schools





Facilities





Facilities - Multifunctional





Scalable

groundswell
coastal ecology



groundswellecology.org







Staff Report

TO: Board of Harbor Commissioners
FROM: John Moren, Interim General Manager
DATE: August 21, 2019
SUBJECT: Proposed Flood and Sea Level Rise Resiliency Agency

Recommendation/Motion:

Information only report. Recommendation: The Harbor District Board receive a report on the San Mateo County Flood and Sea Level Rise Resiliency District.

Policy Implications:

Consistent with the District's desire to partner with County Agencies/Districts to address flood and sea level rise challenges.

Fiscal Implications/Budget Status:

None at present.

Background/Discussion:

Since 2013, San Mateo County and the 20 cities and towns have increasingly recognized their competitive disadvantage in pursuing grant funding to respond to flooding and sea level rise in comparison with neighboring counties that have countywide agencies working on those issues.

In 2017, the City/County Association of Governments (C/CAG) established its Countywide Water Coordination Committee as a standing committee to address flooding, regional stormwater, and sea level rise issues within San Mateo County. The Committee was convened in May 2017 and decided, in partnership with the County, to develop a proposal for a water management agency that could be considered by the C/CAG Board of Directors and County Board of Supervisors by the end of 2018. To achieve this goal, the Committee convened a Staff Advisory Team (SAT) comprised of 18 staff representatives from C/CAG, the County, cities, and other water-related agencies and interests to help develop the draft proposal. The SAT was supported by Environmental Science Associates (ESA) under contract to the County Department of Public Works.

After considering different alternatives, the recommendation was to modify an existing special district, the San Mateo County Flood Control District (SMCFCD). The SMCFCD, which is governed by the Board of Supervisors and utilizes county staff for its functions, has been in place since its creation via special legislation in 1959. Its activities are generally limited to three active flood control zones in which it collects pre-Proposition 13 property taxes to fund flood control efforts (Colma Creek, San Bruno Creek, and San Francisquito Creek watersheds). It also imposes two countywide fees on the property taxes on C/CAG's behalf to fund its Countywide Water Pollution Prevention Program and fees on the property taxes on behalf of the City of Pacifica to fund its water pollution control program. The SMCFCD's annual zone-based property tax revenue is approximately \$3.8 million, the majority of which comes from the Colma Creek zone, and the two countywide fees for the C/CAG program generate approximately \$1.5 million annually. These funds will remain dedicated to their existing programs.

Special legislation (AB 825) is required to revise the 1959 San Mateo Flood Control District Act to change the governance from the Board of Supervisors to a seven-member board consisting of five city and two county elected officials. One of the two Supervisors will be from District 3, the coastal area. The city representatives will be appointed by C/CAG and represent the north, central, south and coastal areas of the County. The fifth city representative will be an at-large position. Legislative fixes under AB 825, which was expected to go into effect in January 2019, will also enhance authorities related to sea level rise and coastal erosion, clarify funding/financing authorities to reflect current state regulations/constitutional restrictions, and change the name to the Flood and Sea Level Rise Resiliency District (District). The District's mission and role will be to address sea level rise, flooding, coastal erosion, and large-scale stormwater infrastructure improvements through integrated regional planning, design, permitting, project implementation, and long-term operations and maintenance to create a resilient "one shoreline" San Mateo County by 2100.

Proposed District "Start-up" funds

The start-up of the District calls for \$1.5 million in annual funding contributions for three years, split equally between the County and the 20 cities and towns. Annual city/town contributions for District start-up fall into three population-based tiers, with seven small size cities/towns paying \$25k, nine medium size cities paying \$40k, and four large size cities paying \$55k, for a cumulative city/town contribution of \$755k.

Of the County's \$750k share, \$350k will go to supplement the cities/towns' contribution, resulting in a grand total of \$1.1 million as annual "Start-up" funds. The remaining \$400k County contribution will be used to continue its current Flood Resilience Program under which the County is leading efforts with seven cities under three memoranda of understanding to address multi-jurisdictional flooding problems in three different watersheds.

During the three-year start-up period, the District's activities will generally fall into two categories: continuing existing efforts and securing on-going reliable funding for the new agency. For the first, the District will continue implementing the SMCFCD's zone-based flood control activities (proposed initially through contracting with County Department of Public Works) and maintain the Flood Resilience Program that is working with the seven cities under three memoranda of understanding. For the Start-up services, the District will develop a Flood and Sea Level Rise Investment Plan that will define the flood, stormwater, and sea level rise projects and potential funding options. This information will be essential to the community and stakeholder engagement process. The intent will be to secure long-term sustainable revenue, such as through an Enhanced Infrastructure Financing District, a Geological Hazard Abatement District, property-related fee, or targeted special tax, any of which will require significant community and stakeholder engagement and outreach.

In the event a long-term funding structure is not in place within this three-year period, the annual funding contributions of the County and the cities are proposed to be extended for up to two additional years provided that (1) the District is demonstrating sufficient progress toward meeting its objectives, and (2) the cities and the County agree to continue their respective funding contributions.

The new governing board of the District will hire an Executive Director and the two County positions currently assigned to the Flood Resiliency Program will move to the new District. Additional staff and consultants will be hired by the District, as needed, to achieve its goals during the three-year startup period and beyond. It will also need to contract with the County for ongoing management of the existing SMCFCD activities, until it is able to manage such efforts on its own.

The C/CAG Board of Directors unanimously endorsed the Proposal at its January 10, 2019 meeting. The County Board of Supervisors endorsed the Proposal at its January 29, 2019 meeting. The Proposal was also endorsed by all 20 city and town councils.

Summary/Recommendation:

This report is informational only.

Attachments:

[PPT Presentation](#)

Proposed Flood and Sea Level Rise Resiliency Agency

San Mateo County Harbor District Meeting

August 21, 2019



The Proposal

- **Modify Existing County Flood Control District (AB 825)**
 - Modify governance (7 Member Board)
 - Provide needed functions
- **3-Year Start-up**
- **Share Start-up Costs**
 - 50% County
 - 50% Cities

Endorsement Summary

- County Board of Supervisors
- C/CAG Board
- All 20 Cities

Funding Breakdown

- Start-up Funding

Population	Annual Cost	# Cities
< 20,000	25,000	7
20,001 - 60,000	40,000	9
60,001 +	55,000	4

Start-up

- “Board in Waiting” until Board Seated in January 2020
- Prepare Flood and Sea Level Rise Investment Strategy
- Conduct Public Engagement Program
- Identify and Pursue Reliable On-going Funding
- No Disruption of MOU Projects During Start-up
- No Disruption to FCD Projects During Start-up

Current Funding Breakdown

Services	Annual Budget	Funding Source
Agency Start-up	\$1.1M	County - \$350K Cities - \$750k
MOU Services	\$400k Staff Resources	County Participating Cities
Flood Control District*	\$3.8M - Subzone Funding \$1.5M - C/CAG	Existing Property Tax Existing Fee

- *Notes:
1. *Flood Control District Funds are collected in and can only be spent in the three existing subzones.*
 2. *C/CAG funds are collected for C/CAG and are used only for Municipal Regional Stormwater Permit Compliance + Administration.*

Proposed Flood and Sea Level Rise Resiliency Agency

San Mateo County Harbor District Meeting

August 21, 2019





Staff Report

TO: Board of Harbor Commissioners

FROM: John Moren, Interim General Manager

DATE: August 21, 2019

SUBJECT: Pillar Point Harbor Fishing Pier, ADA Access Walkway and Adjacent Breakwater Rehabilitation Invitation for Bid Approval; Approve increase in Capital Project Appropriations of \$427,369

Recommendation/Motion:

Motion: (i) Authorize the Interim General Manager, pursuant to an Invitation for Bid (IFB) response evaluation from qualified firm(s) and/or individual(s) to assist the San Mateo County Harbor District (District) with the rehabilitation of the Pillar Point Harbor Fishing Pier and adjacent breakwater repair, to execute an Agreement with the lowest bidder, Valentine Corporation, for the amount of \$427,369.00, and, subject to continued due diligence and verification of insurance and other obligations outlined in the IFB, award the contract to Valentine Corporation.

Motion: Approve an increase in Capital Project Appropriations of \$427,369 for Pillar Point Harbor Fishing Pier, ADA Access Walkway and Adjacent Breakwater Rehabilitation. The project will be funded by available Working Capital.

Policy Implications:

Consistent with the San Mateo County Harbor District's (District) mission to provide a safe, well-maintained Harbor which is accessible to all.

Fiscal Implications/Budget Status:

The District began FY 2019/20 with approximately \$14.25 million in Working Capital and appropriated \$200,000 leaving a balance of \$14.05 million. The funding of this contract is estimated to decrease the uncommitted Working Capital balance to approximately \$13.62 million.

Background:

The existing fishing pier is 30 years old and provides fishing activities to the non-boating public and is a vital component of the Pillar Point Harbor. The Fishing Pier was constructed in 1989 over, and adjacent to, an existing rip rap breakwater. This facility

presently consists of a concrete piled timber pier structure, an access walkway structure serving the pier from shore, and the original supporting revetment breakwater that was further enhanced in 1989 for the purposes of this Fishing Pier facility. The present breakwater extends beyond the fishing pier location to provide protection for the Pillar Point inner harbor. Due to ongoing timber deterioration and breakwater erosion failure, a 2012 condition survey, conducted by GHD Inc., found it to require substantial repairs.



Along with the supporting rip rap erosion and failing timber issues, the Fishing Pier walkway and terminus platform need alteration for ADA compliance.



In October 2017 the District entered into a Work Directive agreement with bench consultant M&N, who was chosen through the RFP process, for the Project design, engineering, regulatory compliance, ITB and construction support. M&N technical specifications were completed in May 2019. To date, all permits have been obtained including the CCC CDP waiver approval.

The project Invitation for Bid was issued on June 5, 2019. Invitation for Bid documents can be found at <https://smharbor.specialdistrict.org/closed-rfps-itb>. Bids were due on July 10, 2019 by 2:00 pm. At that time bids were publicly opened. Four bids were submitted. Valentine Corporation was the lowest qualified bidder, proposing \$427,369.00.

Summary/Recommendation:

Staff recommends the Board authorize the Interim General Manager, pursuant to an Invitation for Bid (IFB) response evaluation from qualified firm(s) and/or individual(s) to assist the San Mateo County Harbor District (District) with the rehabilitation of the Pillar Point Harbor Fishing Pier and adjacent breakwater repair, to execute an Agreement with the lowest bidder, Valentine Corporation, for the amount of \$427,369.00, and, subject to continued due diligence and verification of insurance and other obligations outlined in the IFB, award the contract to Valentine Corporation.

Attachments:

[Valentine Corporation Proposal](#)

SAN MATEO COUNTY HARBOR DISTRICT

CONTRACT NO. 2017-11

Pillar Point Fishing Pier Rehabilitation

BID FORM

TO: SAN MATEO COUNTY HARBOR
DISTRICT EL GRANADA, CA

Pursuant to the Notice Inviting Bids, the undersigned bidder herewith submits a bid on the bidding form or forms attached hereto and made a part hereof and binds itself on award by the San Mateo County Harbor District under this bid to execute a contract in accordance with its bid, the bid documents and the award. The attached Notice Inviting Bids, General Conditions and Instructions for Bidders, Special Provisions, Technical Specifications, Bid Forms, and Addenda, if any, are made a part of this bid and all provisions thereof are accepted, and all representations and warranties required thereby are hereby affirmed.

Bids below include all applicable charges, including labor, insurance, bonding, and other costs necessary for the furnishing of all equipment and the performance of all services called for under the Contract. Prices quoted shall include all sales or use taxes.

BIDDER SHALL SUBMIT QUOTES FOR ALL ITEMS

CONTRACT NO. 2017-11

Pillar Point Fishing Pier Rehabilitation

ITEM #	DESCRIPTION	UNIT	QTY	AMOUNT
1	Remove & Reinstall Existing Pier Decking	LS	1	\$20,000 ⁰⁰
2	Pier Decking	SF	56	\$ 1,792 ⁰⁰
3	Remove & Reinstall Existing Fish Cleaning Station	LS	1	\$ 2,800 ⁰⁰
4	Pier Guardrail	LF	216	\$57,240 ⁰⁰
5	Rock Riprap	TON	355	\$ 92,300 ⁰⁰
6	Concrete for Grouted Riprap	CY	20	\$ 18,000 ⁰⁰
7	Walkway Guardrail	LF	610	\$112,850 ⁰⁰
8	Water Pipeline	LS	1	\$ 46,000 ⁰⁰
9	Electrical Lighting System	LS	1	\$ 76,387 ⁰⁰
TOTAL BID PRICE				\$ 427,369⁰⁰

The Bid Form must be signed below in accordance with the General Conditions and Special Provisions. Bids submitted in any other form will be considered non-responsive and may be rejected.

Name Under Which Business is Conducted: Valentine Corporation

Business Address: 111 Pelican Way

San Rafael, CA 94901

Telephone Number: (415) 453-3732 Facsimile Number: (415) 457-5820

E-Mail Address: _____

MANDATORY SIGNATURE(S)
(See General Condition 3 and Special Provision 1.3)

IF SOLE OWNER, sign here: I sign as sole owner of the business named above.

IF PARTNERSHIP, one or more partners sign here: The undersigned certify that we are partners in the business named above and that we sign this Contract proposal with full authority to do so.

IF CORPORATION OR LCC, sign here: The undersigned certify that they sign this Contract proposal with full and proper authorization to do so.

Entity Name: Valentine Corporation

By: Robert O. Valentine Title: Robert O. Valentine, President

*By: Please see attached. Title: _____

Incorporated under the laws of the State of California

* If the Bidder is a corporation, this Bid Form must be executed by two corporate officers, consisting of: (1) the president, vice president or chair of the board; and (2) the secretary, assistant secretary, chief financial officer or assistant treasurer. In the alternative, this Bid Form may be executed by a single officer or a person other than an officer provided that evidence satisfactory to the District is provided, demonstrating that such individual is authorized to bind the corporation (e.g. a copy of a certified resolution from the corporation's board or a copy of the corporation's bylaws).

IF JOINT VENTURE, officers of each participating firm sign here: The undersigned certify that they sign this Contract proposal with full and proper authorization to do so:

Joint Venture Name composed of: _____ By _____ Title _____

_____ By _____ Title _____



GENERAL ENGINEERING CONTRACTORS



To whom it may concern:

I, Madeleine Valentine, Secretary of Valentine Corporation hereby attest that the following action was taken at a regular Valentine Corporation Board meeting held on August 31, 2018.

That, Robert O. Valentine continues to be President of Valentine Corporation.

That the Board of Directors enacts the following resolution in affirmation of existing policy:

Be it resolved that the President be authorized to execute on behalf of the Corporation, agreements pertaining to performing services for clients and for the finance or lease of such items of property upon such terms and conditions as the officers in hereafter authorized in their discretion may deem necessary or advisable.

Signed: *Madeleine Valentine*
Madeleine Valentine
Secretary, Board of Directors
Valentine Corporation

Date: 8-31-2018

VALENTINE CORPORATION

111 PELICAN WAY • SAN RAFAEL, CA 94901 • P.O. BOX 9337 • SAN RAFAEL, CA 94912 • (415) 453-3732 • FAX (415) 457-5820

DOCUMENTS TO ACCOMPANY BID:

 X The Bidder's Bond or certified or cashier's check required by Section 14 of the General Conditions and Special Provision 1.10, in an amount equal to at least ten percent (10%) of the Total Bid Price

 X Certificate of Insurance in accordance with Special Provision 4.1.C

 X List of Subcontractors

 X Acknowledgment of Addenda, if any

 X Qualification Questionnaire

 X Proof of DIR Registration in accordance with Special Provision 5.15

 X Non-Collusion Declaration

BIDDER'S BOND

KNOW ALL PERSONS BY THESE PRESENTS:

That Valentine Corporation, as Principal, and Fidelity and Deposit Company of Maryland, as Surety, are held and firmly bound unto the SAN MATEO COUNTY HARBOR DISTRICT, hereinafter called the District, in the sum of Ten Percent (10%) of Total Amount Bid (\$ 10% of Amount Bid) being at least ten percent (10%) of the total amount of the bid of the Principal above named for **CONTRACT NO. 2017-11, Pillar Point Fishing Pier Rehabilitation**, for the payment of which sum in lawful money of the United States, well and truly to made to the District, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

The condition of the above obligation is such that, whereas the Principal has submitted said bid to the District;

NOW THEREFORE, if the Principal is awarded a contract by the District and, within the time and in the manner required by the Specifications, enters into a written contract with the District and furnishes the requisite bond or bonds, then this obligation shall become null and void, otherwise to remain in full force and effect.

In the event suit is brought upon this bond by the District and Judgment is recovered, the Surety shall pay all costs incurred by the District in such suit, including a reasonable attorney's fee to be fixed by the Court.

Dated July 2, 2019.

Principal: Valentine Corporation

By: ROBERT O. VAL

(SEAL)

By: Robert O. Valentine, President

Surety: Fidelity and Deposit Company of Maryland

By: Jonathan Russell

(SEAL AND NOTARIAL
ACKNOWLEDGEMENT OF
SURETY)

By: Jonathan Russell, Attorney-in-Fact

Note: Signatures of those executing for surety must be properly notarized.

EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify or revoke any such appointment or authority at any time."

CERTIFICATE

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 2nd day of July, 2019.



Michael C. Fay

Michael C. Fay, Vice President

TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT A COMPLETE DESCRIPTION OF THE CLAIM INCLUDING THE PRINCIPAL ON THE BOND, THE BOND NUMBER, AND YOUR CONTACT INFORMATION TO:

Zurich Surety Claims
1299 Zurich Way
Schaumburg, IL 60196-1056
www.reportsfclaims@zurichna.com
800-626-4577

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

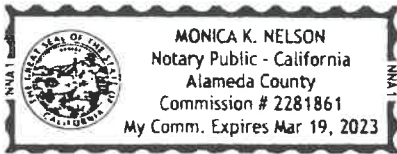
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

County of Contra Costa }

On July 2, 2019 before me, Monica K. Nelson, Notary Public,
Date Insert Name of Notary exactly as it appears on the official seal

personally appeared Jonathan Russell
Name(s) of Signer(s)



Place Notary Seal Above

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Witness my hand and official seal.

Signature Monica K. Nelson
Signature of Notary Public

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of the form to another document.

Description of Attached Document

Title or Type of Document: Bidder's Bond

Document Date: July 2, 2019 Number of Pages: 1

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: Jonathan Russell

- Individual
- Corporate Officer — Title(s): _____
- Partner Limited General
- Attorney in Fact
- Trustee
- Guardian or Conservator
- Other: _____

RIGHT THUMBPRINT OF SIGNER
Top of thumb here

Signer is Representing:
Fidelity and Deposit
Company of Maryland

Signer's Name: _____

- Individual
- Corporate Officer — Title(s): _____
- Partner Limited General
- Attorney in Fact
- Trustee
- Guardian or Conservator
- Other: _____

RIGHT THUMBPRINT OF SIGNER
Top of thumb here

Signer is Representing:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/26/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CA LIC 0B29370 Edgewood Partners Insurance Center (EPIC) [Concord - Branch ID 15469] P.O. Box 5668 Concord, CA 94524	1-925-798-3334	CONTACT NAME: Janet MacDougall PHONE (A/C No. Ext): 925-822-9018 E-MAIL ADDRESS: janet.macdougall@epicbrokers.com FAX (A/C No.): 925-887-6815
INSURED Valentine Corporation 111 Pelican Way San Rafael, CA 94901		INSURER(S) AFFORDING COVERAGE INSURER A: FIRST SPECIALTY INS CORP 34916 INSURER B: ZURICH AMER INS CO 16535 INSURER C: RSUI IND CO 22314 INSURER D: ASPEN SPECIALTY INS CO 10717 INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: 54121070 REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Ded: \$10,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			IRG200274403	09/30/18	09/30/19	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> Comp/Coll <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Ded \$2,500			BAP018504203	09/30/18	09/30/19	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			NHA245784	09/30/18	09/30/19	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> N/A			WC018504303	10/01/18	10/01/19	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Pollution			ERAGTV218	09/30/18	09/30/19	Occ/Aggregate 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Coverage

CERTIFICATE HOLDER CANCELLATION

Evidence of Coverage 111 Pelican Way San Rafael, CA 94901 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

LIST OF SUBCONTRACTORS

The Bidder is required to furnish the following information in accordance with the provisions of Sections 4100 to 4114, inclusive, of the Public Contract Code of the State of California. This list and information shall include all subcontractors that will perform work, provide labor or render services to the Bidder in connection with the project in an amount in excess of one-half of one percent of the total amount of Bidder's proposal.

Do not list alternative subcontractors for the same work. Use additional sheets if necessary.

NAME OF SUBCONTRACTOR	LICENSE NUMBER	LOCATION OF/ PLACE OF BUSINESS	PORTION OF WORK
REV 1. EARTH BOUND ELECTRIC INC	1048045	ARROYO GRANDE	LIGHTING / ELECTRIC
2. EARTH BOUND ELECTRIC, INC			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

ACKNOWLEDGMENT OF ADDENDA

Pillar Point Fishing Pier Rehabilitation

The undersigned Bidder acknowledges receipt of the following addenda, if issued, to the Bid Documents. If none received, write "None Received".

Addendum No. 1, dated 06/06/19

Addendum No. 2, dated 06/26/19

Addendum No. _____, dated _____

Date: 07/10/19

Firm: Valentine Corporation

Signature: ROBERT O. VALENTINE

Print Name: Robert O. Valentine

Title: President

**QUALIFICATION QUESTIONNAIRE AND
FINANCIAL STATEMENT WITH BUSINESS REFERENCES**

Valentine Corporation () (415) 453-3732
Name of Applicant or Firm Telephone

() (415) 457-5820
Facsimile

111 Pelican Way
Street Address (NOTE: If using a P.O. Box, please list both P.O. Box No. AND Street Address)

San Rafael, CA 94901
City, State, Zip

Date Submitted:
07/10/19

Fiscal Year Ending:
09/30/19

The above applicant or firm is:

A parent firm of: N/A

A subsidiary division of: N/A

1. How many years has your organization been in business as a contractor under your present name?

+54

2. How many years' experience:

a) As a prime contractor: +54

b) As a subcontractor: +54

3. Are you registered as a contractor or subcontractor with the California Department of Industrial Relations? Yes

Registration No.: 1000003272 Registration expiration date: 06/30/20

****BIDDER MUST SUBMIT PROOF OF CONTRACTOR REGISTRATION WITH THE DIR IN THE FORM OF A HARD COPY OF THE RELEVANT PAGE OF THE DIR'S DATABASE FOUND AT: <https://efiling.dir.ca.gov/PWCR/Search>****

4. List below at least three contracts your organization has performed in the last five years involving the demolition of structures in a marine environment.

CONTRACT \$ AMOUNT	PERCENT COMPLETED	CONTRACTING AGENCY AND ADDRESS, NAME AND PHONE OF OWNER/AGENCY REPRESENTATIVE
Please see attached.		

(Use separate sheet if more listing space is needed.)

5. Have you ever failed to complete any work awarded to you, or have you ever been disqualified, removed, or otherwise prevented from bidding on or completing any federal, state or local government project because of a violation of law or safety regulation?

() Yes (x) No

If so, where and why? _____

San Mateo County Harbor District
Pillar Point Fishing Pier Rehabilitation
#4 - Relevant Projects

VC Job Number	Project	Contract Amount	Percent Complete	Contracting Agency	Owner Contact
Various	Pier 39 - Various Phases	\$ 10,000,000	100%	Hornblower Yachts Pier 39 San Francisco, CA 94111	Joe Wyman (415) 635-2247
7440	McNears Pier Rehabilitation	\$ 748,369	100%	County of Marin Parks 3501 Civic Center Drive San Rafael, CA 94903	Chris Bramhan (415) 473-3639
7600	Seadrift Boat Launch Rehabilitation	\$ 399,369	100%	Seadrift Home Owners Association Noble Consultants 201 Alameda Del Prado Novato, CA 94949	Ron Noble (415) 884-0727
7610	Mill Valley Bayfront Park Kayak Dock	\$ 393,369	100%	City of Mill Valley 26 Corte Madera Avenue Mill Valley, CA 94946	Michael Hanlon (415) 384-4830
7615	Niles Community Park Dock Renovations	\$ 213,369	100%	City of Fremont 39550 Liberty Street Fremont, CA 94537	Ted Ginette (510) 949-4795

6. The Contractor shall dispose of any hazardous wastes under its own EPA generator number. Please provide your EPA Generator Number:

10031746 - May out source.

7. What is the construction experience of the principal officers and key employees (including superintendents) of your organization?

INDIVIDUAL'S NAME	PRESENT POSITION OR OFFICE	YEARS OF CONSTRUCTION EXPERIENCE	MAGNITUDE & TYPE OF WORK	IN WHAT CAPACITY
Robert Valentine	President	Please see	attached,	resume.
Harold Mossman	General Superintendent	Please see	attached	resume,
William Barend	Senior Project Manager	Please see	attached	resume.
Jeff Drier	Project Manager	Please see	attached	resume.
Stephanie Gindlesperger	Project Manager	Please see	attached	resume,

8. List facilities that are available for anticipated work. (In Column 3, indicate ownership status of equipment and facilities if available: O-Own, L-Lease.)

QTY.	ITEM (DESCRIPTION, SIZE, CAPACITY, ETC.)	OWNERSHIP	CONDITION	YEARS OF SERVICE	PRESENT LOCATION
	Please see attached.				

Key Personnel Qualifications

NAME OF CONTRACTOR/OFFEROR: Valentine Corporation

Fluency in English

Mr. Valentine is the President of the company, and is the top official responsible for the success of this company. He is available at any time to consult, and respond to any issue that occurs.

PERSONNEL INFORMATION:

Name: Robert O. Valentine, P.E.

Job Title: President

Years of Experience With This Firm: 33 Years of Experience With Other Firms: 0

EDUCATION AND PROFESSIONAL REGISTRATON:

Top Educational Level Obtained: MBA, Santa Clara University Year: 1993

Area of Specialization: Finance

Professional Registrations: Registered Professional Civil Engineer, California

Qualified Storm Water Prevention Plan Developer

Area of Specialization Heavy highway construction, Concrete structures, Repair of concrete structures pump station construction, mechanical & process piping, underground construction bridge retrofits, marine wharves and piers

EXPERIENCE AND QUALIFICATIONS

2003 to Present – Valentine Corporation, President: In charge of all company estimating, sales and construction work in progress managing annual construction volumes to \$8 to \$12 million annually

1995 to 2003 – Project Manager, Valentine Corporation: In charge or managing a multitude of construction projects for Valentine ranging from \$100K to \$5M in project size. See partial project listing below.

1990 to 1995 – Project Engineer and Estimating Assistant, Valentine Corporation: In charge of project engineering duties on a variety of heavy highway projects working for a Valentine project manager.

1995 to Present – Company Safety Manager: In charge of company safety program and risk control, training, incentive program and inspections. 10 Hour OSHA, CPR, HAZ WOPPER trained over the years. Substantial heavy highway experience is the backbone of his safety credentials.

Partial List of Projects Managed:

Catellus Stormwater Pump Station #6, 2008, City of San Francisco, \$4,223,000

Pier 39 Structure Improvements, 2007, Pier 39, LLC, \$323,000

Nicasio Pipeline Retaining Wall, 2006, Marin Municipal Water Dist., \$639,268

Catellus Stormwater Pump Station, 2004, City of Alameda, \$1,738,369
East Park Deck, Pier 39, 2004, City of San Francisco, \$410,000
Earthquake Bridge Retro, 2003, City of Oakland, \$1,883,369
Pedestrian Bridge/Bike Path, 2003, City of Palo Alto, \$1,071,209
Hall of Justice, Marin County, 2003, \$839,369
Transfer Station Expansion, City of Berkeley, 2003, \$948,369
4 Bridges Seismic Retro, Contra Costa, 2003, \$801,598
Lapis Restaurant Wharf Repair, 2003, San Francisco, \$280,000
Raw Water Seismic Retrofit, Contra Costa Water District, 2003, \$1,846,490
Pier 23 under-deck spall repairs, Port of San Francisco, 2002, \$245,000
Pier 43 Arch Repair, Port of San Francisco, 2002, \$1,100,000
Pier 43 Demolition & Reconstruction, Port of San Francisco, 1996, \$1,279,320
San Rafael-Richmond Bridge Retrofit, CalTrans, 1997, \$3,900,000
Seadrift Sheetpile Bulkhead, Seadrift Assoc., 1998, \$965,000
Ferry Pier Const., City of Sausalito, 1999, \$844,170
Substructure Shotcrete Repairs, Pier 39 LTD, 1999, \$509,000.00
Chrissy Field Bridges, Golden State Nat. Recreation Area, 1999-2000 \$705,000
Ukiah Bridge Retrofits, CalTrans, 1995, \$1,646,108

Three client references:

Ammo Hill Water Tank
Drew McIntyre
North Marin Water District
999 Rush Creek Place
Novato, CA 94948
415-897-4133

Catellus Bayport Pumpstation
Phil Owens
Catellus Development Corp.

500 Tinker Ave.
Alameda, CA 945-1
510-337-8735

Earthquake Retrofit
Mohammad Barati
City of Oakland
250 Frank Ogawa Plaza, Suite 4344
Oakland, CA 94612
510-238-3051

Key Personnel Qualifications

NAME OF CONTRACTOR/OFFEROR: Valentine Corporation

Fluency in English, Competent in Spanish

Name: William P. Barend

Job Title: Chief Estimator & Project Manager

Years of Experience With This Firm: 19

Years of Experience With Other Firms: 35

EDUCATION AND PROFESSIONAL REGISTRATON:

Top Educational Level Obtained: BS Civil Engineering, Cal State University, Chico Year: 1984

Professional Registrations: Registered Professional Civil Engineer

Area of Specialization: Concrete Structures; Utilities; Treatment Plants; Bridge Retrofit

EXPERIENCE AND QUALIFICATIONS

Mr. Bill Barend has extensive experience in the heavy civil construction field. Starting with Concrete Form Constructors for 9 years, he gained varied experience in engineering concrete frame construction for parking garages, high-rise towers, sports arenas and numerous other concrete structures. Moving on to Shimmick Construction for 11 years, he gained varied experience in the heavy civil field managing the safe construction of underground utility structures, bridge retrofits, water treatment facilities, retaining walls, light rail infrastructure and various bridges. At Valentine, he has continued in this field as chief estimator and project manager. He is experienced in many of the major software programs such as Autocad, HCSS estimating and Primavera scheduling. Some of the major projects he has had safety, engineering, supervision and management duties are:

Department of Water Resources - East Borrow Canal Completion

\$2,971,073

This project includes several difference elements to upgrade 3 existing pump stations, Install a new precast concrete slab over an existing fish ladder and installing new guard railing around weir. All of these locations are on the Sutter Bypass between Sacramento and Yuba City. There is a time critical element to the upgrades to the existing pump stations. new breakers, fuel maintenance systems , pump oiling systems, flow meter systems and level sensors need to be installed and integrated into the existing systems by July 1, 2016. This project was awarded on December 24, 2015 which only allowed 6 months to submit, procure, install and test all of these long lead time systems .All items were completed as scheduled, by July 1, 2016.

US Bureau of Reclamation, Seismic Repair of 15 Bridges

\$2,583,000

This project consisted of installing 226 concrete shear keys on 15 different bridges along the California Aqueduct from Los Banos to Bakersfield. These cast in place shear keys were installed as a seismic retrofit project and were bonded to the bridge girders,

abutments and bents with a "drill and bond" method. All work was completed off of floats / scaffolding over the aqueduct or on the adjacent channel lining. The most critical aspect of this project was that it had to be completed within a 4 month time frame. It was necessary to have 5 different crews working at different locations to meet this schedule.

**Port of Oakland Pump House #6 Storm Water Pump Station at the Oakland Airport
\$2,256,000**

Construct Storm water station at Oakland Airport, pile driving, structural concrete bridge and retaining wall, install twin 80 HP storm water pumps, piping, electrical and instrumentation

**US Bureau of Reclamation, Tracy Fish Facility Second Louver Replacement 2014 -
\$4,273,000**

The Tracy Fish Facility is located on the Mendota Canal on the Sacramento Delta, the Fish Louver mechanically assists fish from the upstream Delta to the downstream salt water. The project consisted of replacing screens and support systems required Valentine Corporation to prepare and stage all elements for removal and replacement, and complete the work in a 21 day shutdown window allowed by Fish and Game. Work included drilling 44 CIDH piles 42" x 30' deep for channel wall support, and filling voids with 250 CY of CSLM. We demolished the large steel framed crab removal structure and the concrete walkways adjacent. The mechanical system installed included 2 high pressure vertical turbine pumps, a 20" dewatering vertical turbine pump, 6" high capacity zoo micron water filter, and 120 lf of 6" to 22" stainless steel high pressure plant piping and valves. Valentine installed an 80' conveyor system for removing the screened materials, metal grating and handrail systems.

This project involved rehabilitation of mechanical equipment, work in difficult access and confined spaces, concrete repair and refurbishment. The project involved simultaneous coordination of multiple subcontractors, trades and critical equipment; all within a mandatory 21 day shut down. This area is extremely sensitive environmentally, and a complete containment system was in place

**Port of Oakland Pump House #4 Storm Water Pump Station at the Oakland Airport
\$2,217,000**

Construct Storm water station at Oakland Airport, pile driving, structural concrete bridge and retaining wall, install twin 80 HP storm water pumps, piping, electrical and instrumentation

Dos Amigos Trash Rack and Rake Replacement, 2009-10, CAL DWR, \$3,140,000

Odor Control Wall and Stack Project, 2010, Union Sanitary District, \$337,000
Trash Rack Cleaners @ Jones and Tracy Plants, 2008-10, USBR, \$2,725,000

SHIMMICK CONSTRUCTION COMPANY:

Illinois Street Bascule Bridge, 2004, Port of San Francisco, \$18,000,000
Third St. Light Rail, Segment E, 2002-4, SF MUNI, \$36,000,000
GGB Seismic Retrofit (Phase II), 2000-2, Golden Gate Bridge District, \$123,000,000
North Point Water Treatment Plant Upgrades, 1997-8, San Francisco DPW, \$3,700,000
Utility Relocation Projects 5601-C, D&J, 1995-7, S.F. Airport Commission, \$33,000,000
Petaluma River Bridge Retrofit, 1994, CALTRANS, \$3,400,000
Islais Creek Stormwater Box - Project C, 1993-4, San Francisco DPW, \$36,000,000

CONCRETE FORM CONSTRUCTORS: Structural Concrete Frames -
Sports Arenas: San Jose Sports Arena; Anaheim Sports Arena
Pedestrian Bridge: Visitor Paid Parking, San Jose
Parking Garage: Visitor Paid Parking; Concord BofA; 440 Turk Street, SF;
High Rise Structure: Fillmore Center; Hyatt Burlingame; DHL Redwood Shores;
TRAINING & CERTIFICATIONS:

- California PE Certificate #C 41754
- First Aid and CPR
- OSHA Training
- Confined Space Training
- Fall Protection Training

CLIENT REFERENCES:

Dos Amigos Trash Rack & Rake Project
John Berringer
California Department of Water Resources
1416 9th Street, Rm 418
Sacramento, CA 95814
916 376-9898

Valentine Corporation – Personnel Resume

NAME OF CONTRACTOR/OFFEROR: Valentine Corporation

PERSONNEL INFORMATION:

Name: Harold Mossman

Job Title: General Superintendent, Safety Manager

Years of Experience With This Firm: 11 Years of Experience With Other Firms: 32

EXPERIENCE AND QUALIFICATIONS

Mr. Mossman is skilled in all aspects of heavy construction and civil engineering projects, project supervision, hands-on-structural form/false work systems assembly and design, steel and reinforced concrete structures, bridges (pre and post tension), jobsite safety, budgetary and labor cost controls, estimating and ordering equipment and materials, coordination with technical staff, sub-contractors, owners and trade employees. Mr. Mossman has supervised the following successful projects for Valentine Corporation:

Hornblower Yachts – Sub Structural Rehabilitation of Pier 3 - \$15,000,000

Over many years, the concrete making up pier 3 has been crumbling and the rebar has been rusting creating massive holes in the pier deck and severe degradation of the piles, beams and girders under the pier. Valentine Corporation was hired to chip out all of the unsound concrete, drill and bond new rebar, shotcrete the concrete structures back to their original dimensions and wrap the concrete with a fiberglass reinforcement system that was designed specifically for Pier 3. The major components of this project consist of repairing about 735 pile, 11,000 SF of deck (soffit) repair, 600 LF of girder repair, and 4000 LF of beam repair. All of this work was and is being completed during low tides on a project specific scaffolding system under Pier 3. It was also necessary to implement a containment system so that broken concrete or epoxy resin would not fall or spill into the San Francisco Bay.

US Bureau of Reclamation, Seismic Repair of 15 Bridges \$2,583,000

This project consisted of installing 226 concrete shear keys on 15 different bridges along the California Aqueduct from Los Banos to Bakersfield. These cast in place shear keys were installed as a seismic retrofit project and were bonded to the bridge girders, abutments and bents with a "drill and bond" method. All work was completed off of floats / scaffolding over the aqueduct or on the adjacent channel lining. The most critical aspect of this project was that it had to be completed within a 4 month time frame. It was necessary to have 5 different crews working at different locations to meet this schedule.

US Bureau of Reclamation, Tracy Fish Facility Second Louver Replacement - \$4,273,000

Remove existing fish screen and place a new fish screen at the Tracy Fish Collection Facility during a 20 day shut down.. Remove and replace three pumps for the proper function of the fish screen.

Loveridge Road Pump Station, Pittsburg, CA - Project Value \$3,859,000

Construction of new storm water pump station and underground water storage tank adjacent to Hwy 4

Sludge Dewatering Project, Sausalito Marin City Sanitary District, CA \$939,369

Installation of screw press unit, sludge feed pump fiber reinforced polymer strengthening system on existing concrete columns and beams, and structural modifications to the existing walkway bridge

Simmons Lane Pedestrian Bridge Replacement & Rehab, Novato, CA \$987,821

Replacement and rehabilitation of bridge span, railing, and selected substructure elements

Martinez Dam Instrumentation & Security Improvements, Martinez, CA - Project Value \$732,542

Installation of piezometers and leak sensors on the dam face of Martinez Reservoir, and the corresponding installation of monitoring instrumentation and SCADA system for the new seismic/leak sensing equipment

California Shell Fish Storage Building Wharf Retrofit, San Francisco, CA - Project Value \$221,461

Storage building retrofit

Miwok Park Bridge Renovation, Novato, CA - Project Value \$158,369

Demolition of timber bridge, installation of steel bridge, concrete walkways, and retaining walls

PRIOR EXPERIENCE

- Structures Foreman, Granite Construction Co, Healdsburg, CA, 2005 to 2006
- Structures Foreman, RGW Construction Co, Livermore, CA, 2004 to 2005
- Superintendent / General Foreman / Carpenter, Mowat Construction Co, Vacaville, CA, 2002 to 2004
- General Foreman, C.C. Myers Inc, Rancho Cordova, CA, 1995 to 2002
- General Foreman / Carpenter Foreman, Answell Construction, Rancho Cordova, CA, 1993 to 1994
- Journeyman Carpenter / Apprentice, Carpenters Local #180, Vallejo, CA, 1986 to 1993

LICENSES AND CERTIFICATIONS

- Contractors State License Board, Class B
- First Aid & CPR Certification
- Confined Space Certification (6-Hour Course)

INDUSTRY TRAINING

- Supervisor / Foreman Training, C.C. Myers Inc. Coursework included field administration, first aid / CPR, crane rigging, forklift operations, porta power / heavy bridge jacking systems and methods.
- Construction Management, Mowat Construction Co.
- 10-Hour OSHA Outreach Construction Training, ECR
- Excavation Competent Person, Safetran Safety Support Services
- Fall Protection, Safetran Safety Support Services
- Aerial Boom Lift Operation, Granite Construction Co.
- Powder-Actuated Tools, Hilti

EDUCATION / VOCATIONAL TRAINING

- Construction Trade Technology, American River College
- Carpenters Apprenticeship Program, United Brotherhood of Carpenter & Joiners of America
- Diploma, Winters High School

Key Personnel Qualifications

NAME OF CONTRACTOR/OFFEROR Valentine Corporation

PERSONNEL INFORMATION:

Name: Jeffrey Drier

Job Title: Project Manager

Years of Experience With This Firm: 5 Years of Experience With Other Firms:10

EDUCATION AND PROFESSIONAL REGISTRATON:

Top Educational Level Obtained:

Bachelor of Science in Construction Management

Colorado State University

EXPERIENCE AND QUALIFICATIONS

Mr. Drier is skilled in all aspects of heavy construction and civil engineering projects, project supervision, carpentry, budgetary and labor cost controls, estimating and ordering equipment and materials, coordination with technical staff, sub-contractors, owners and trade employees. Mr. Drier has successfully completed the following projects for Valentine Corporation the project manager:

Marin Municipal Water District - \$7,100,000

Seismic and process upgrades to ten water filters, filter galleries and chemical buildings. Construction of new intertie with new flow control valves, piping, vaults, and related electrical and instrumentation and controls.

City of Orinda BART Downtown Access Ramp & Lighting - \$962,000

Removal of existing concrete walk and stairs, new curb ramp with retaining walls and railings, new concrete staircase with walls and railings, new LED pole lighting and landscape.

City of San Rafael Rossi Pump Station - \$1,400,000

Seismic Retrofit of 76,000 GPM Storm Water Pump Station.

BART Oakland Shop Inspection Pit - \$860,000

Construct new 81ft long rail car inspection pit with elevated rails supported on steel columns within the Oakland Ship Maintenance of Way Facility.

Golden Gate Bridge Highway and Transportation District -\$1,090,000

Remove and replace sewer, water, fuel and electric lines under Pier 1 in San Francisco.

County of Santa Cruz – Highland Way Slide Repairs - \$797,000

Traffic control, drilling on extreme hillside with limited access, CIDH piers, Concrete Retaining wall.

California Maritime Academy Baffle Replacement - \$800,000

Remove and replace failed sheet pile baffles at Cal Maritime facility in Vallejo CA. Received a personal recommendation from the President of California Maritime Academy.

BART Seismic Retrofit various locations - \$ 1,237,369

Extensive FRP and concrete repair at BART Stations in San Francisco, Daly City, and Oakland. Extensive traffic control and time management due to small work windows allowed.

City of Vallejo Parking Structure Stormwater Split - \$750,000

Install new drainage system on parking structure with new underground water filter system.

RM Harris – Project Manager

Planning scheduling, coordinate all management of projects. Provide field support in construction operations and contract administration from start up to close out. CPM Scheduling, RFI's Change Orders, monitor production and forecast costs, review shop drawings and estimating.

Key Personnel Qualifications

NAME OF CONTRACTOR/OFFEROR: Valentine Corporation

PERSONNEL INFORMATION:

Name: Stephanie Gindlesperger

Job Title: Project Manager

Years of Experience With This Firm: 2 Years Years of Experience With Other Firms: 9 Years

EDUCATION AND PROFESSIONAL REGISTRATON:

Top Educational Level Obtained: Master Degree, Environmental Engineering
Year: 2009

Professional Registrations: Registered Professional Engineer (PE), Qualified Stormwater Plan Developer (QSD)

EXPERIENCE AND QUALIFICATIONS

Valentine Corporation – Project Manager

At Valentine Corporation, Ms. Gindlesperger manages every aspect of heavy highway and civil engineering construction projects including project supervision, budgeting, labor cost control, purchasing/renting equipment and materials, scheduling, preparing change orders and estimates, public relations, coordination with field operations, in-house project engineers, owner representatives, utilities, sub-contractors, vendors, and consultants. A number of the projects that Ms. Gindlesperger has completed included intensive coordination with utilities such as PG&E, water districts, and sanitation districts.

Ms. Gindlesperger has completed the following projects for Valentine Corporation as Project Manager:

AC Transit Stormwater Mitigation and Trench Drain Restoration - \$1,750,000

Installation of a modular wetland stormwater treatment system, replacement of stormwater trench drains, and tank and manhole upgrades to the fuel tank farm.

City of San Rafael Freitas and Las Gallinas Intersection Improvements - \$650,000

Installation of new pre-cast concrete bridge decking (including abutments, decks, topping slab, barrier rail, and cast-in-place retaining walls).

Caltrans MacArthur Ramp Repairs - \$444,000

Installation of new concrete retaining wall, barrier rail, hollow curb, and gutter.

City of Mill Valley Bayfront Park Kayak Dock - \$232,000

Installation of aluminum gangways and docks, plastic lumber support frame, and pile repairs with HDPE pile jackets.

City of Fremont Niles Community Park Dock Renovations - \$192,000

Installation of aluminum gangway and dock with helical piles and anchors.

Caltrans Hwy 175 Slope Repairs - \$630,000

Installation of multiple concrete walers and barrier slabs on soldier pile walls along Hwy 175.

San Rafael Sanitation District San Pedro Pump Station Improvements - \$2,090,000

Replacement of the San Pedro Pump Station including existing pump station demolition, deepening of the pump pits, new meter and valve pits, new pumps, electrical control, and generator, new 24" HDPE influent sewer main, and site improvements (paving, fencing, new reinforced driveway, sidewalk, curb, gutter, landscaping, and lighting).

City of Napa Main Street Exchange Pedestrian Bridge Replacement - \$191,000

Replacement of a 80-foot long pedestrian bridge and approach fencing.

City of San Rafael Grand Avenue Pathway Connector Project - \$2,030,000

Installation of 120-foot long pedestrian bridge, retaining walls, site improvements (paving, cable railing, sidewalk, curb, gutter), polyester concrete placement and methacrylate sealer on existing vehicular bridge deck.

City of San Rafael 70 Irwin Slide Repair - \$1,252,000

Installation of MSE concrete block retaining walls, concrete retaining walls, CIDH piles, tiebacks, regrading the hillside, fencing, paving, and drainage work.

City of San Rafael – Associate Civil Engineer

Managed all phases of capital improvement projects including: grant applications, public outreach, feasibility analysis, design, construction documents preparation, bidding, construction management, inspection, and management of consultants.

When Ms. Gindlesperger left the City, she was the project engineer/manager for over 15 projects of various sizes, types, and phases with the majority of the projects in or near construction. The value of these projects range from \$50,000 to \$2.8 million. The types of projects managed included stormwater pump station rehabilitation, stormwater pipe replacement, street resurfacing, roadway repair, emergency landslide response, retaining walls, curb ramp and sidewalk installation, intersection improvements, traffic signal upgrades, park improvements, bridges, solar panel installation, and electrical switchgear replacement.

Regularly performed the following construction-related tasks: leading pre-construction meetings; reviewing and approving contractor submittals; reviewing traffic control plans; responding to Requests for Information (RFIs), approving contract change orders; making daily site inspections; coordinating with utility agencies; coordinating material testing; preparing progress payments; managing project budgets; tracking project schedule; performing public outreach with nearby businesses and residents; preparing status updates for City staff and Council; and preparing punchlists, as-built drawings, and closeout documents.

San Mateo County Harbor District Pillar Point Fishing Pier Rehabilitation

#8 Equipment List

UNIT NO.	TYPE	MAKE, MODEL	MOD. YEAR	LICENSE
V140	VEHICLE	FORD RANGER XLT	2000	6H54493
V147	VEHICLE	FORD F-250,Utility	2002	6Y79014
V148	VEHICLE	FORD F-150 Supercrew	2003	7B12863
V149	VEHICLE	FORD RANGER	2003	7B84144
V155	VEHICLE	FORD F-350, Dump	2006	8D83359
V156	VEHICLE	FORD F-250,Utility	2006	8F40255
V157	VEHICLE	CHEVY TAHOE 4X4	2007	5XCF016
V158	VEHICLE	FORD RANGER XLT	2007	8G62897
V161	VEHICLE	LEXUS GX470	2008	6BPN754
V162	VEHICLE	FORD F-150 X-Cab	2008	8N67941
V163	VEHICLE	SUBARU Trail Wagon 4WD-653, Utility Vehicle (UTV)	2010	40L85T
V164	VEHICLE	FORD F-150 XLT Supercab	2011	33353C1
V165	VEHICLE	FORD F-450 Flat	2012	55424C1
V166	VEHICLE	FORD F-350 Super Duty SRW	2014	88336P1
V167	VEHICLE	FORD F-350 Super Duty SRW	2014	88337P1
V168	VEHICLE	FORD F-550 Dump 4cy	2014	28095L1
V169	VEHICLE	CHEVY 3500 Dump	1995	98144S1
V170	VEHICLE	FORD F-250 Utility	2015	74027S1
V171	VEHICLE	FORD F-450 BOX TRUCK	2009	99458U1
V172	VEHICLE	FORD F-350 Utility	2015	74532S1
V173	VEHICLE	FORD F-250 Std.	2001	6K75605
V174	VEHICLE	FORD F-250 Std.	2004	7N49867 / 28480L1
V176	VEHICLE	FORD F-250XL SUPER DUTY	2008	8K18441/43775N1
V177	VEHICLE	DODGE RAM 1500	2016	98556X1
V178	VEHICLE	CHEVROLET COLORADO	2016	31533Y1
V179	VEHICLE	INTL PROSTAR DUMP TRUCK - 10 WHEELER	2013	04925Z1
V180	VEHICLE	2011 INTERNATIONAL 4300 DUMP TRUCK	2011	69755B2
V181	VEHICLE	FORD F-250 XL	2008	90699Z1
V182	VEHICLE	FORD F-150 XL	2012	81271B2
V183	VEHICLE	FORD F-150	2010	8Z08663
V184	VEHICLE	FORD F-650XLT 18' FLATBED DUMP TRUCK	2012	98879E2
V185	VEHICLE	FORD F-250 SUPER DUTY	2002	24176H2
V186	VEHICLE	FORD F-250 SUPER DUTY	2012	TBD
V187	VEHICLE	FORD F-350 SUPER DUTY	2011	05338G1
V188	VEHICLE	INTL DURASTAR 4300 WATER TRUCK	2017	TBD
CT01	CONE TRUCK	GMC Cone Truck	1999	86116L1
T002	TRAILER	TRAIL KING - Equipment Trailer 24' Bed	1994	1VH2309
T003	TRAILER	PACIFIC GALV. Boat Trailer - Whaler Trailer		4DJ6861

T004	TRAILER	LMT - 24 FOOT OFFICE CONTAINER		1AV2868
T005	TRAILER	MILLER-BUILT Tilt Bed Trailer: 13.5' Bed - 9900GVW		4FU2867
T006	TRAILER	MARKSMAN Tilt Bed Trailer: 14.5' Bed - 9900GVW		4LX5960
T009	TRAILER	IPIPM Flat Bed Trailer: 14.5' Bed - XXXGVW CJ's	2012	MC6292/4MW6758
T010	TRAILER	ECONOLINE Flat Bed 18' Bed Model MP1225DE		
DT01	TRAILER, DUM	BIGTEX 10SR-12: Dump Bed 7'x12' - 9990 GVW	2014	4NS6656
DT02	TRAILER, DUM	BIGTEX 10SR-12: Dump Bed 7'x12' - 9990 GVW	2014	4NS6657
B001	BOAT	BOSTON WHALER		CF-1754GP
B005	BOAT	GRAY BARGE - 20 FOOT		CF-6463TP
B006	BOAT	GRAY BARGE - 20 FOOT		CF-6464TP
B008	BOAT	STARCRAFT - 12 FOOT	1975	CF-6328UX
C001	CRANE	LORAIN LRT230 OFF ROAD CRANE - 23T	1986	NA
C002	CRANE	GROVE CARRY DECK CRANE AP-206 - 6T		NA
C003	BOOM TRUCK	FORD LT8000 Boom Truck 23T - 56,000GVW	1997	7Z68967
*C003	BOOM TRUCK	**NATIONAL 990 Crane - 23T (was V154)	1997	NA
X002	EX,LOAD	J.D. 310-E Backhoe	1998	
X004	EX,LOAD	J.D. 555 Track Loader/Backhoe	USED	
X010	EX,LOAD	CAT 315L Excavator	2004	
X011	EX,LOAD	CAT 257B Skid Steer Loader - Rubber Track	2007	
X013	EX,LOAD	CAT 416E 4x4 Backhoe	2011	
X014	EX,LOAD	CAT 924G Loader	USED	
X015	EX,LOAD	KOMAT'SU PC228USLC-8 Excavator	2012	
X016	EX,LOAD	CAT 305E Mini-Excavator	2013	
X017	EX,LOAD	CAT 257B Skid Steer Loader - Rubber Track	2014	
X018	EX,LOAD	CAT 259B Skid Steer Compact Track Loader	2017	
X019	EX,LOAD	CAT 308E2 CRSB Hydraulic Excavator	2017	
K001	COMP.	SULLAIR 185CFM - (185/179425A)	2014	
K002	COMP.	SULLAIR 185CFM -	2014	
K003	COMP.	SULLAIR 185CFM -	2014	
K005	COMP.	LEROY 3272X2488 - COMPRESSOR		
K007	COMP.	AIRMAN 185CFM - PDS185S COMP.		
K008	COMP.	SULLIVAN PALATEK 185CFM - 100PSI COMP.	2015	
G001	GEN.	MQ 3600 GENERATOR, 3.9KW		
G003	GEN.	MQ 3600 GENERATOR, 3.9KW		
G012	GEN.	MQ 45KVA QUIET PAK GEN.		SE539009
G013	GEN.	HONDA EB5000XK, 9KW		
G015	GEN/WELD	LINCOLN TRAILER WELDER - SA250		
G016	GEN.	HONDA 6500W GENERATOR W/ WHEEL KIT	2016	
G017-G020		HONDA 5000W WHEELED GENERATORS	1601883/1602013/1602016/1601884	
G021	GEN.	HONDA 2000W SUPER QUIET	2017	
G022	GEN/WELD	LINCOLN WELDER RANGER	2017	
G023	GEN.	MQ 45KVA QUIET PAK GEN.		

F001	FORKLIFT	CAT R80 FORKLIFT	1985	
F002	FORKLIFT	CAT TH560B TELEHANDLER - 11Kip	2005	
F003	FORKLIFT	CAT TH560B TELEHANDLER - 11Kip	2006	
F004	FORKLIFT	CAT TL943 TELEHANDLER	2007	
F005	FORKLIFT	KOMAT'SU 20 FORKLIFT		
LT01	LIGHT TOWER	MAGNUM PRO - MLT3060MMH	2014	
LT02	LIGHT TOWER	MAGNUM PRO - MLT3060MMH	2014	
LT03	LIGHT TOWER	MAGNUM PRO - MLT3060MMH	2014	
TC01	TRAFFIC CONT	WANCO MESSAGE BOARD	2004	
TC02	TRAFFIC CONT	SOLARTECH MESSAGE BOARD		
TC04	TRAFFIC CONT	WANCO MESSAGE BOARD	2004	
TC05	TRAFFIC CONT	ARROW BOARD 2200 APF		
TC06	TRAFFIC CONT	WANCO WVT3 MINI MESSAGE BOARD	2014	
TP01	MISC.	TACK POT	USED	
R001	ROLLER	CAT CB14B ROLLER, 39" Dbl. Smooth Drum	2014	
S001	SWEEPER	LAY-MOR SWEEPER (Kick Broom)	USED	
S002	SWEEPER	SWEEPER - Attachment for 257		
M005	MISC.	500 GALLON WATER TRAILER		SE390037
M013	MISC./ATT	VIBRA PLATE		
M018	MISC.	500 GALLON WATER TRAILER	2007	??
M019	MISC.	SAND POT	1998	
M020	MISC.	SAND POT	2008	
M021	MISC.	WET SAW - C-44D	2013	
M022	MISC./ATT	INDECO VIBRA PLATE	2013	
M023	ATTACHME	CAT H65E HAMMER	2013	Leased w/305E
M024	ATTACHME	CAT H56E Quick Attach Plate for Skid Steer	2013	
M025	ATTACHME	CAT Skid Steer Forks	2014	
M026	ATTACHME	Brand?? Exc Mount Compaction Roller	??	
M027	ATTACHME	Fork Pick Eye	??	
M028	ATTACHME	Buckets		
M029	MISC	POWERED SATURATOR		
M030	MISC	HEAVY DUTY SATURATOR		
M031	WATER TRAIL	Mi-T-M 510 GALLON WATER TRAILER	2013	
M032	MISC	AUGER ATTACHMENTS FOR MINI & SKIDSTEERS		MODEL A19B
M033	MISC	CONEX & OFFICE BOX		
M034	MISC	LINCOLN WELDER RANGER W/ WIRE FEED BOX	22017	
CD01	DRILL	CORE DRILL		
CD02	DRILL	CORE DRILL	2014	
GP01	PUMP	GROUT PUMP		
KP01	COMP.-PORT.	ROL-AIR COMPRESSOR		

KP03	COMP.-PORT.	SPEEDAIR COMPRESSOR		
P-002	PLATE	TRAFFIC PLATE 6'X10'X1" (2 EACH)		
P-003	PLATE	TRAFFIC PLATE 6'X8'X1" (4 EACH)		
P-004	PLATE	TRAFFIC PLATE 3/8; 30X48 (12 EACH) A36 *BLUE*		
P-005	PLATE	TRAFFIC PLATE 1 1/2; 42X48 (12 EACH) A36*BLUE*		
P-006	PLATE	TRAFFIC PLATE 1/4; 45 1/4X48 (12 EACH) A36*BLUE*		
P-007	PLATE	TRAFFIC PLATE 1 1/2; 42X120 (6 EACH) A36*BLUE*		
P-008	PLATE	TRAFFIC PLATE 1; 48X120 (6 EACH) A36*BLUE*		
P-009	PLATE	TRAFFIC PLATE TAPERED 1; 4X10 (6 EACH)		
P-010	PLATE	TRAFFIC PLATE 1 1/2; 42X48 (12 EACH) A36*BLUE*		
PW01	WASHER	HONDA HSP SERIES PRESSURE WASHER		

San Mateo County Harbor District Pillar Point Fishing Pier Rehabilitation

#9 - Contract Work Underway

VC Job #	Location	Client	Type of Work	Value of Work	Percentage Completed of Overall Project	Scheduled Completion Date
7725	Vallejo, CA	City of Vallejo	Lake Madigan & Lake Frey Dam Improvements	\$463,369	80%	08/01/19
7740	San Rafael, CA	City of San Rafael	Irwin Street Storm Damage Repair	\$1,129,369	75%	06/15/19
7765	Tiburon, CA	County of Marin	Cove Storm Water Pump Station Rehabilitation	\$1,999,797	40%	09/30/19
7790	Hopland, CA	Cal Trans/Rege Construction - GC	HWY 175 Slope Repair	\$250,000	0%	07/31/19
7795	Napa, CA	Napa Sanitary District	2019 Treatment Plant Improvements	\$1,180,369	15%	10/31/19
7800	Napa, CA	Napa County	Sunnyhill Drive Retaining Wall	\$349,369	50%	08/01/19
7805	Napa, CA	Napa County	Ridgecrest Drive Retaining Wall	\$489,369	70%	08/01/19
7815	Marin, CA	CT #04-4Q0304	Bodega Bay Box Culvert South of Bay Hill Road	\$2,400,000	5%	07/01/20
7820	Piedmont, CA	City of Piedmont	Oakland Avenue Pedestrian Bridge Railing	\$343,369	0%	09/30/19
7825	Alameda, CA	City of Alameda	Encinal Boat Launch Facility Renovation	\$1,143,369	0%	12/31/19

**San Mateo County Harbor District
Pillar Point Fishing Pier Rehabilitation**

#10 References

NAME/TELEPHONE NUMBER	ADDRESS	BUSINESS
Joe Wyman (415) 635-2247	Pier 3 San Francisco, CA 94111	Hornblower Yachts
David Stier P.E. (415) 457-4480 x 214	907 Mission Avenue San Rafael, CA 94901	Nute Engineering
Hal Streater (707) 249-9601	1727 30th Street Sacramento, CA 95816	Cal Trans
John Berringer (916) 376-9902	3500 Industrial Blvd. Sacramento, CA 95816	Department of Water Resources
Owen He (510) 627-1197	530 Water Street Oakland, CA 94607	Port of Oakland
Paul Sellier (415) 945-1569	220 Nellen Avenue Corte Madera, CA	Marin Municipal Water District
Karen Chew (415) 454-4001	111 Morphew Street San Rafael, CA 94901	San Rafael Sanitation District

REFERENCES

I. Please list 3 bank references familiar with the Bidder's accounts:

- a) Name of Bank: Bank of Marin
Street Address: 504 Redwood Blvd., Suite 100
City and State: Novato, CA 94947 Telephone: (415) 884-4583
Officer Familiar with Bidder's Account: Cherly Cinelli, Senior Vice President
- b) Name of Bank: _____
Street Address: _____
City and State: _____ Telephone: _____
Officer Familiar with Bidder's Account: _____
- c) Name of Bank: _____
Street Address: _____
City and State: _____ Telephone: _____
Officer Familiar with Bidder's Account: _____

Please note, Valentine Corporation only utilizes Bank of Marin.



APPLICATION FOR PUBIC WORKS CONTRACTOR REGISTRATION:

Registration Information

Type: Renewal
Period: July 1, 2019 – June 30, 2020

Contractor Information

Contractor Name: VALENTINE CORPORATION
Trade Name:
License Type Number(s): 1000003272

Contractor Physical Address

Physical Business Country: United States of America Physical Business City/ Province: SAN RAFAEL
Physical Business Address: 111 PELICAN WAY Physical Business State: CA
Physical Business Postal Code: 94901

Contractor Mailing Address

Mailing Country: United States of America Mailing City /Province: SAN RAFAEL
Mailing Address: 111 PELICAN WAY Mailing State: CA
Mailing Postal Code: 94901

Contact Info

Daytime Phone: } Daytime Phone Ext.:
Mobile Phone: Business Email: bvalentine@valentinecorp.com
Applicant's Email: vmccauley@valentinecorp.com

All processing emails will be sent to the Applicant's Email address for action. The approved registration will be sent to the Business Email for posting.

Workers' Compensation

Professional Employer Organization (PEO)

Do you lease employees through Professional Employer Organization? No

Workers' Compensation Overview

Insured by carrier

Policyholder Name: VALENTINE CORPORATION
Policy Number: WC018504302
Inception Date: October 1, 2015
Expiration Date: June 30, 2020

Certification

Yes

I certify that I do not have any delinquent liability to an employee or the state for any assessment of back wages or related damages, interest, fines, or penalties pursuant to any final judgment, order, or determination by a court or any federal, state, or local administrative agency, including a confirmed arbitration award

Yes

I certify that the contractor is not currently debarred under Section 1777.1 or under any other federal or state law providing for the debarment of contractors from public works.

Yes

I certify that one of the following is true: (1) I am licensed by the Contractors State License Board (CSLB) in accordance with Chapter 9 (commencing with Section 7000) of the Business and Professions Code; or (2) my business or trade is not subject to licensing by the CSLB.

I understand refunds are not authorized

I, Valorie McCauley the undersigned, am , VALENTINE CORPORATION with the authority to act for and on behalf of the above named contractor. I certify under penalty of perjury that all of the above information provided is true and correct. I further acknowledge that any untruthful information provided in this application could result in the certification being canceled.

I certify this on: May 6, 2019

Legal Entity Information

Legal Entity Type: Corporation

Name: VALENTINE CORPORATION



Staff Report

TO: Board of Harbor Commissioners

FROM: Julie van Hoff, Director of Administrative Services

DATE: August 21, 2019

SUBJECT: Review of Budgeted Positions; Approve Amended Planner Analyst Position Description; Approve Deletion of Project Coordinator Position; and Approve Addition of Two Deputy Harbormaster Positions

Recommendation/Motion:

Motion 1: Approve amended Planner Analyst position description.
Motion 2: Approve deletion of Project Coordinator position.
Motion 3: Approve addition of two Deputy Harbormaster (DHM) positions.

Policy Implications:

District Ordinance 2.10.020B describes the duties of the General Manager. The General Manager employs such employees as the General Manager deems necessary for the proper administration of the District and the proper operation of the works of the District, in accordance with the District's personnel policies. General Manager recommendations are subject to approval by the Board of Harbor Commissioners. In addition, Special District Boards typically review and approve recommended changes to position descriptions, organizational structure, salary schedules and benefit packages.

Fiscal Implications/Budget Status:

The recommended addition of two DHM positions and the elimination of the Project Coordinator position will result in an additional cost of approximately \$110,000 for salaries and benefits. This amount is expected to increase 5% per year. The Fiscal Year 2019/20 Operating Budget Salary/Wages/Benefit category is estimated to be sufficient to cover this additional cost due to current position vacancies and reduction in overtime costs.

Background/Discussion:

Current staffing levels at Pillar Point Harbor are not sufficient to cover the twenty four hour seven days a week. Employees have been working significant overtime to

ensure that there are at least two DHMs on duty. At Pillar Point Harbor, for the last two pay periods, the District paid/accrued 311 hours of overtime at an approximate cost of \$20,518.

For the safety of the staff and the boating public it is imperative that there be at least two trained rescue personnel at Pillar Point Harbor at all times. Adding the two DHM positions will allow the District to be properly staffed in case of an emergency situation and to cover shifts for DHM(s) that are on vacation, sick, or on leave without the need of significant overtime.

In addition to ensuring coverage, DHMs will be better equipped to address issues related to the increase in harbor visitors; and to address changes in Federal, State, and Local Laws and Regulations.

Summary/Recommendation:

Staff recommends this Commission approve amended Planner Analyst position description, approve deletion of the Project Coordinator position, and approve addition of two Deputy Harbormaster positions.

Attachment:

[Draft Planner Analyst Position Description](#)



PLANNER ANALYST

FLSA Status: **Non-Exempt**
Bargaining Unit: Teamsters
Adopted: March 2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL DEFINITION

Under general supervision, performs highly responsible work assisting the Director of Operations with the development and coordination of priority capital improvement projects, intergovernmental relations, budget preparation, preparation of bid documents and request for proposals, revision and maintenance of operational plans, and other duties as assigned. Incumbents work with considerable discretion and independent judgment, advising staff and making recommendations, and may exercise technical and functional supervision over assigned staff.

ESSENTIAL FUNCTIONS

Essential functions may include, but are not limited to, the following:

- Analyzes, develops and undertakes day-to-day coordination of capital improvement projects.
- Prepares and administers grant and loan applications.
- Prepares requests for proposals for consultant and contractor services and evaluates proposals and bid documents.
- Serves as liaison with other government agencies, private sector project participants, and citizens' groups regarding project coordination and other matters as directed by the Director of Operations.
- Drafts and administers contracts, leases, permits and licenses, bid documents and other public notifications.
- Researches regulatory requirements, prepares regulatory, construction and other permit applications, and ensures compliance with directives from various agencies.
- Prepares and maintains District operational plans, as-built drawings of current facilities and project records and files, including Computer Aided Drafting & Design (CAD/D) files for District properties.
- Specifies and orders equipment and materials; conducts procurement processes.
- Implements the District's Safety Plan; researches safety regulations and safe work practices; oversees safety training for marina staff.
- Maintains operational plans such as the Emergency Plan, Storm Water Pollution Prevention Plan (SWPPP), and Hazardous Materials Management Plan (HMMP).
- Prepares reports, memoranda and other documents; makes presentations on specific assigned projects.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

QUALIFICATIONS



Knowledge of:

- Principles and techniques of capital improvement project planning, construction management, inspection and oversight.
- Financing, estimating and budgeting of capital improvement projects, including planning and estimating, and calculating overhead, design and construction costs.
- Local, state and federal laws pertaining to land use, zoning, permitting, design and construction, project bidding and contracts.
- Sources and availability of information.
- Principles of program and budget development, work planning and organization.
- Principles and practices of safety and occupational health in office and marine environments.
- Principles and practices of record keeping.
- Office methods, procedures, software and equipment.

Ability to:

- Schedule and budget complex capital projects; develop and enforce scopes of work; monitor, review and revise job orders, schedules and budgets; monitor and track project progress and expenditures and implement cost controls.
- Assist with the negotiation and resolution of contract disputes.
- Communicate effectively, orally and in writing; prepare written and oral presentations.
- Prepare and disseminate information concerning harbor operations, land use and development.
- Operate a computer using word processing, business and project management software and other office equipment.
- Organize complex tasks, meet deadlines and function effectively under pressure.
- Research, analyze, interpret and communicate complex and confidential issues.
- Establish, maintain and promote effective working relationships with employees, other agencies and the public.
- Work independently and as a team member; recognize and set priorities and meet deadlines.

MINIMUM QUALIFICATIONS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

When a college degree and/or college course credits are required, the degree and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

A Bachelor's degree in public administration, planning, civil engineering, architecture, marine studies, business administration or a related field.

Experience:

A minimum of three years' experience in one or more of the following areas: project management, coastal resources protection and project development, capital improvement planning and budgeting, real



estate development, urban and/or transportation planning, public administration, business administration, plant and facilities management.

LICENSES AND/OR CERTIFICATES

Possession of or ability to obtain and maintain a valid Class C California driver's license at time of employment.

PHYSICAL DEMANDS:

These functions may be performed with or without reasonable accommodation:

- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity and accuracy.
- Sit at a desk and in meetings on a continuous basis for long periods of time.
- Intermittently twist and bend to reach equipment in work area.
- Perform simple gripping, grasping and fine manipulation; in addition, perform repetitive keystrokes on a computer keyboard.
- Use a telephone and communicate through written and electronic means.
- Lift and carry weight of 20-pounds or less of varying period of time.
- See in the normal vision range with or without correction.
- Hear in the normal range with or without correction.

WORKING ENVIRONMENT:

Work is performed indoors and outdoors. Work indoors is in a carpeted and air-conditioned office environment with natural or fluorescent lighting and moderate noise level. Some movement is required from office to office and there is exposure to external environment when going to outlying offices and meeting. The performance of outdoor work requires exposure to a variety of weather conditions (heat, cold, rain, intense sun); exposure to potentially hazardous substances and chemicals and work on slippery surfaces.



Staff Report

TO: Board of Harbor Commissioners

FROM: John Moren, Interim General Manager

DATE: August 21, 2019

SUBJECT: Legislative Advocacy Services Update; New Proposal for Contract Extension with Lighthouse Public Affairs

Recommendation/Motion:

Motion: Authorize the Interim General Manager to extend the current Professional Services Agreement (PSA) for Legislative Advocacy Services with Lighthouse Public Affairs LLC for an additional six months with a fixed retainer fee of \$5,000 per month.

Background:

The District periodically opposes or supports potential legislative actions. Historically, District Commissioners have lobbied on behalf of the District on their own time. While this is an admirable endeavor, a professional lobbyist is far more effective.

The Lighthouse Public Affairs (LPA) firm is confident in their ability to provide exceptional lobbying services and increase the San Mateo County Harbor Commission's effectiveness before the California State Senate, Assembly, and Administration. Their team collectively has over seventy years of advocacy experience on a broad range of issues, including local government, coastal issues, and gender equity issues. They have four registered lobbyists on their team who are committed to advancing District interests.

The District Board of Harbor Commissioners previously approved entering into a Professional Services Agreement (PSA) with LPA through August of 2019 with a primary objective to lobby State legislators on Equity in Women's Surfing to achieve gender equity for women athletes competing on events on state lands, and potentially state roadways. There are various avenues for meeting this goal, whether it be seeking amendments to related pending legislation authored by Assembly Member Tasha Boerner Horvath, working with state agencies such as the State Lands Commission, the Coastal Commission and Caltrans, or leveraging the state budget process.

In order to build upon the groundwork LPA has laid since May, they propose to extend the District's PSA with LPA for an additional six months. The additional time will allow LPA to engage in the informational hearings in the fall, develop potential legislation for

next year, and continue to make progress on administrative advocacy goals. The consultant will be meeting with State Controller Betty T. Yee and First Partner Jennifer Siebel Newsom to discuss AB467.

A six-month extension that ends in February of 2020 will bring us through the bill introduction deadline in next year's legislative cycle, at which time we can assess whether a further extension is warranted based on introduced bills.

In addition, LPA is eager to assist the District with other legislative priorities outside of sports equity as well, including environmental, climate change, or Special District issues.

Specific efforts over the six-month contract extension period will include:

Informational Hearings

Considerable work will be done in the fall to plan and shape the informational hearings related to sports equity. This includes helping to secure panelists, drafting agendas, finding an optimal date and location, identifying appropriate studies and supporting materials, and engaging the public.

Potential Legislation

LPA could also propose legislation next year that takes a broader approach to sports equity by calling for non-discrimination in all athletic events held on state and local public lands. This would ensure that single gender events, including those on municipal property, cease exclusion of women and/or gender non-conforming athletes. The State Lands Commission may be positioned to be the enforcement body for this law, and LPA would meet with the current Commissioners, Lt. Governor Eleni Kounalakis, State Controller Betty Yee, and Department of Finance Director Keely Bosler, to gain their buy-in for this proposal. LPA would also work on building a coalition of civil rights, athletic, and environmental groups to support the legislation. In addition, LPA may have the opportunity to co-sponsor Senator Weiner's bill on equity for nonbinary athletes.

Continued Administrative Advocacy

During the contract extension period, LPA would continue administrative advocacy efforts they have begun, in particular with Caltrans, which may have authority to put gender equity conditions on permits for sports events that utilize state roadways. Caltrans has asked LPA to provide a legal memo that outlines existing laws such as the Unruh Civil Rights Act that prohibit discrimination in public accommodations on the basis of gender and other factors. LPA would work to develop this memo, as well as leverage advocacy groups, legislators, and other pressure points to encourage Caltrans to take actions similar to those of the Coastal Commission and State Lands Commission when approving the permits/leases for the Mavericks Surf Competition.

Additional Legislative Advocacy

LPA will also conduct legislative advocacy on behalf of the District on issues outside of sports equity, including environmental or governance issues that may impact the District. This would include reviewing each bill introduced in 2020 for potential interest, meeting with the District's State Senator and Assembly Member to understand any relevant District proposals we may be advancing and engaging with local government

associations that may provide insight and assistance. LPA will review all introduced bills and amendments each day and will immediately alert the District to any legislation of interest once LPA fully understands District priorities. LPA will also assist the District in drafting support and opposition letters, testifying in policy committees, and seeking amendments where necessary.

LPA proposes extending their current monthly retainer fee of \$5,000 through February of 2020.

Approved expenses will be reimbursed without mark up. LPA will provide all necessary written and oral reports to the District. LPA will also maintain regular phone and email communication with District dedicated points of contact. LPA will adhere to all laws and regulations governing the activities of registered lobbyists in California.

Summary/Recommendation:

Staff recommends the Board authorize the Interim General Manager to extend the current Professional Services Agreement (PSA) for Legislative Advocacy Services with Lighthouse Public Affairs LLC for an additional six months with a fixed retainer fee of \$5,000 per month.

Attachments:

1. [Lighthouse Public Affairs LLC original legislative advocacy proposal](#)
2. [Lighthouse Public Affairs LLC update and new legislative advocacy proposal](#)

April 30, 2019

Proposal for California Advocacy Services to San Mateo County Harbor Commission

Presented to: John Moren, Interim General Manager, San Mateo County Harbor
Commission

Prepared by: Alice Kessler, Partner, Lighthouse Public Affairs



Introduction

Thank you for the opportunity to submit a proposal for California Advocacy Services to the San Mateo County Harbor Commission for services related to gender equity in sporting events on state lands. We are excited to present a proposal that reflects our keen understanding of the challenges and opportunities facing the Commission in this endeavor.

Lighthouse Public Affairs (Lighthouse) will compliment your advocacy efforts, and we are confident that we will strengthen your existing relationships with leaders and key influencers in Sacramento and throughout California by providing guidance, strategy, and intelligence about policy and political issues, both currently and prospectively, at every stage of our engagement.

Lighthouse is uniquely well equipped among public affairs consultancies for its extensive range of multidisciplinary expertise. Our team of professionals has represented high-profile companies, organizations, and associations for the past 17 years. With five offices located throughout Northern California, including Sacramento and San Francisco, our firm has the unique ability to blend our state and local advocacy capabilities to drive successful outcomes for our clients. We regularly interact with a broad array of decision makers and thought leaders not only in Sacramento but also throughout the state.

Our Sacramento lobbying team has nearly seventy years of demonstrated success and experience in state policy and fiscal issues. Lighthouse employs four full-time lobbyists in Sacramento, as well as an Of Counsel advisor who provides strategic support. Four of the six team members in our Sacramento office are trained as attorneys, which allows our clients the advantages of attorney-client privilege and strict adherence to the legal canon of ethics governing confidentiality and avoidance of conflicts.

We are all passionate about the “Golden State” of California and are diligent in our advocacy efforts on behalf of private entities and local communities. We understand the psychology of lawmakers on both sides of the aisle and their political motivations, which makes our firm extremely unique in how we position our clients and assist them in developing educational materials and methods of communication to best position for success.

The November election brought a new Governor to Sacramento. Lighthouse is uniquely positioned to effect administrative action because of its deep roots in the San Francisco political arena and personal relationships with Governor Gavin Newsom. In addition, our Sacramento team has intimate knowledge of the transition process from firsthand experience coordinating the 1999 Gubernatorial Transition from Governor Pete Wilson to Gray Davis. Under the advisement of our team, we are confident that the San Mateo County Harbor Commission will be well positioned to have an influential voice in the policymaking process within the new Administration.

Our experience with political leaders in both parties, as well as business leaders, has created a wide-range of trustworthy relationships statewide. Our persuasive skills and talents, ethical conduct, and tenacity derive from many years of proven experience, access, and knowledge of the issues and makes us the best candidate to serve as your advocates in Sacramento.

We consider our firm “boutique” in nature and we take pride in our ability to bring integrity, passion, and creativity to our clients and the multifaceted issues they face in the State Capitol. Our team provides breadth and depth of expertise spanning the full range of public affairs advocacy practice realms and we directly interact with our clients and key legislative decision makers in California around the clock.

Below we have provided a detailed review of our background, expertise, and knowledge of the Commission’s priorities and issues. We have included an approach to implementing these priorities through state legislative and regulatory advocacy services in California. We have exercised due diligence, and there are no present legal or business conflicts of interest of which we are aware. Should a potential conflict ever arise, we would promptly notify all parties and attempt to resolve the conflict. Many times, we can devise a solution that allows our representation to go uninterrupted.

Thank you for your consideration of our proposal. Should you have any questions or need any additional information, please do not hesitate to contact Alice Kessler at 916-747-9453 or alice@lh-pa.com.

Our Team

Lighthouse offers a seasoned team of professionals that is well suited to advance the San Mateo County Harbor Commission's interests in Sacramento. While the Sacramento office has a staff of six experts to draw on, we have only included brief resumes for the Sacramento representatives who would lead efforts on behalf of the Commission.

Alice Kessler, Partner



Alice Kessler is an accomplished legislative strategist with sixteen years of experience in state and local government relations. Immediately prior to joining Lighthouse Public Affairs, Alice served as the Managing Partner for one of the fastest growing lobbying firms in Sacramento, where she represented clients in the corporate, non-profit, and government sectors.

Previously, Alice was a Director of Government Affairs at Comcast-NBCUniversal, where she led policy and community initiatives in the San Francisco and North Bay Area markets for the largest cable television and broadband provider in the United States. Between 2006 and 2010, Alice served as Government Affairs Director at Equality California, where she oversaw all legislative, political, and administrative advocacy for a \$12M organization that has been the driving force behind some of the most comprehensive civil rights protections in the nation for LGBTQ individuals.

Alice has extensive local government and coastal experience from her tenure representing the City of Long Beach. She has also advocated on gender equity issues on behalf of the Women's Foundation of California, Equality California, and the Partnership to End Domestic Violence.

Alice has appeared extensively in print, broadcast and radio media, including the Los Angeles Times, the San Francisco Chronicle, the Sacramento Bee, the San Diego Union Tribune, and KQED's Forum with Michael Krasny. Alice's professional background includes legal and policy work for diverse organizations, including Disability Rights California, the University of California, and the San Francisco Board of Supervisors.

Educational Background: Bachelor of Arts, Dartmouth College; Juris Doctor, University of California, Davis King Hall School of Law

Erin Evan-Fudem, Director



Erin Evans-Fudem is an experienced attorney and advocate in a wide range of policy areas, including local government, education, women's health, solid waste, water and the environment. For nearly 15 years, she has worked in government affairs representing cities, school districts, county offices of education, nonprofit entities, businesses, and professional associations. She has held positions as a contract lobbyist with the League

of California Cities, Planned Parenthood Affiliates of California, the California Transit Association, and litigation and election law firms. Erin has led successful budget and legislative efforts for funding or changes in law for a range of services provided by her clients.

Erin has experience building coalitions and developing strategies to navigate complex political environments. Most recently for the League of California Cities, Erin covered legislative, electoral, and regulatory matters on behalf of nearly all of California's 482 cities. In this capacity, she secured state funds for local fire response after the unprecedented wildfire season of late 2017 and led the effort to protect cities from increased liability. She has also successfully advocated for funds for environmental programs to combat climate change and improve air quality and helped ensure legislative placement of a parks and water bond (Proposition 68) on the 2018 ballot.

Erin also brings years of experience in campaigns. In addition to beginning her career in local campaigns, she has since worked on three successful statewide ballot measure campaigns, acting as a media contact and providing statewide communications, organizing and grassroots support. For example, while employed by Planned Parenthood in 2008, Erin drafted campaign and media materials for successful the No on Proposition 4 campaign.

Educational Background: Bachelor of Arts, California State University, Sacramento; Juris Doctor, University of the Pacific McGeorge School of Law

Proposed Services

Lighthouse is confident in our ability to provide exceptional lobbying services and increase the San Mateo County Harbor Commission's effectiveness before the California State Senate, Assembly, and Administration. Our team collectively has over seventy years of advocacy experience on a broad range of issues, including local government, coastal issues, and gender equity issues. We have four registered lobbyists on our team who are committed to advancing your interests.

As we understand it, the Commission's primary objective is to assist the Committee on Equity in Women's Surfing to achieve gender equity for women athletes competing on events on state lands, and potentially state roadways. There are various avenues for meeting this goal, whether it be seeking amendments to related pending legislation authored by Assembly Member Tasha Boerner Horvath, working with state agencies such as the State Lands Commission, the Coastal Commission and Caltrans, or leveraging the state budget process. We will call upon our extensive network of nonprofit advocacy organizations, elected officials, and thought leaders in furtherance of this objective.

Our proposed comprehensive advocacy program includes these specific methodologies essential for accomplishing the stated needs of the San Mateo County Harbor Commission:

1. We propose to immediately meet with you to gather relevant background and ensure we fully understand the Commission's goals, as well as the key challenges facing this effort.
2. We will gather information in the legislative context related to the political dynamics that may impact our goals. This may include meetings with legislators, key staff, and outside stakeholders.
3. Once we have gathered information, we will develop and execute a strategy to identify champions in the legislature and among state agencies.
4. We will identify and engage other supportive stakeholder groups to work in coalition and encourage more favorable policy discussion of our objectives.
5. We will conduct ongoing meetings to garner information on your key priorities from relevant legislators, their staff, key representatives in the Governor's Office, and administration officials.
6. We will monitor and attend necessary legislative committee hearings upon the request of the Commission.
7. We will provide all necessary written and oral reports to the Commission. We will also maintain regular phone and email communication with your dedicated points of contact.
8. We will adhere to all laws and regulations governing the activities of registered lobbyists in California.

Alice Kessler and Erin Evans-Fudem will be the primary consultants responsible for performing the services outlined herein. However, our entire team will be dedicated to strategizing and lobbying on behalf of the Commission.

Lighthouse has the breadth and depth of experience, the integrity, and the right team of professionals in place to help the San Mateo County Harbor Commission. We are thrilled at the possibility of representing you on issues of importance to many Californians, especially women and girls, and we are ready to immediately begin working on your behalf.

Fee Proposal

Lighthouse proposes a monthly retainer fee of \$5,000 to influence legislative and regulatory action on behalf of the San Mateo County Harbor Commission. Our fee includes services to register the Commission as a lobbyist employer with the Secretary State and filing of all necessary political compliance reports.

July 9, 2019

Update and Proposal for California Advocacy Services Extension to San Mateo County Harbor District

Presented to: John Moren, Interim General Manager, San Mateo County Harbor District

Prepared by: Alice Kessler, Partner, Lighthouse Public Affairs



Update

We appreciate this opportunity to update the San Mateo County Harbor District (District) on advocacy services performed on your behalf since entering into contract with Lighthouse Public Affairs (LPA) on May 11, 2019. We have engaged in both legislative and administrative advocacy efforts pertaining to AB 467 (Boerner Horvath) and more broadly gender equity in sports competitions held on state lands and property.

We believe our initial reconnaissance and relationship building in furtherance of your objectives merit extension of our initial six-month agreement, as we have learned about the complexity of these issues and the inherent challenges they present. Below is a summary of our work since contract commencement in several key areas:

Strategic Assessment

We began our work with a strategic assessment of our desire to secure amendments to AB 467 that would broaden the bill beyond pay equity to include equity in all respects, such as basic inclusion for all genders and equal time in sports events. This included meeting with the bill author and her staff at least four times. We quickly determined that the author had little appetite to amend the bill in its current form but was open to working on the broader issues next year in the form of informational hearings with her co-author, Assembly Member Lorena Gonzalez, who chairs the Assembly Select Committee on Women in the Workplace. Informational hearings serve as a forum to flesh out public policy problems, identify recommended solutions, and develop subsequent legislative proposals.

In light of this commitment and our assessment that AB 467 was enjoying broad support and likely to pass and be signed into law, we made the strategic decision to soften our opposition and work as collaboratively with the author as possible. We held an initial meeting with her staff to begin discussion of the substantive topics that should be covered in the informational hearings, as well as potential presenters. These steps have led to increased goodwill and trust with Assembly Member Boerner Horvath, who will be a key influencer on any future related legislation.

Legislative Advocacy

We held meetings with staff from members of the Senate Natural Resources and Water Committee, where AB 467 was heard on June 11, including Senator Henry Stern (Chair), Senator Hannah-Beth Jackson, Senator Bob Hertzberg, Senator Ben Hueso, and Senator Caballero. We used these meetings as an opportunity to educate the committee members on the broader issues pertaining to sports equity that will be the focus of our efforts moving forward.

We had two meetings with the consultants for the California Legislative Women's Caucus to explore the possibility of elevating sports equity as a priority issue for the entire caucus, which

currently includes 14 Senators and 23 Assembly Members from both parties. Staff was enthusiastic and wants to continue meeting in the fall.

Additionally, we met with Manny Leon, the Principal Consultant for the Senate Transportation Committee, to seek guidance on policy approaches to address inequities in sports competitions held on state roadways, including cycling races.

Lastly, we met with the office of Senator Scott Weiner, the current Chair of the California Legislative LGBT Caucus, who is interested in advancing legislation next year related to equity for non-binary athletes. We were able to provide the Senator with resources and suggestions that will allow us to be a critical stakeholder in the development of the bill.

Administrative Advocacy

In addition to meetings with legislators, we conducted a series of meetings with state agencies that have a role in sports equity policy development and implementation. These included the State Lands Commission, the Coastal Commission, Caltrans, the Commission on the Status of Women and Girls, and the State Athletic Commission. These conversations helped us understand how to shape legislation to be most effective, as well as ways to effect change absent a legislative mandate using regulatory authority. Further, these conversations brought to light the critical importance of educating administrative agencies on the gender discrimination that may result in seemingly objective permitting approaches.

Proposal for Contract Extension

In order to build upon the groundwork we have laid since May, we propose to extend the District's contract with LPA for an additional six months. Additional time will allow us to engage in the informational hearings in the fall, develop potential legislation for next year, and continue to make progress on administrative advocacy goals. A six-month extension that ends in February of 2020 will bring us through the bill introduction deadline in next year's legislative cycle, at which time we can assess whether a further extension is warranted based on introduced bills. We are eager to assist the District with other legislative priorities outside of sports equity as well, including environmental, climate change, or special district issues.

Specific efforts over the six-month contract extension period will include:

Informational Hearings

Considerable work will be done in the fall to plan and shape the informational hearings related to sports equity. This includes helping to secure panelists, drafting agendas, finding an optimal date and location, identifying appropriate studies and supporting materials, and engaging the public.

Potential Legislation

We could also propose legislation next year that takes a broader approach to sports equity by calling for non-discrimination in all athletic events held on state and local public lands. This would ensure that single gender events, including those on municipal property, cease exclusion of women and/or gender non-conforming athletes. The State Lands Commission may be positioned to be the enforcement body for this law, and we would meet with the current Commissioners, Lt. Governor Eleni Kounalakis, State Controller Betty Yee, and Department of Finance Director Keely Bosler, to gain their buy-in for this proposal. We would also work on building a coalition of civil rights, athletic, and environmental groups to support the legislation. In addition, we may have the opportunity to co-sponsor Senator Weiner's bill on equity for non-binary athletes.

Continued Administrative Advocacy

During the contract extension period, we would continue administrative advocacy efforts we have begun, in particular with Caltrans, which may have authority to put gender equity conditions on permits for sports events that utilize state roadways. Caltrans has asked us to provide a legal memo that outlines existing laws such as the Unruh Civil Rights Act that prohibit discrimination in public accommodations on the basis of gender and other factors. We would work to develop this memo, as well as leverage advocacy groups, legislators, and other pressure points to encourage Caltrans to take actions similar to those of the Coastal Commission and State Lands Commission when approving the permits/leases for the Mavericks Surf Competition.

Additional Legislative Advocacy

We will also conduct legislative advocacy on behalf of the District on issues outside of sports equity, including environmental or governance issues that may impact the District. This would include reviewing each bill introduced in 2020 for potential interest, meeting with your State Senator and Assembly Member to understand any relevant district proposals they may be advancing, and engaging with local government associations that may provide insight and assistance. We review all introduced bills and amendments each day and will immediately alert the District to any legislation of interest once we fully understand your priorities. We will also assist you in drafting support and opposition letters, testifying in policy committees, and seeking amendments where necessary.

LPA proposes extending our current monthly retainer fee of \$5,000 through February of 2020. Approved expenses will be reimbursed without mark up. We will provide all necessary written and oral reports to the District. We will also maintain regular phone and email communication with your dedicated points of contact. We will adhere to all laws and regulations governing the activities of registered lobbyists in California.

Thank you for your consideration of our proposal. Should you have any questions or need any additional information, please do not hesitate to contact Alice Kessler at 916-747-9453 or alice@lh-pa.com.



Staff Report

TO: Board of Harbor Commissioners

FROM: Julie van Hoff, Director of Administrative Services

DATE: August 21, 2019

SUBJECT: 'San Mateo County Harbor District Code of Ethics and Values';
Approve Amended Policy 1.1.1

Recommendation/Motion:

Recommendation: Review and comment on draft amended policy.

Motion: Approve amendments to Policy 1.1.1 'San Mateo County Harbor District Ethics and Values' (including any proposed revisions, if applicable).

Policy Implications:

The proposed amended Policy 1.1.1 'San Mateo County Harbor District Code of Ethics and Values' amends and replaces the policy approved on July 15, 2015.

Fiscal Implications/Budget Status:

None

Background:

The Harbor Commission approved the District's current Policy 1.1.1 'San Mateo County Harbor District Ethics and Values' on July 15, 2015. The District based its policy on the Code of Ethics & Values developed in 1999 by the City of Santa Clara. The Markkula Center for Applied Ethics at Santa Clara University worked with the City of Santa Clara to create its policy and reflect the issues and concerns of a complex and diverse society.

Staff compared the District's current Ethics and Values policy with the California Special District Association (CSDA) Sample Policy revised in 2017. The attached proposed amended policy includes recommendations made by the CSDA along with suggested changes related to the applicability of the Code and other minor adjustments. As proposed, the Code will apply to District representatives including the Harbor

Commissioners, District Counsel, District staff, volunteers, and members of the District's committees.

Upon approval of the amended Policy, staff will create posters and laminated copies similar to Attachment 4.

Attachments:

1. [Draft Amended Policy 1.1.1 'San Mateo County Harbor District Code of Ethics and Values' \(tracked changes\)](#)
2. [Draft Amended Policy 1.1.1 'San Mateo County Harbor District Code of Ethics and Values' \(clean copy\)](#)
3. [California Special District Association Sample Policy](#)
4. [Draft for laminated copies](#)

San Mateo County Harbor District

Policies	Number: 1.1.1	Approved Date: 7/15/2015	Revision:
Title: San Mateo County Harbor District <u>Code of Ethics and Values</u>	Prepared By: Glenn Lazof <u>Julie van Hoff</u>	Approved By: Harbor Commission	Page: 1 of 6
<p>Purpose:</p> <p>To promote and maintain the highest standards of personal and professional conduct in the District's government. All elected and appointed officials, District employees, volunteers and others who participate in the District's government are required to subscribe to this Code.</p>			

Statement of Policy

The Harbor District's designed its Code of Ethics & Values (the "Code"), ~~adopted by the Harbor Commission of 2015, is designed~~ to provide clear, positive statements of ethical behavior reflecting the core values of the District and the communityies it serves. The Code includes practical strategies for addressing ethical questions and a useful framework for decision-making and handling the day-to-day operations of the -municipalityDistrict.

The current Code ~~of Ethics & Values~~ was developed in 1999 by the City of Santa Clara by a Committee composed of three elected officials, nine City commissioners, two community members, the City Manager and the City Attorney. The Committee took a fresh approach by working with the Markkula Center for Applied Ethics at Santa Clara University to create a new Code ~~of Ethics & Values~~ that would better reflect the issues and concerns of today's complex and diverse society.

1.1 Goals of the Code of Ethics & Values

- To make San Mateo County a better place to live, work and play.
- To make the Harbor District a stronger-better public agency, built on mutual respect and trust.
- To promote and maintain the highest standards of personal and professional conduct among all involved in ~~local-District~~ government including -elected officialsHarbor Commissioners, District Counsel, District staff, volunteers, and members of the District's committees (herein referred to as District representatives).

Policies	Number: 1.1.1	Approved Date:- 7/15/2015	Revision:
Title: San Mateo County Harbor District <u>Code of Ethics and Values</u>	Prepared By: Glenn Lazof Julie <u>van Hoff</u>	Approved By: Harbor Commission	Page: 2 of 6
Purpose: To promote and maintain the highest standards of personal and professional conduct in the District's government. All elected and appointed officials, District employees, volunteers and others who participate in the District's government are required to subscribe to this Code.			

The Code ~~of Ethics & Values~~ is a touchstone for members of the Board of Commissioners and ~~Committees staff~~ in fulfilling their roles and responsibilities.

1.2 Preamble

The proper operation of democratic government requires that decision-makers be independent, impartial, and accountable to the people they serve. The San Mateo County Harbor District has adopted this Code ~~of Ethics & Values~~ to promote and maintain the highest standards of personal and professional conduct in the District's government. All ~~elected and appointed officials, District employees, volunteers, District representatives~~ and others who participate in the District's government are required to subscribe to this Code, understand how it applies to their specific responsibilities, and practice its eight core values in their work. Because we seek public confidence in the District's services and public trust of its decision-makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this ~~e~~Code.

1.3 Applicability

This Code shall apply to all District representatives as defined in section 1.12.

1.4 Core Values

As participatory representatives in the District's government, we subscribe to the following Core Values:

1. As a Representative of the San Mateo County Harbor District, I will be ethical. In practice, this value looks like:
 - a. I am trustworthy, acting with the utmost integrity and moral courage.

Policies	Number: 1.1.1	Approved Date:- 7/15/2015	Revision:
Title: San Mateo County Harbor District <u>Code of Ethics and Values</u>	Prepared By: Glenn Lazof <u>Julie van Hoff</u>	Approved By: Harbor Commission	Page: 3 of 6
Purpose: To promote and maintain the highest standards of personal and professional conduct in the District's government. All elected and appointed officials, District employees, volunteers and others who participate in the District's government are required to subscribe to this Code.			

- b. I am truthful, do what I say I will do, and am dependable.
- c. I make impartial decisions, free of bribes, unlawful gifts, narrow political interests, ~~and~~ financial, and other personal interests that impair my independence of judgment or action.
- d. I am fair, distributing benefits and burdens according to consistent and equitable criteria.
- e. I extend equal opportunities and due process to all parties in matters under consideration. If I engage in unilateral meetings and discussions, I do so without making voting ~~decisions~~ or any improper or unauthorized representations on behalf of the District.
- f. I show respect for persons, confidences, and information designated as "confidential."
- g. I use my title(s) only when conducting official District business, for information purposes, or as an indication of background and expertise, carefully considering whether I am exceeding or appearing to exceed my authority.
- h. I will avoid actions that might cause the public or others to question my independent judgment.
- g.i. I maintain a constructive, creative, and practical attitude toward the District's affairs and a deep sense of social responsibility as a trusted public servant.

2. As a Representative of the San Mateo County Harbor District, I will be professional. In practice, this value looks like:

- a. I apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my job in a consistent, confident, competent, and productive manner.
- b. I approach my job and work-related relationships with a positive collaborative attitude.
- c. I keep my professional education, knowledge and skills current and growing.

Policies	Number: 1.1.1	Approved Date: 7/15/2015	Revision:
Title: San Mateo County Harbor District <u>Code of Ethics and Values</u>	Prepared By: Glenn Lazof <u>Julie van Hoff</u>	Approved By: Harbor Commission	Page: 4 of 6
Purpose: To promote and maintain the highest standards of personal and professional conduct in the District's government. All elected and appointed officials, District employees, volunteers and others who participate in the District's government are required to subscribe to this Code.			

3. As a Representative of the San Mateo County Harbor District, I will be service oriented. In practice, this value looks like:
 - a. I provide friendly, receptive, courteous service to everyone.
 - b. I am attuned to, and care about, the needs and issues of citizens, public officials, and ~~city~~ District workers.
 - c. In District-related matters my interactions with constituents, I am interested, engaged, and responsive.

4. As a Representative of the San Mateo County Harbor District, I will be fiscally responsible. In practice, this value looks like:
 - a. I make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the District, especially its financial stability.
 - b. I demonstrate concern for the proper use of District assets (e.g., personnel, time, property, equipment, funds) and follow established procedures.
 - c. I make good financial decisions that seek to preserve programs and services for District residents.
 - ~~c.d.~~ I have knowledge of and adhere to the District's Purchasing, and Contracting and Allocation of Funds Policies.

5. As a Representative of the San Mateo County Harbor District, I will be organized. In practice, this value looks like:
 - a. I act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short and long-term goals.
 - b. I follow through in a responsible way, keeping others informed, and responding in a timely fashion.
 - c. I am respectful of established District processes and guidelines.

Policies	Number: 1.1.1	Approved Date:- 7/15/2015	Revision:
Title: San Mateo County Harbor District <u>Code of Ethics and Values</u>	Prepared By: Glenn Lazof Julie <u>van Hoff</u>	Approved By: Harbor Commission	Page: 5 of 6
Purpose: To promote and maintain the highest standards of personal and professional conduct in the District's government. All elected and appointed officials, District employees, volunteers and others who participate in the District's government are required to subscribe to this Code.			

6. As a Representative of the San Mateo County Harbor District, I will be communicative. In practice, this value looks like:

- a. I positively convey the District's care for and commitment to its citizens.
- b. I communicate in various ways that I am approachable, open-minded and willing to participate in dialog.
- c. I ~~will~~ engage in effective two-way communication, by listening carefully, asking questions, and determining an appropriate response, which adds value to conversations.

7. As a Representative of the San Mateo County Harbor District, I will be collaborative. In practice, this value looks like:

- a. I act in a cooperative manner with groups and other individuals, working together in a spirit of tolerance and understanding.
- b. I work towards consensus building and gain value from diverse opinions.
- c. I accomplish the goals and responsibilities of my individual position, while respecting my role as a member of a team.
- d. I consider the broader regional and statewide implications of the District's decisions and issues.

~~d.~~

8. As a Representative of the San Mateo County Harbor District, I will be progressive. In practice, this value looks like:

- a. I exhibit a proactive, innovative approach to setting goals and conducting the District's business.
- b. I display a style that maintains consistent standards, but is also sensitive to the need for compromise, "thinking outside the box," and improving existing paradigms when necessary.

Policies	Number: 1.1.1	Approved Date: 7/15/2015	Revision:
Title: San Mateo County Harbor District <u>Code of Ethics and Values</u>	Prepared By: Glenn Lazof Julie <u>van Hoff</u>	Approved By: Harbor Commission	Page: 6 of 6
Purpose: To promote and maintain the highest standards of personal and professional conduct in the District's government. All elected and appointed officials, District employees, volunteers and others who participate in the District's government are required to subscribe to this Code.			

c. I promote intelligent and thoughtful innovation in order to forward the District's policy agenda and District's services

1.5 Enforcement

4.5 Any Official representative found to be in violation of this Code may be subject to Censure by the District Board. Any member of any advisory Committee found in violation may be subject to dismissal from the Committee. In the case of an employee, appropriate action shall be taken by the General Manager or by an authorized designee.

San Mateo County Harbor District

Policy Title: San Mateo County Harbor District Code of Ethics and Values	Number: 1.1.1	Date of Approval: 07/17/19
Other Revisions: 07/15/15 (Original)	Prepared By: Julie van Hoff	

Statement of Policy

The Harbor District designed its Code of Ethics and Values (the “Code”), to provide clear, positive statements of ethical behavior reflecting the core values of the District and the communities it serves. The Code includes practical strategies for addressing ethical questions and a useful framework for decision-making and handling the day-to-day operations of the District.

The current Code was developed in 1999 by the City of Santa Clara by a Committee composed of three elected officials, nine City commissioners, two community members, the City Manager and the City Attorney. The Committee took a fresh approach by working with the Markkula Center for Applied Ethics at Santa Clara University to create a new Code that would better reflect the issues and concerns of today's complex and diverse society.

1.1 Goals of the Code of Ethics and Values

- To make San Mateo County a better place to live, work and play.
- To make the Harbor District a better public agency, built on mutual respect and trust.
- To promote and maintain the highest standards of personal and professional conduct among all involved in District government including Harbor Commissioners, District Counsel, District staff, volunteers, and members of the District's committees (herein referred to as District representatives).

The Code is a touchstone for members of the Board of Commissioners and staff in fulfilling their roles and responsibilities.

1.2 Preamble

The proper operation of democratic government requires that decision-makers be independent, impartial, and accountable to the people they serve. The San Mateo County Harbor District has adopted this Code to promote and

maintain the highest standards of personal and professional conduct in the District's government. All District representatives and others who participate in the District's government are required to subscribe to this Code, understand how it applies to their specific responsibilities, and practice its eight core values in their work. Because we seek public confidence in the District's services and public trust of its decision-makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this Code.

1.3 Applicability

This Code shall apply to all District representatives as defined in section 1.1.

1.4 Core Values

As participatory representatives in the District's government, we subscribe to the following Core Values:

1. As a Representative of the San Mateo County Harbor District, I will be ethical. In practice, this value looks like:
 - a. I am trustworthy, acting with the utmost integrity and moral courage.
 - b. I am truthful, do what I say I will do, and am dependable.
 - c. I make impartial decisions, free of bribes, unlawful gifts, narrow political interests, financial, and other personal interests that impair my independence of judgment or action.
 - d. I am fair, distributing benefits and burdens according to consistent and equitable criteria.
 - e. I extend equal opportunities and due process to all parties in matters under consideration. If I engage in unilateral meetings and discussions, I do so without making voting-decisions or any improper or unauthorized representations on behalf of the District.
 - f. I show respect for persons, confidences, and information designated as "confidential."
 - g. I use my title(s) only when conducting official District business, for information purposes, or as an indication of background and expertise, carefully considering whether I am exceeding or appearing to exceed my authority.
 - h. I will avoid actions that might cause the public or others to question my independent judgment.
 - i. I maintain a constructive, creative, and practical attitude toward the

District's affairs and a deep sense of social responsibility as a trusted public servant.

- 2.** As a Representative of the San Mateo County Harbor District, I will be professional. In practice, this value looks like:
 - a. I apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my job in a consistent, confident, competent, and productive manner.
 - b. I approach my job and work-related relationships with a positive collaborative attitude.
 - c. I keep my professional education, knowledge and skills current and growing.

- 3.** As a Representative of the San Mateo County Harbor District, I will be service oriented. In practice, this value looks like:
 - a. I provide friendly, receptive, courteous service to everyone.
 - b. I am attuned to, and care about, the needs and issues of citizens, public officials, and District workers.
 - c. In District-related matters, I am interested, engaged, and responsive.

- 4.** As a Representative of the San Mateo County Harbor District, I will be fiscally responsible. In practice, this value looks like:
 - a. I make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the District, especially its financial stability.
 - b. I demonstrate concern for the proper use of District assets (e.g., personnel, time, property, equipment, funds) and follow established procedures.
 - c. I make good financial decisions that seek to preserve programs and services for District residents.
 - d. I have knowledge of and adhere to the District's Purchasing, Contracting and Allocation of Funds Policies.

- 5.** As a Representative of the San Mateo County Harbor District, I will be organized. In practice, this value looks like:
 - a. I act in an efficient manner, making decisions and recommendations

based upon research and facts, taking into consideration short and long-term goals.

- b. I follow through in a responsible way, keeping others informed, and responding in a timely fashion.
- c. I am respectful of established District processes and guidelines.

6. As a Representative of the San Mateo County Harbor District, I will be communicative. In practice, this value looks like:

- a. I positively convey the District's care for and commitment to its citizens.
- b. I communicate in various ways that I am approachable, open-minded and willing to participate in dialog.
- c. I engage in effective two-way communication, by listening carefully, asking questions, and determining an appropriate response, which adds value to conversations.

7. As a Representative of the San Mateo County Harbor District, I will be collaborative. In practice, this value looks like:

- a. I act in a cooperative manner with groups and other individuals, working together in a spirit of tolerance and understanding.
- b. I work towards consensus building and gain value from diverse opinions.
- c. I accomplish the goals and responsibilities of my individual position, while respecting my role as a member of a team.
- d. I consider the broader regional and statewide implications of the District's decisions and issues.

8. As a Representative of the San Mateo County Harbor District, I will be progressive. In practice, this value looks like:

- a. I exhibit a proactive, innovative approach to setting goals and conducting the District's business.
- b. I display a style that maintains consistent standards, but is also sensitive to the need for compromise, "thinking outside the box," and improving existing paradigms when necessary.
- c. I promote intelligent and thoughtful innovation in order to forward the District's policy agenda and District's services

1.5 Enforcement

Any representative found to be in violation of this Code may be subject to Censure by the District Board. Any member of any advisory Committee found in violation may be subject to dismissal from the Committee. In the case of an employee, appropriate action shall be taken by the General Manager or by an authorized designee.



POLICY TITLE: Code of Ethics
POLICY NUMBER: 1030

1030.1 Background information:

[District name] designed its Code of Ethics & Values (the “Code”) to provide clear, positive statements of ethical behavior reflecting the core values of the District and the communities it serves. The Code includes practical strategies for addressing ethical questions and a useful framework for decision-making and handling the day-to-day operations of the District. The Code is developed to reflect the issues and concerns of today’s complex and diverse society.

1030.2 Goals of the code of ethics & values:

- a) To make [District name] a better District built on mutual respect and trust.
- b) To promote and maintain the highest standards of personal and professional conduct among all involved in District government, District staff, volunteers and members of the District’s Board. All elected and appointed officials, officers, employees, members of advisory committees, and volunteers of the District, herein called “Officials” for the purposes of this policy.
- c) The Code is a touchstone for members of District Board and staff in fulfilling their roles and responsibilities.

1030.3 Preamble:

- a) The proper operation of democratic government requires that decision-makers be independent, impartial and accountable to the people they serve. The [District name] has adopted this Code to promote and maintain the highest standards of personal and professional conduct in the District’s government.
- b) All Officials, and others, who participate in the District’s government are required to subscribe to this Code, understand how it applies to their specific responsibilities and practice its eight core values in their work. Because we seek public confidence in the District’s services and public trust of its decision-makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this Code.

1030.4 Applicability:

This Code shall apply to all District Officials as defined in 1030.2 b.

1030.5 Core Value:

As participatory Officials in the District’s government, we subscribe to the following Core Values:

1030.6 As a representative of [District name], I will be ethical.

In practice, this value looks like:



-
- a) I am trustworthy, acting with the utmost integrity and moral courage. I am truthful. I do what I say I will do. I am dependable.
 - b) I make impartial decisions, free of bribes, unlawful gifts, narrow political interests, financial, and other personal interests that impair my independence of judgment or action.
 - c) I am fair, distributing benefits and burdens according to consistent and equitable criteria.
 - d) I extend equal opportunities and due process to all parties in matters under consideration. If I engage in unilateral meetings and discussions, I do so without making voting decisions or any improper or unauthorized representations on behalf of the District.
 - e) I show respect for persons, confidences, and information designated as "confidential."
 - f) I use my title(s) only when conducting official District business for information purposes or as an indication of background and expertise carefully considering whether I am exceeding or appearing to exceed my authority.
 - g) I will avoid actions that might cause the public or others to question my independent judgment.
 - h) I maintain a constructive, creative, and practical attitude toward the District's affairs and a deep sense of social responsibility as a trusted public servant.

1030.7 As a representative of [District name], I will be professional.

In practice, this value looks like:

- a) I apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my job in a consistent, confident, competent and productive manner.
- b) I approach my job and work-related relationships with a positive, collaborative attitude.
- c) I keep my professional education, knowledge, and skills current and growing.

1030.8 As a Representative of [District name], I will be service-oriented.

In practice, this value looks like:

- a) I provide friendly, receptive, courteous service to everyone.
- b) I attune to and care about the needs and issues of citizens, public Officials and District workers.
- c) In my interactions with constituents, I am interested, engaged and responsive.

1030.9 As a representative of [District name], I will be fiscally responsible.

In practice, this value looks like:

- a) I make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the District, especially its financial stability.
- b) I demonstrate concern for the proper use of District assets (e.g., personnel, time, property, equipment, funds) and follow established procedures.
- c) I make good financial decisions that seek to preserve programs and services for District residents.
- d) I have knowledge of and adhere to the District's Purchasing and Contracting and Allocation of Funds Policies.



1030.10 As a representative of [District name], I will be organized.

In practice, this value looks like:

- a) I act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short and long term goals.
- b) I follow through in a responsible way, keeping others informed and responding in a timely fashion.
- c) I am respectful of established District processes and guidelines.

1030.11 As a representative of [District name], I will be communicative.

In practice, this value looks like:

- a) I positively convey the District's care for and commitment to its citizens.
- b) I communicate in various ways, that I am approachable, open-minded, and willing to participate in dialog.
- c) I engage in effective two-way communication, by listening carefully, asking questions, and determining an appropriate response which adds value to conversations.

1030.12 As a representative of [District name], I will be collaborative.

In practice, this value looks like:

- a) I act in a cooperative manner with groups and other individuals, working together in a spirit of tolerance and understanding.
- b) I work towards consensus building and gain value from diverse opinions.
- c) I accomplish the goals and responsibilities of my individual position, while respecting my role as a member of a team.
- d) I consider the broader regional and state-wide implications of the District's decisions and issues.

1030.13 As a representative of [District name], I will be progressive.

In practice, this value looks like:

- a) I exhibit a proactive, innovative approach to setting goals and conducting the District's business.
- b) I display a style that maintains consistent standards; but is also sensitive to the need for compromise, "thinking outside the box" and improving existing paradigms when necessary.
- c) I promote intelligent and thoughtful innovation in order to forward the District's policy agenda and District services.

1030.14 Enforcement:

Any Official found to be in violation of this Code may be subject to Censure by the District Board. Any member of any advisory Committee found in violation may be subject to dismissal from the Committee. In the case of an employee, appropriate action shall be taken by the General Manager or by an authorized designee.

FOR COMMISSIONER'S USE
San Mateo County Harbor District's
Eight Core Principles of the Code of Ethics and Values

A democratic government requires decision makers to be independent, impartial, and accountable to the people they serve. All who participate in the District's government are required to subscribe to the Code of Ethics and Values, understand how it applies to them, and practice its eight core principles in their work. In order to maintain the public's trust, the District must meet the most demanding ethical standards by following the spirit of the Code.

1. **I will be ethical.** In practice, this looks like:
 - a. I am trustworthy, acting with the utmost integrity and moral courage.
 - b. I am truthful, do what I say I will do, and am dependable.
 - c. I make impartial decisions, free of bribes, unlawful gifts, narrow political interests, financial, and other personal interests that impair my independence of judgment or action.
 - d. I am fair, distributing benefits and burdens according to consistent and equitable criteria.
 - e. I extend equal opportunities and due process to all parties in matters under consideration. If I engage in unilateral meetings and discussions, I do so without making voting- decisions or any improper or unauthorized representations on behalf of the District.
 - f. I show respect for persons, confidences, and information designated as "confidential."
 - g. I use my title(s) only when conducting official District business, for information purposes, or as an indication of background and expertise, while refraining from exceeding or appearing to exceed my authority.
 - h. I will avoid actions that might cause the public or others to question my independent judgment.
 - i. I maintain a constructive, creative, and practical attitude toward the District's affairs and a deep sense of social responsibility as a trusted public servant.
2. **I will be professional.** In practice, this looks like:
 - a. I apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my job in a consistent, confident, competent, and productive manner.
 - b. I approach my job and work-related relationships with a positive collaborative attitude.
 - c. I keep my professional education, knowledge and skills current and growing.
3. **I will be service oriented.** In practice, this looks like:
 - a. I provide friendly, receptive, courteous service to everyone.
 - b. I am attuned to, and care about, the needs and issues of citizens, public officials, and District workers.
 - c. In District-related matters, I am interested, engaged, and responsive.
4. **I will be fiscally responsible.** In practice, this looks like:
 - a. I make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the District, especially its financial stability.
 - b. I demonstrate concern for the proper use of District assets (e.g., personnel, time, property, equipment, funds) and follow established procedures.
 - c. I make good financial decisions that seek to preserve programs and services for District residents.
 - d. I have knowledge of and adhere to the District's Purchasing, Contracting and Allocation of Funds Policies.
5. **I will be organized.** In practice, this looks like:
 - a. I act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short and long-term goals.
 - b. I follow through in a responsible way, keeping others informed, and responding in a timely fashion.
 - c. I am respectful of established District processes and guidelines.
6. **I will be communicative.** In practice, this looks like:
 - a. I positively convey the District's care for and commitment to its citizens.
 - b. I communicate in various ways that I am approachable, open-minded and willing to participate in dialog.
 - c. I will engage in effective two-way communication, by listening carefully, asking questions, and determining an appropriate response, which adds value to conversations.
7. **I will be collaborative.** In practice, this looks like:
 - a. I act in a cooperative manner with groups and other individuals, working together in a spirit of tolerance and understanding.
 - b. I work towards consensus building and gain value from diverse opinions.
 - c. I accomplish the goals and responsibilities of my individual position, while respecting my role as a member of a team.
 - d. I consider the broader regional and statewide implications of the District's decisions and issues.
8. **I will be progressive.** In practice, this looks like:
 - a. I exhibit a proactive, innovative approach to setting goals and conducting the District's business.
 - b. I display a style that maintains consistent standards, but is also sensitive to the need for compromise, "thinking outside the box," and improving existing paradigms when necessary.
 - c. I promote intelligent and thoughtful innovation in order to forward the District's policy agenda and District's services.



Board Report

TO: Board of Harbor Commissioners

FROM: Virginia Chang Kiraly, Commissioner

DATE: August 21, 2019

SUBJECT: Discussion of Scheduling of Projects related to the Capital Improvement Program

Background:

District Policy 3.3. states “If any Commissioner wishes to place an item on a future agenda, he or she shall first suggest the item under the Future Agenda Items portion of the Harbor District meeting agenda; and shall make a motion to that effect. If the motion is passed by the Board, the item will be placed on a future agenda.”

At the July 17, 2019 Harbor District meeting Commissioner Chang-Kiraly requested an item to discuss the Scheduling of Projects related to the Capital Improvement Program (CIP). For reference, the attachment contains relevant information from the current CIP.

Attachment:

[Capital Improvement Program Summary – FY 2019-20 Budget \(pages 29-31, 35\)](#)



Five-Year Forecasts

Capital Improvement Program Summary

COST ESTIMATES		FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24
Pillar Point Harbor		\$ 1,469,300	\$ 7,989,000	\$ 17,350,000	\$ 3,200,000	\$ 3,250,000	\$ 3,916,000
Oyster Point Marina		88,285	37,800	315,000	3,700,000	2,600,000	200,000
Administration		1,300,000	480,000	2,460,000	-	-	-
TOTAL		\$ 2,857,585	\$ 8,506,800	\$ 20,125,000	\$ 6,900,000	\$ 5,850,000	\$ 4,116,000
FUNDING SOURCES		FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24
FEMA Funding		\$ 59,500	\$ 427,000	\$ -	\$ -	\$ -	\$ -
DBW Grant		-	800,000	-	-	-	450,000
OPC Grant		75,000	-	-	-	-	-
Grants (TBD)		-	-	7,000,000	-	-	-
Working Capital		2,723,085	7,279,800	13,125,000	4,611,681	2,783,492	3,005,562
Funding (TBD)		-	-	-	2,288,319	3,066,508	660,438
TOTAL		\$ 2,857,585	\$ 8,506,800	\$ 20,125,000	\$ 6,900,000	\$ 5,850,000	\$ 4,116,000

Working Capital

SOURCES (USES)		FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24
Working Capital- Beginning Balance		\$ 18,434,636	\$ 14,250,403	\$ 11,048,051	\$ 1,894,831	\$ 1,258,081	\$ 1,287,954
Operating Revenue		4,382,000	4,441,000	4,574,000	4,711,220	4,852,557	4,998,133
Non-Operating Revenue		7,444,000	7,564,000	7,715,280	7,869,586	8,026,977	8,187,517
Salaries/Wages & Benefits		(4,952,000)	(5,270,000)	(5,533,500)	(5,810,175)	(6,100,684)	(6,405,718)
Non-Personnel Expenditures		(3,112,700)	(3,080,000)	(3,234,000)	(3,395,700)	(3,565,485)	(3,743,759)
One-Time/Biennial		(3,150,000)	-	(600,000)	-	(400,000)	-
Annual Increase in Working Capital		611,300	3,655,000	2,921,780	3,374,931	2,813,365	3,036,173
Working Capital used for CIP		(2,723,085)	(7,279,800)	(13,125,000)	(4,611,681)	(2,783,492)	(3,005,562)
Encumbrances		(2,072,448)	(1,650,000)	(600,000)	-	-	-
Encumbrances Released		-	2,072,448	1,650,000	600,000	-	-
TOTAL ENDING WORKING CAPITAL		\$ 14,250,403	\$ 11,048,051	\$ 1,894,831	\$ 1,258,081	\$ 1,287,954	\$ 1,318,565

Beginning in FY 2021/22, the total ending Working Capital Balances equals 10% of the projected annual revenues. This amount is to be held in reserves as required by the District's Reserve Policy 4.4.3. These reserves constitute the District's contingency and emergency reserves.

The five-year Working Capital projection assumes annual increases as follows: 1) Operating Revenues 3%, 2) Non-Operating Revenues 2%, 3) Salary/Wages & Benefits 5%, and 4) Non-Personnel Expenditures 5%.

The amount shown for One-time/biennial in FY 2018/19 includes \$2,300,000 for paying down the CalPERS unfunded long-term retirement liability and \$850,000 in election costs. The FY 2020/21 and FY 2022/23 include estimates of the biennial election costs. This cost is expected to be less in future years due to the District moving towards districted elections.

Encumbrances is a reserve of funds set aside for a particular contract. See page 35 for details.



Five-Year CIP Detail

PILLAR POINT HARBOR		FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24
Johnson Pier Terminus Repairs							
	Design/Engineering	\$ 10,000	\$ 32,000				
	Construction		500,000				
Johnson Pier Terminus/Fuel Dock /H Dock							
	Design/Engineering	170,000	1,280,000				
	Construction			14,000,000			
	Grant (TBD)			(7,000,000)			
Johnson Pier G Dock							
	Design/Engineering			200,000			
	Construction				3,000,000		
Johnson Pier F Dock							
	Design/Engineering				200,000		
	Construction					3,000,000	
Johnson Pier E Dock							
	Design/Engineering					200,000	
	Construction						3,000,000
Fishing Pier							
	Design/Engineering	50,000					
	Construction		1,000,000				
West Trail							
	Design/Engineering	76,000	618,000				
	Construction		750,000	750,000			
Launch Ramp Dredging							
	Permitting/Bid Docs	59,500	27,000				
	Dredging		400,000				
	FEMA Funding	(59,500)	(427,000)				
Harbormaster Bldg.							
	CDP/Bid Docs	50,000					
	Construction		300,000				
Parking Lot B, C2, C3							
	Design/Engineering		50,000				
	Construction			400,000			
Launch Ramp Impr./Restroom/Boat Wash							
	Design/Engineering		200,000				
	Construction			1,500,000			
Surfers Beach Restoration							
	Design/Engineering	104,000	107,000				
	Construction		1,500,000	500,000			
	OPC Grant Funding	(75,000)					
	DBW Grant Funding		(800,000)				
Vehicles/Vessels							
	Trucks					50,000	
	All-Terrain Vehicle		25,000				
	Rescue Vessel						900,000
	DBW Grant Funding						(450,000)
	Golf Carts (2)						16,000
	Two PWCs (purchased)	27,500					
Completed Projects							
	Lessee Sidewalk	448,000					
	Romeo Pier Demo	460,500					
	Transformers A-C	13,800					



Five-Year CIP (continued)

PILLAR POINT HARBOR (cont)		FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24
Habitat Restoration			\$ 400,000				
EV Parking Places			200,000				
RV Restroom Project			400,000				
Coastal Trail Improvements			200,000				
TOTAL PILLAR POINT HARBOR		\$ 1,334,800	\$ 6,762,000	\$ 10,350,000	\$ 3,200,000	\$ 3,250,000	\$ 3,466,000
OYSTER POINT MARINA		FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24
Dock 12							
Design/Engineering				\$ 200,000			
Construction					1,400,000	600,000	
Dock 13							
Design/Engineering					200,000		
Construction						2,000,000	
Dock 14							
Design/Engineering							200,000
Construction							
Evaluation of Dock 16 in Accordance with MOU							
					100,000		
40k sq. ft. Parcel Building							
Design/Engineering				100,000			
Construction					2,000,000		
Vehicles/Vessels							
Repower Challenger	4,200	37,800					
Electric Golf/Dump Cart			15,000				
Completed Projects							
Bait Shop Building	26,983						
Transformers Dock 1-6	57,102						
TOTAL OYSTER POINT MARINA		\$ 88,285	\$ 37,800	\$ 315,000	\$ 3,700,000	\$ 2,600,000	\$ 200,000
ADMINISTRATION		FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24
Admin Office/Land Purchase		\$ 1,300,000					
Design/Engineering			80,000				
Construction				2,000,000			
Enterprise Resource Planning System							
Consulting Services			400,000	400,000			
Software Price				60,000			
TOTAL ADMINISTRATION		\$ 1,300,000	\$ 480,000	\$ 2,460,000	\$ -	\$ -	\$ -
SUMMARY		FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24
Pillar Point Harbor		\$ 1,334,800	\$ 6,762,000	\$ 10,350,000	\$ 3,200,000	\$ 3,250,000	\$ 3,466,000
Oyster Point Marina		88,285	37,800	315,000	3,700,000	2,600,000	200,000
Administration		1,300,000	480,000	2,460,000	-	-	-
TOTAL		\$ 2,723,085	\$ 7,279,800	\$ 13,125,000	\$ 6,900,000	\$ 5,850,000	\$ 3,666,000

The above summary information presents total estimated costs (uses) net of grants/funding (sources).



CIP Appropriations & Estimated Encumbrance Re-appropriations

Capital Improvement Projects typically take longer than a fiscal period to complete. The Harbor Commission approves capital project contracts for design/engineering services and construction throughout the fiscal year. Finance staff sets aside District resources to fund the contract by entering an encumbrance (purchase order) into the accounting system. At the end of a fiscal year there are open contracts for projects that have not been completed. The last column of the following list represents the **estimated** outstanding balance \$(2,072,448) of each of the projects listed. Upon adoption of the Final Capital Improvement Program, **the Harbor Commission approves the re-appropriation of the actual encumbrance amount outstanding.**

For example, the design/engineering phase of the Johnson Pier Pile Repairs may be completed by June 30, 2019 and the actual open amount may be \$0 instead of \$32,000. The Harbor Commission's approval for re-appropriation of encumbrances for this project in FY 2019/20 would be \$0.

In addition, **with the adoption of the CIP, the Harbor Commission approves appropriations of \$200,000.** The appropriations will be used at the discretion of the General Manager for the repowering of the Harbor Patrol Boat at OPM, the purchase of an all-terrain vehicle at PPH, and any contracts that meet the definition of a Capital Asset and are within the General Manager's purchasing authority of \$25,000.

All other CIP appropriations will be approved when the Harbor Commission approves a CIP contract.

Estimated Encumbrances to be Re-appropriated

Project	Approval Date(s)	Contractor	Original Contract	Change Orders	Total Contract	Estimated Spending thru 6/30/19	Estimated Encumbrance Re-appropriation
West Trail Erosion Protection	04/04/16 11/01/17 04/17/19	GHD, Inc	\$184,086	\$249,722 \$618,145	\$1,051,953	\$433,713	\$618,240
Surfers Beach Replenishment	11/16/17 04/17/19	Damitz	\$50,000	\$56,000	\$106,000	\$66,000	\$40,000
Surfers Beach Replenishment	09/19/18	Environmental Science	\$105,000	-	\$105,000	\$38,000	\$67,000
Surfers Beach Replenishment	04/11/19	Kinetic Labs	\$15,080		\$15,080	\$7,080	\$8,000
Johnson Pier Pile Repairs	03/20/19	Moffatt & Nichol	\$42,300	-	\$42,300	\$10,300	\$32,000
PPH RV Park Restroom	04/11/19	Matthews Architects	\$13,000	-	\$13,000	\$13,000	-
PPH Office Remodel	12/20/17	Matthews Architects	\$34,100	-	\$34,100	\$34,100	-
Johnson Pier & H-Dock Replacement	03/15/17 03/20/19	Moffatt & Nichol	\$143,700	\$1,318,000	\$1,461,700	\$181,492	\$1,280,208
Launch Ramp Dredge	01/18/17	Moffatt & Nichol	\$24,900	-	\$24,900	\$24,900	-
Launch Ramp Dredge	01/18/17 04/17/19	Damitz	\$13,993	\$47,700	\$61,693	\$34,693	\$27,000
Fishing Pier Rehab	10/18/17	Moffatt & Nichol	\$82,600	-	\$82,600	\$82,600	-
TOTAL ESTIMATED RE-APPROPRIATION							\$2,072,448