

# **San Mateo County Harbor District Board of Harbor Commissioners Meeting Agenda**

**November 19, 2014**

**6:00 p.m.**

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

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

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

## **Roll Call**

### **Commissioners**

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

### **Staff**

Peter Grenell, General Manager  
Debra Galarza, Director of Finance  
Marietta Harris, Human Resource Manager  
Scott A. Grindy, Acting General Manager  
Charles White – Acting Harbor Master – OPM  
John Draper – Acting Harbor Master - PPH  
Debbie Nixon, Deputy Secretary  
Steven Miller, District Counsel

## **Public Comments/Questions -**

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

## **Staff Recognition-**

## **Consent Calendar**

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

- 1     **TITLE:**                             **Minutes of Meeting November 5, 2014**  
      **REPORT:**                         Draft minutes  
      **PROPOSED ACTION:**         Approval

## **Continued Business**

- 2     **TITLE:**                             **United States Army Corps of Engineers Surfer's Beach  
Project Payment Pursuant to Adjustment of In-Kind  
Contribution**  
  
      **REPORT:**                         Grenell, Memo, Attachment, Resolution  
      **PROPOSED ACTION:**         Adopt Resolution 35-14 to amend FY2014/15 budget and  
approve payment to USACE in an amount not to exceed  
\$89,316.00

## **New Business**

- 3     **TITLE:**                             **Bills and Claims in the Amount of \$101,693.68**  
      **REPORT:**                         Bills and Claims Detailed Summary  
      **PROPOSED ACTION:**         Approval of Bills and Claims for payment and a transfer in  
the amount of \$101,693.68 to cover payment of Bills and  
Claims

## **Staff Reports: a) Administration and Finance**

- 4     **General Manager - Grenell**
- 5     **Acting General Manager- Grindy**

- 6 **Director of Finance- Galarza**
- 7 **Human Resources Manager - Harris**

## **b) Operations**

- 8 **Oyster Point Marina/Park - White**
- 9 **Pillar Point Harbor - Draper**

## **Board of Harbor Commissioners**

- 10 **A. Committee Reports**
- B. Commissioner Statements and Requests**
  - 1. The Board of Harbor Commissioners may make public statements limited to five (5) minutes.
  - 2. Any Commissioner wishing to place an item on a future agenda may make a motion to place such an item on a future agenda
- 11 **TITLE: Identification of District Real Property Negotiator**  
**REPORT: Parravano**  
**PROPOSED ACTION: Designate District Real Property Negotiator Peter Grenell and Jan Gray**

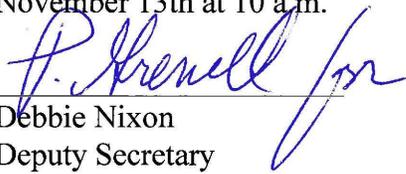
## **Closed Session**

- 12 **TITLE: Conference with Real Property Negotiator Peter Grenell: Pursuant to Government Code Section 54956.8**
- PROPERTY: "Post Office Lot", El Granada, San Mateo County, APN #**  
**REPORT: 047-261-030**  
**NEGOTIATING PARTIES: San Mateo County Harbor District, Coastside Fire Protection District, Global Quality Foods, Inc.**  
**UNDER NEGOTIATION: Price, Terms and Conditions for Sale or Purchase of Property**

## Adjournment

The next scheduled meeting will be held on December 3, 2014 at the Sea Crest School, 901 Arnold Way, Half Moon Bay at 6:00 p.m.

Agenda Posted As Required:  
November 13th at 10 a.m.

  
Debbie Nixon  
Deputy Secretary

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

**ITEM 1**

**November 5, 2014  
6:00 p.m.**

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

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## **Roll Call**

### **Commissioners**

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

### **Staff**

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

Bernardo entered the room at 6:20 p.m.

**Public Comments/Questions** — John Ullom, Leonard Woren, Oscar Braun, Dan Haggerty, Donald Sheardown

**Staff Recognition** — Grindy recognized Deputy Harbor Masters Chang and Pemberton for rescuing a fishing vessel that almost wash-up on the rocks

## Consent Calendar

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

Brennan pulled the items off of the consent calendar

## New Business

- 1      TITLE:                      **Minutes of Meeting October 15, 2014**  
       REPORT:                      Draft minutes  
       PROPOSED ACTION:        Approval

**Action:** Motion by Tucker, second by Holsinger to approve the minutes. The motion passed.

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

- 2      TITLE:                      **Amendments to Policies 6.4.1, 6.4.2, 6.4.3, 6.4.4 and 6.4.5**  
       REPORT:                      Memo, Amended Policies, Resolutions  
       PROPOSED ACTION:        Adopt the following Resolutions to adopt the amendments to  
   the policies:  
   Resolution 30-14  
   Resolution 31-14  
   Resolution 32-14  
   Resolution 33-14  
   Resolution 34-14

**Action:** Motion by Tucker, second by Holsinger to adopt Resolutions 30-14, 31-14, 32-14, 33-14 and 34-14 to amend Policies 6.4.1, 6.4.2, 6.4.3, 6.4.4 and 6.4.5. The motion passed.

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

- 4 TITLE: **Policy on Confidential Communications**  
REPORT: Miller, Memo, Draft Policy  
PROPOSED ACTION: To be determined

**Public Comment** – Leonard Woren

Miller presented the memo.

**Action:** Motion by Tucker, second by Holsinger to continue the item to the December 3<sup>rd</sup> Board meeting and instruct Counsel to be more specific with items a through g under section C – Definitions on the Draft Policy on Confidential Communications. The motion passed.

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

- 3 TITLE: **Informational Report: Procedure Regarding Billings for Legal Services**  
REPORT: Miller, Memo  
PROPOSED ACTION: Information Only

Miller presented the memo.

- 5 TITLE: **Quarterly Investment Balances Report**  
REPORT: Galarza, Report  
PROPOSED ACTION: Accept quarterly investment balances report

**Action:** Motion by Tucker, second by Bernardo to accept the quarterly investment balances report. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

- 6 TITLE: **Bills and Claims in the Amount of \$246,848.05**  
REPORT: Bills and Claims Detailed Summary  
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$246,848.05 to cover payment of Bills and Claims

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

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

## Staff Reports: a) Administration and Finance

7 **General Manager - Grenell**

Grenell presented his report.

8 **Director of Finance - Galarza**

Harris presented Galarza's report.

9 **Human Resources Manager – Harris**

Harris presented her report.

## b) Operations

10 **Oyster Point Marina/Park and Pillar Point Harbor – Grindy**

## Board of Harbor Commissioners

11 A. Committee Reports

None.

B. Commissioner Statements and Requests

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

Holsinger Congratulated Tom Mattusch on winning the election for the 2 year term on the San Mateo County Board of Harbor Commissioners

2. Any Commissioner wishing to place an item on a future agenda may make a motion to place such an item on a future agenda

**Action:** Motion by Brennan to agendaize and item on the next agenda to discuss hiring an executive search firm to assist with the hiring process of the new General Manager. The motion failed due to lack of a second.

# Adjournment

**Action:** Motion by Tucker, second by Holsinger to adjourn the meeting. The motion passed unanimously at 7:01 p.m.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

The next scheduled meeting will be held on November 19, 2014 at the Municipal Services Building, 33 Arroyo Drive, South San Francisco at 6:00 p.m.

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Debbie Nixon  
Deputy Secretary

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Pietro Parravano  
President

DRAFT

# Memo

**Date:** 11/14/2014

**To:** Board of Harbor Commissioners

**From:** Peter Grenell   
General Manager

**Re:** Northern Half Moon Bay Shoreline Improvement (Surfers Beach) Project: Cost Share Payment to U. S. Army Corps of Engineers (USACE) and Adopt Resolution 35-14 to Amend FY 2014-15 Budget in the Amount of \$89,316.00.

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## RECOMMENDATION

Approve cost share payment of \$89,316.00 to the United States Army Corps of Engineers in lieu of in-kind contribution and adopt Resolution 35-14 to amend budget in the amount of \$89,316.00.

## BACKGROUND

In response to strong community concern about erosion at Surfers Beach, caused mainly by the federal breakwater constructed in 1959-61 by the Army Corps of Engineers (USACE) to create a harbor of refuge for the fishing fleet and other vessels at Pillar Point, the Harbor District entered into a project agreement with USACE in September 2010 as local project sponsor.

During the multi-year USACE project feasibility stage, the District has provided its required 50% cost share, presently at approximately \$333,000. The agreement enables the District to reduce its cash outlay by providing in-kind contributions of information, labor, and other task performance. Through the course of the project thus far, the District has

found substantially fewer opportunities for in-kind contributions than initially anticipated. This has resulted in the need to make up the required local sponsor share balance through a cash payment of \$89,316 (see attachment).

## **PROJECT STATUS**

USACE is now completing its modeling and analysis of project alternatives, and is preparing its project evaluation report. USACE has indicated that it expects to complete the feasibility stage of the project by year-end or early 2015.

With the recent start-up of the Santa Cruz Littoral Cell Regional Sediment Management Plan process, Surfers Beach project data will be incorporated into the RSM process.

## **CONCLUSION**

In view of the above considerations, the District should provide what should be the final cost share payment for the project feasibility determination phase.

**Resolution 35-14**  
**to**  
**Adopt Amendment to Final 2014-2015 Integrated**  
**Operating and Capital Budget**  
**of the**  
**San Mateo County Harbor District**

Whereas, the Board of Harbor Commissioners, pursuant to § 6093.1 of the Harbors and Navigation Code of the State of California, adopted the Final Integrated Operating and Capital Budget for Fiscal Year 2014-15 on June 18, 2014, and

Whereas, said Board has authorized additional capital spending subsequent to the adoption of the Final Integrated Operating Budget for Fiscal Year 2014-15, and

Now, Therefore, Be It Resolved that an Amendment to the Final Integrated Operating and Capital Budget for Fiscal Year 2014-15 of \$89,316.00 as set forth in Exhibit A, attached hereto and by reference incorporated herein, be adopted for Fiscal Year 2014-15.

Approved this 19<sup>th</sup> day of November at the regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

For:

Against:

Absent:

Attested

**BOARD OF HARBOR COMMISSIONERS**

\_\_\_\_\_  
Debbie Nixon  
Deputy Secretary

\_\_\_\_\_  
Pietro Parravano  
President

## EXHIBIT A

The Fiscal Year 14-15 Budget that was adopted by Resolution 18-14 on June 18, 2014 needs to be amended due Northern Half Moon Bay Shoreline Improvement Project Cost Share Payment to the U.S. Army Corps of Engineers (USACE). The expense exceeded the budget by \$89,316.00.

Budget 14-15 :	\$ -0-
Northern Half Moon Bay Shoreline Improvement Project -	<u>\$ 89,316.00</u>
Increase to FY 14-15 Budget	\$ 89,316.00

**Memorandum**

**TO:** Harbor Commissioners

**FROM:** Debra Galarza & Belen Cruz

**RE: Bills & Claims for Period Ending 11/19/14**

Total Disbursements being submitted for your review: \$ 101,693.68

These include:

Handchecks in the amount of: \$ 37,170.03

Payables in the amount of: \$ 64,523.65

<u>Dept. Code</u>	<u>Description</u>		<u>Page Reference</u>
101	Harbor Commission	\$ 2,685.49	2
103	Administration	\$ 16,659.49	2
201	Pillar Point Harbor	\$ 50,656.29	2
301	Oyster Point Marina	\$ 31,692.41	2
	Payroll Related	\$ -	2
	<b>Total for Review</b>	<b>\$ 101,693.68</b>	<b>2</b>

**Notes:**

Handchecks Written for:

Invoices with Due Dates on or Before Board Meeting \$ 37,170.03

Total Handchecks Written \$ 37,170.03

BILLS CLAIMS FOR 11/19/14 BOARD MEETING

VENDOR	DESCRIPTION	AMOUNT	PAYROLL RELATED	COMM 101	ADMIN 103	PILLAR POINT 201	OYSTER POINT 301
ADP, INC.	PAYROLL PROCESSING	19.80		3.00	4.20	8.10	4.50
ARAMARK UNIFORM SERVICES	UNIFORM SERVICES	110.60					110.60
ARC DOCUMENT SOLUTIONS	CONTRACTUAL SERVICES	385.46				385.46	
AT&T	TELEPHONE/COMMUNICATIONS	1,612.26			127.55	963.83	520.88
BAYGREEN MARINE SANITATION	CONTRACTUAL SERVICES	1,600.00				800.00	800.00
BLUE RIBBON SUPPLY	OPERATING SUPPLIES	893.77				893.77	
CALIFORNIA SPECIAL DISTRICT ASSOCIATION	MEMBERSHIP, DUES & SUBSCRIPTIONS	5,288.00			5,288.00		
MICHAEL COHEN	REFUND DEPOSIT	284.50				284.50	
COMCAST	TELEPHONE/COMMUNICATIONS	233.79				233.79	
COX, WOOTON, LERNER, GRIFFIN,HANSEN	LEGAL SERVICES	1,656.75					1,656.75
EMPLOYMENT DEVELOPMENT DEPARMENT	UNEMPLOYMENT INSURANCE	8,866.00			2,437.00	1,029.00	5,400.00
FEDEX	CONTRACTUAL SERVICES	91.55		69.20	22.35		
GARDA CL WEST, INC.	CONTRACTUAL SERVICES	231.12				115.56	115.56
HALF MOON BAY REVIEW	ADVERTISING EXPENSE	142.00			52.00	45.00	45.00
HMB COASTSIDE CHAMBER OF COMMERCE	ADVERTISING EXPENSE	689.00				344.50	344.50
HR DIRECT	OFFICE SUPPLIES	209.97			69.99	69.99	69.99
KONICA MINOLTA	REPAIRS & MAINTENANCE	1,846.66			1,595.06	251.60	
MIKE LYFORD	REFUND DEPOSIT	23.54				23.54	
MISSION UNIFORM SERVICE, INC.	UNIFORM SERVICES	528.60				528.60	
NATIONAL CHEMICAL SERVICE	CONTRACTUAL SERVICES	74.00				74.00	
DAVID O'KEEFE	REFUND DEPOSIT	320.25				320.25	
O'REILLY AUTOMOTIVE, INC.	REPAIRS & MAINTENANCE	108.99				108.99	
PACIFICA COMMUNITY TV	CONFERENCES & MEETINGS	750.00		750.00			
RECOLOGY OF THE COAST	GARBAGE DISPOSAL	10,053.45				10,053.45	
SAN MATEO DAILY JOURNAL	ADVERTISING EXPENSE	462.00		462.00			
SHIELDS CONSULTING GROUP, INC.	CONTRACTUAL SERVICES	1,422.30			1,422.30		
SOUTH SAN FRANCISCO SCAVENGER	GARBAGE DISPOSAL	2,150.80					2,150.80
SOUTHWEST CONSTRUCTION	FISH BUYER DOORS	14,800.00				14,800.00	
ALAN SPOMER	REFUND DEPOSIT	499.80				499.80	
STAPLES ADVANTAGE	OFFICE SUPPLIES	1,211.64			592.73	439.13	179.78
ERIC SWANSON	REFUND DEPOSIT	241.50					241.50
UNITED SITE SERVICES	CONTRACTUAL SERVICES	1,287.27				1,287.27	
WEB MARKET CONSULTING	CONTRACTUAL SERVICES	5,171.40		1,401.29	2,393.24	839.61	537.26
GERARD WETLE	REFUND DEPOSIT	1,256.88				1,256.88	
SUB-TOTAL OF PAYMENTS TO BE PROCESSED 11/19/14		64,523.65	-	2,685.49	14,004.42	35,656.62	12,177.12
CALIFORNIA WATER SERVICE	UTILITIES	64.96					64.96
CINTAS CORPORATION	OPERATING SUPPLIES	282.10				282.10	
FIRSTCHOICE	CONTRACTUAL SERVICES	32.15			32.15		
MARINE LIEN SALES SERVICE	COLLECTION EXPENSE	640.00				480.00	160.00
MC COY'S PATROL SERVICE	CONTRACTUAL SERVICES	7,352.04					7,352.04
MORGAN MANUFACTURING COMPANY	REPAIRS & MAINTENANCE	750.00					750.00
PG&E	UTILITIES	17,172.28				10,019.59	7,152.69
RECOLOGY OF THE COAST	GARBAGE DISPOSAL	304.02				304.02	
U.S. BANK -CAL CARD-301	CAL CARD PURCHASES	4,035.60					4,035.60
Fuel		334.34					
HO training		189.00					
Operating expenses		605.30					
Repairs & maintenance		1,862.42					
Special events		1,044.54					
U.S. BANK-CAL CARD-103	CAL CARD PURCHASES	2,622.92			2,622.92		
Advertising exp		75.00					
Memberships, dues		842.00					
Office supplies		79.58					
Repairs & maintenance		100.00					
Seminars prof devpt		170.12					
Tel/communications		1,356.22					
U.S. BANK-CAL CARD-201	CAL CARD PURCHASES	3,913.96				3,913.96	
Fuel		1,020.40					
HO training		52.54					
Miscellaneous exp		139.00					
Operating expenses		139.49					
Repairs & maintenance		898.65					
Seminars prof devpt		928.71					
Special events		524.94					
Uniforms		210.23					
TOTAL HANDCHECKS		37,170.03	-	-	2,655.07	14,999.67	19,515.29
TOTAL BILLS & CLAIMS		101,693.68	-	2,685.49	16,659.49	50,656.29	31,692.41
			PAYROLL	COMM	ADMIN	PPH	OPM



## San Mateo County Harbor District

### Memo

**DATE:** November 13, 2014

**TO:** Board of Harbor Commissioners

**FROM:** Peter Grenell  
General Manager

**SUBJECT:** General Manager's Report: Update on Priority Items for November 19, 2014

**CC:** Managers  
District Counsel

#### REPAIR AND IMPROVEMENT PROJECT UPDATES

##### Pillar Point Harbor

**Dock fingers replacement:** Permit process underway.

**West Trail (PPH marsh to Mavericks beach):** Permit and bid processes underway.

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

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

##### Oyster Point Marina/Park

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

#### OTHER TOP PRIORITIES

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



## San Mateo County Harbor District

### **SECOND LEVEL PRIORITIES**

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

### **PROGRESS REPORTS ON ITEMS OF BOARD AND PUBLIC INTEREST**

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

**Strategic Business Plan:** The District's consultant, LWC, convened a second public meeting in workshop format with public notice for the Pillar Point plan component on October 14<sup>th</sup> in Princeton. Community input was gathered regarding marine infrastructure and facilities, environment and sea level rise, shore-side facilities and circulation and parking, and revenue generation.

An initial public meeting for the Oyster Point component occurred on September 30<sup>th</sup> in South San Francisco. Mayor Matsumoto was present. Overall strategic plan objectives for the District were presented and objectives for Oyster Point. A second public outreach meeting will be convened on December 1<sup>st</sup> at the Oyster Point Yacht Club.

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

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

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

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

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

**TIGER Grant Application for Johnson Pier and approach road access and safety improvements:** Pursuant to Harbor Commission approval, by April 28<sup>th</sup> staff submitted an application for \$4,330,000 to the federal Dept. of Transportation for funds to provide improved



## San Mateo County Harbor District

large truck access to and from Johnson Pier for more efficient and safe fish loading. Improvements will include (a) expanding pier deck area to enable large trucks to drive on and off the pier without backing up; and (b) modifying truck turning areas at three street intersections between Highway 1 and the Pier to reduce congestion and safety hazards. If awarded, grant funds would become available in 2016. Recent intensive truck activity on the Pier to service the busy squid unloading activity has exemplified the concern which the grant application seeks to address.

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

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

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

**PPH Surfers Beach Shoreline Improvement (U. S. Army Corps of Engineers lead agency):**

The Corps is preparing its draft project report on modeling alternative possible solutions to the beach erosion problem, environmental considerations, and cost/benefit analysis.

The Regional Sediment Management (RSM) planning process is underway for the Santa Cruz Littoral Cell, which comprises the area between Moss Landing and Pillar Point. Information obtained by the Corps of Engineers for the Surfers Beach project will be available for the planning process.

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

**County Plan Princeton Process:** The County's Plan Princeton team convened another community workshop to review and discuss three draft alternatives for possible County implementation on October 2<sup>nd</sup> in Princeton. Further information is available on the County's project website: [www.PlanPrinceton.com](http://www.PlanPrinceton.com).

**County Comprehensive Transportation Management Plan (CTMP):** Preparation of this plan, now underway, is a requirement of the County's Midcoast Local Coastal Program Update. A Technical Advisory Committee (TAC) has been formed by the County. The General Manager was requested to sit on the TAC; he attended the TAC's first meeting on Sept. 30<sup>th</sup>. The plan will focus on the Highway 1 and Highway 92 corridors and adjacent areas which these roads serve. The County convened a public workshop in Princeton on Nov. 10 to elicit further public comment on CTMP data and projections.



## San Mateo County Harbor District

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

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

The District's Harbor Master participated in the first Working Group meeting on Vulnerability Assessment on Sept. 26<sup>th</sup>.

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

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

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

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

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

### **COMPLETED PROJECTS DURING 2013-2014**

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

#### **Pillar Point Harbor**

Boat Launch Ramp Slurry Seal  
Johnson Pier Fish Handlers Building Painting



## San Mateo County Harbor District

West Restroom Renovation  
Vessel Pump-Out Station Replacement  
Johnson Pier sewer line replacement  
Launch Ramp Maintenance Dredging

### **Oyster Point Marina/Park**

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

## Administration/Operations

### Memo

To: Board of Harbor Commissioners  
From: Scott Grindy, Acting General Manager  
CC: Peter Grenell, General Manager  
Date: November 12, 2014  
Re: November 19, 2014 Meeting Report

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### Oyster Point Marina/Park

- Meeting and working with the City of South San Francisco in regards to the new grant funded restrooms and project planning efforts.

### Pillar Point Harbor

- Investigating and preparing a grant for Mavericks Trail Restroom & Boat Ramp Restroom replacement.

### Miscellaneous Items

- Working with acting Harbormasters on transitional activities
- Working with General Manager on transitional activities
- Meeting with SSF Chamber and Convention Bureau
- Meeting with harbor worker candidate
- Meetings and activities with administrative staff for transitional needs
- Updating future commissioners (new) on events and activities
- Staff evaluation activities
- Attending various Coastal Commission Meetings and events
- WETA Ferry meetings
- Strategic Plan discussions and calls

### EMS-Clean Marina Activities-District Wide

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



## STAFF REPORT

TO: San Mateo County Harbor District Commissioners  
FROM: Debra Galarza, Director of Finance  
DATE: November 19, 2014  
SUBJECT: Finance Department Report to the Commission

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### **Accounting and operations**

- Work with auditors on Financial Statements and Management Discussion and Analysis sections.
- Ongoing expense management through detailed review of invoices and review of bills and claims. Bi-weekly payroll processing and review.
- Participated in a "Transparency, Open Data, and Innovation for Financial Information "Webinar."
- Site visits to Pillar Point Harbor and Oyster Point Marina.
- Reviewed monthly accounts receivable aging list and confirmed collection procedures are being consistently applied. Followed up with tenants on payment plans.
- Finance meeting with Accountant and Human Resources.

# Memo

TO: San Mateo County Harbor District Commissioners

FROM: Marietta L. Harris, Human Resource Manager

DATE: November 13, 2014

SUBJECT: Report to the Commission

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## **Activities:**

### **Human Resource Services:**

- Working with employees with personnel and HR questions.
- Meeting with management staff on personnel issues and HR concerns.
- Reviewed 24 applications for Accounting Specialist
  - Exam scheduled for December 3, 2014
  - Interview scheduled for December 11, 2014
- Meeting with Director of Finance – Review of finance job description

### **Administrative Services:**

- Meeting with General Manager and Acting General Manager regarding work issues.
- Contacted Insurance regarding coverage for Contractors Pollution Liability

### **Information Technology:**

- Working with staff on IT issues and problems

## OPERATIONS

### Memo

To: Board of Harbor Commissioners  
From: Charles White, Acting Harbor Master  
CC: Peter Grenell, General Manager / Scott Grindy, Acting G.M.  
Date: November 12, 2014, 2014  
Re: November 19, 2014 Meeting Report

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### Oyster Point Marina/Park

#### *Construction Update & General Status Updates*

- *Misc. Maintenance Work in Progress Throughout the Marina*

#### *OPM Miscellaneous*

- Ferry Terminal use on weekends by district has been tentatively approved, now in legal MOU efforts and activities with WETA.
- Sonar survey by WETA on

### Occupancy Overview (*October Month of Occupancy 2014*)

#### **OPM**

Total occupancy: 62% (267 slips/End Ties out of 428 are occupied).

Berth occupancy: 62% (258 slips only out of 414 are occupied).

### Search and Rescue Activity Highlights & Urgent Need Activities

**OPM:** No items or issues to report at this time.

### EMS-Clean Marina Activities-District Wide

### Calendar Reminder Items of Events and Activities

- Oyster Point Marina: Boat Lighting Parade Event the evening of December 6.

- South San Francisco Fun Run through the Marina 11/15/2014 between 9:00am-noon
- The St. Veronica Catholic School 5k Run will be held on Sat 11/22/2014 at OPM. The event will be held between 7:30am and 12:00pm.

**OPERATIONS****Memo**

To: Board of Harbor Commissioners  
From: John Draper, Acting Harbor Master  
CC: Peter Grenell, General Manager / Scott Grindy, Acting G.M.  
Date: November 12, 2014, 2014  
Re: November 19, 2014 Meeting Report

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**Pillar Point Harbor*****Construction Update & General Status Updates***

- Misc. Maintenance Work in Progress throughout the Marina
- Work continues on house panels in fish buyer spaces, and removal of abandoned electrical wire and pipe under the fish buyer areas. (Delays with access during busy fish unloading period and supply back orders for stainless materials). Replacement electrical work to ABC main feeder panel on going, power outages will be very limited and noticed prior shutdowns.
- Building a kiosk at launch ramp area. Joint effort with Department of Fish and Wildlife and San Mateo County Marine Protection Agency Collaborative.

***PPH Miscellaneous***

- Continuing to work with USCG, San Mateo County EOC on disaster and emergency planning for fuel availability at Johnson Pier. Once the draft is complete I will hold a meeting with the users of the facility for their input on the final report.
- Lady Washington had a great turnout for their tours and sailing adventures.
- Sport crab season is still going strong. Since the opener the facility has been very busy.
- The start of commercial crab is set to open November 15<sup>th</sup>. Lot of vessels, owners and crews preparing for season. Lot of interest from the public on buying crab off the vessels.

**Occupancy Overview (*October Month of Occupancy 2014*)****PPH**

Total occupancy: 99%

Berth occupancy: 99%

Moorings 39%

## **Search and Rescue Activity Highlights & Urgent Need Activities**

**PPH:** 4 SAR cases including 1 medical, 1 fatality

## **EMS-Clean Marina Activities-District Wide**

Worked with San Mateo County Resource Conservation District.

The RCD did 24 hour water sampling where they took water samples every hour for a 24 hour period on November 7<sup>th</sup> thru 8<sup>th</sup>.

## **Calendar Reminder Items of Events and Activities**

- Pillar Point Harbor: Boat Lighting Parade Event the evening of December 13<sup>th</sup>