

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

**February 19, 2014  
6:00 p.m.**

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

**Roll Call**

**Commissioners**

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

**Staff**

Peter Grenell, General Manager  
Debra Galarza, Director of Finance  
Marietta Harris, Human Resource Manager  
Scott A. Grindy, Harbor Master  
Jean Savaree, 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).

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.

**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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 February 6, 2014**  
      REPORT:                 Draft minutes  
      PROPOSED ACTION:       Approval
  
- 2     TITLE:                   **Minutes of Meeting January 15, 2014**  
      REPORT:                 Draft minutes  
      PROPOSED ACTION:       Approval

## Agenda Setting

Harbor Commissioners may suggest future agenda items.

## New Business

- 3     TITLE:                   **Mid-Year Budget Review for Period Ending December 31, 2013**  
      REPORT:                 Grenell, Budget Review  
      PROPOSED ACTION:       To be determined
  
- 4     TITLE:                   **Mid-Year Budget Amendments**  
      REPORT:                 Grenell, Memo, Resolution 05-14  
      PROPOSED ACTION:       Adopt Resolution 05-14 and approve budget amendments
  
- 5     TITLE:                   **Marine Science Institute: Earth Day On The Bay Sponsorship**  
      REPORT:                 Grenell, Attachment  
      PROPOSED ACTION:       Approve sponsorship of Earth Day On The Bay at the bay advocate level (\$500)
  
- 6     TITLE:                   **Purchase of One Replacement Forklift for Pillar Point Harbor**  
      REPORT:                 Grindy, Memo  
      PROPOSED ACTION:       Authorize the General Manager to purchase one forklift for the purpose of replacement of the worn out forklift at Pillar Point Harbor for a total amount of \$27,124.25 including tax

- 7 TITLE: **Quarterly Investment Balances As Of December 31, 2013**  
 REPORT: Galarza, Quarterly Investment Balances  
 PROPOSED ACTION: Accept quarterly investment balances
- 8 TITLE: **Bills and Claims in the Amount of \$159,199.17**  
 REPORT: Bills and Claims Detailed Summary  
 PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$159,199.17 to cover payment of Bills and Claims

## Continued Business

- 9 TITLE: **Informational And Possible Action On Accounts Receivable Records Report**  
 REPORT: Grenell, Memo  
 PROPOSED ACTION: To be determined
- 10 TITLE: **Informational Report: Providing Free Wireless Communications To The District Harbor And Marina Facilities**  
 REPORT: Harris, Memo
- 11 TITLE: **Informational Report: Health Benefits**  
 REPORT: Harris, Memo
- 12 TITLE: **Informational Report: Public Records Act Information Requests**  
 REPORT: Grenell, Harris, Memo
- 13 TITLE: **Informational Report: Obtaining An Attorney General's Opinion**  
 REPORT: Grenell, Memo
- 14 TITLE: **Informational Report: Conflict Of Interest**  
 REPORT: Grenell, Memo

## Staff Reports: a) Administration and Finance

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

## b) Operations

- 18    **Oyster Point Marina/Park and Pillar Point Harbor – Grindy**

## Board of Harbor Commissioners

- 19    A.    Committee Reports
- B.    Commission Statements  
          Harbor Commissioners may make public statements limited to 5 minutes.
- 20    TITLE:                    **Identification of District Real Property Negotiator**  
      REPORT:                Bernardo  
      PROPOSED ACTION:    Designate District Real Property Negotiator Peter Grenell

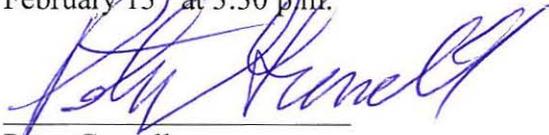
## Closed Session

- 21    TITLE:                    **Conference with Real Property Negotiator Peter Grenell:  
Pursuant to Government Code Section 54956.8**
- PROPERTY:             504 Alhambra Road, El Granada, APN # 047-204-120
- NEGOTIATING  
      PARTIES:             San Mateo County Harbor District, Marlborough Group LLC
- UNDER NEGOTIATION: Price, Terms and Conditions for Lease or Purchase of  
                                  Property

## Adjournment

The next scheduled meeting will be held on March 5, 2014 at Sea Crest School, 901 Arnold Way, Half Moon Bay at 6:00 p.m.

Agenda Posted As Required:  
February 13<sup>th</sup> at 3:30 p.m.



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Peter Grenell  
Acting Deputy Secretary

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

February 5, 2014  
6:00 p.m.

Comfort Inn  
2930 Cabrillo Highway  
Half Moon Bay, Ca. 94019

All Harbor District Commission meetings are recorded.

## Roll Call

### Commissioners

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

### Staff

Peter Grenell, General Manager  
x Debra Galarza, Director of Finance  
Marietta Harris, Human Resource Manager  
Scott A. Grindy, Harbor Master  
Jean Savaree, District Counsel

X=Absent

## Public Comments/Questions -

Joshua Cosgrove, Leonard Woren

**Staff Recognition** – Grindy announced that the Half Moon Bay Chamber of Commerce gave the District a bronze Recognition Award for District contribution to the Coastside community through participation, sponsorship and other support of special events. He also stated he wrote a letter of appreciation to all District staff that helped with the Mavericks Invitational event, and thanked everyone for their efforts, actions and support both on land and water.

## 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.



**location of the first regular Harbor Commission meeting of each month to be held at Sea Crest School, 901 Arnold Way, Half Moon Bay 94019**

REPORT: Grenell, Memo, Resolution  
PROPOSED ACTION: Adopt Resolution 04-14 to change the location of the first regular Harbor Commission meeting each month to be held at Sea Crest School, 901 Arnold Way, Half Moon Bay 94019

**Action:** Motion by Tucker, second by Parravano to adopt Resolution 04-14 to change the location of the first regular Harbor Commission meeting each month to be held at Sea Crest School, 901 Arnold Way, Half Moon Bay 94019. The motion passed unanimously by roll call vote.

Ayes: 5  
Nays: 0

## Commissioner Requests

The Board of Harbor Commissioners may make requests. Requests may be made to place items on future agendas.

Brennan asked for the Accounts Receivable reports. She stated she previously made a request for them. Harris stated a couple of emails were sent to Brennan in regard to the Accounts Receivable reports. Brennan stated she responded to the email and didn't receive the reports. Grenell stated there was a potential for private information to be inadvertently divulged. He stated, given that possibility, it was important to give direction to staff and through Board action. Brennan stated it was a request and not complicated.

Holsinger made a point of information stating that a Public Records Act Request is subject to a certain procedure that needed to be followed. He asked the President what action needed to be taken. Holsinger stated he would look to Counsel but it sounded like an issue directed at the General Manager by a Commissioner of the Board as a Public Records Act request. He stated certain information has been redacted based upon the procedure established and the procedure was what needed to be adhered to.

Bernardo stated he wanted to get guidance from Counsel on the requests in regarding a solution to the item. He asked if the Board should place it on the agenda with regard to policy. Savaree stated it was what the General Manager was asking for. She stated Grenell wanted to have policy direction and Holsinger was addressing a different issue. Savaree stated Brennan was asking for a particular set of information and the General Manager was

asking the Board how to respond, while Holsinger stated that any member of the public could make a Public Records Act request which was separate from the conversation.

Bernardo asked Brennan she had a motion to place the item on an agenda. Brennan stated she did not make a Public Records Act request and asked for Accounts Receivable reports. She stated if she could not get the AR reports when requesting them as a Commissioner, then she would do so as a member of the public.

Tucker stated the Accounts Receivable reports are always available not redacted at the Harbor District Administration Office.

Bernardo stated this item was about a request and asked Brennan if she would like to place it on a future agenda. Brennan stated it would delay her ability to receive the Accounts Receivable reports and review the information as a Commissioner on the Board. She stated she previously discussed why it wasn't appropriate for her to go to the Administration Office.

Bernardo stated there was a discussion of Accounts Receivable reports for a few months and the issue was percolating and he wanted closure. He made a motion to put the Accounts Receivable item the next meeting agenda. Harris clarified: the AR reports were already available and a message was sent to Brennan via email asking her if she still wanted them redacted since that was the only way the reports would be able to be sent to her. She stated she did not receive a response back from Commissioner Brennan. Harris stated staff wanted the Board to make a decision if they would like the reports to be sent to Brennan unredacted.

Bernardo made a motion to place an Accounts Receivable reports item on the next agenda.

**Action:** Motion by Bernardo, second by Brennan to place an Accounts Receivable (AR) reports item on the next agenda. The motion failed.

Ayes: 2

Nays: 3 (Holsinger, Parravano, Tucker)

Tucker moved that an item be placed on the next Board agenda which clarifies the policy that pertains to Accounts Receivable and Public Records Act requests.

**Action:** Motion by Tucker, second by Bernardo to place an item on the next agenda regarding the policy that pertains to release of Accounts Receivable reports and other Public Records Act requests. The motion passed unanimously.

Ayes: 5

Nays: 0

Brennan mentioned an update on the appraisal of the building in El Granada, 504 Alhambra Avenue. She stated she noticed there wasn't mention of the appraisal on this agenda and asked if she needed to place it on a future agenda or if it was coming. Grenell stated it was coming when there was something to report. Brennan asked when the report would be. Grenell stated he was told the appraisal would be done within the next couple of weeks. He stated he would assure the Board that when the appraisal is provided, he would place it on the agenda as a Closed Session item.

Brennan stated she wanted the Board to have a finance committee which would have monthly reviews of Accounts Receivable, credit card statements, Bills and Claims as well as have the opportunity to make recommendations to reduce spending and to develop recommendations on approval of accounting procedures. She stated the Board would follow through the policy of having a finance committee. Brennan asked Bernardo if she could have this item placed on a future agenda. Bernardo stated he wanted to have a broad discussion on the Board level with regard to committee meetings. He asked Brennan if he could revise her request to have an item on an item the next agenda with recommendations for the various committees. Bernardo stated it would be in the form of an informational report in the General Manager's report.

Brennan stated there should be an in depth discussion about document storage and to find ways to protect the District's documents from emergencies. She stated if there was a fire, all important documents would be lost.

Brennan stated there were some misunderstandings about the FPPC and their recusal policy. She stated there needed to be a discussion about recusal and the FPPC's policy. Brennan stated the public was concerned with a commissioner who recuses himself and wanted five votes instead of four when it accommodates the FPPC's rules.

Bernardo stated it would be necessary for the Board to have a Closed Session on this item and have Legal Counsel explain recusal law. Savaree stated it could not be a Closed Session item.

Tucker made a motion to have a Closed Session item placed on the next agenda on Avenue Alhambra.

**Action:** Motion by Tucker, second by Brennan to have a Closed Session item at the next meeting discussing Avenue Alhambra. The motion passed unanimously.

Ayes: 5

Nays: 0

Tucker made a motion to have a Closed Session item placed on the next agenda discussing any and all complaints that had been received.

**Action:** Motion by Tucker, second by Parravano to have a Closed Session item at the next meeting discussing any and all complaints that had been received. The motion passed by roll call vote.

Ayes: 4

Nays: 0

Abstain: 1 (Brennan)

Holsinger read from a memo he created and made a motion to direct the General Manager to seek an Attorney General's opinion on whether or not any state law or laws would be violated: For an elected official or the government body of the elected official were to have an embedded link on the agency's website to that official's personal website. He stated he would like to put this item on the next agenda.

**Action:** Motion by Holsinger, second by Parravano to direct the General Manager to seek an Attorney General's opinion of whether or not it is violative of any state law or laws for an elected official or the government body of the elected official to have an embedded link on the agency's website to that official's personal website. The motion passed unanimously.

Ayes: 3

Nays: 2 (Bernardo, Brennan)

## Continued Business

- 2      TITLE:                      **Change "Commissioner Requests" to "Agenda Setting"**  
REPORT:                      Tucker, Draft Minutes of December 4, 2013  
PROPOSED ACTION:        Discussion and possible action to rename Board agenda item

for “Commissioner Requests” to “Agenda Setting”, and to change the paragraph below to read: “Board of Harbor Commissioners may make requests to have future items placed on the agenda.”

**Action:** Motion by Tucker, second by Parravano to rename the Board agenda item from “Commissioner Requests” to “Agenda Setting”, and to change the paragraph below to read: “Board of Harbor Commissioners may make requests to have future items placed on the agenda.” The motion passed by roll call vote.

Ayes: 4

Nays: 1 (Brennan)

- 3** TITLE: **Records Disposal**  
REPORT: Memo, Resolution  
PROPOSED ACTION: Adopt Resolution 01-14 and approve Destruction of District Records

**Public Comment for Item 3:** Kathryn Slater-Carter, Tony Basso, Harvey Rarback, George Muteff, Bill Kehoe, Dan Haggerty,

**Action:** Motion by Tucker, second by Parravano to adopt Resolution 01-14 and approve Destruction of District Records after the results of the Grand Jury trial. The motion passed unanimously.

Ayes: 5

Nays: 0

## New Business

- 4** TITLE: **Request for Proposals-Vessel Pump Out Services Oyster Point Marina/Park and Pillar Point Harbor**  
REPORT: Grindy, Memo, Attachment  
PROPOSED ACTION: Approval to issue a Request for Proposals-Vessel Pump-Out Services at Oyster Point Marina/Park and Pillar Point Harbor

Grindy spoke on his report.

**Public Comment for Item 4:** Tony Basso

**Action:** Motion by Tucker, second by Parravano to approve issuance of a Request for Proposals-Vessel Pump-Out Services at Oyster Point Marina/Park and Pillar Point Harbor  
The motion passed.

Ayes: 5

Nays: 0

- 5** TITLE: **City of San Carlos Request For Support And Compensation Agreement**  
REPORT: Grenell, Letter, Report Resolution, Attachments  
PROPOSED ACTION: Adopt Resolution 03-14 for support and compensation agreement

Grenell spoke on this item.

**Public Comment for Item 5:** Leonard Woren

**Action:** Motion by Tucker, second by Parravano to adopt Resolution 03-14 for support and compensation agreement. The motion passed by roll call vote.

Ayes: 3

Nays: 2 (Bernardo, Brennan)

- 6** TITLE: **Local Agency Formation Commission (LAFCo) Call For Nominations: Special District Selection Committee to Elect Special District Member On San Mateo LAFCo Pursuant to Section 56332**  
REPORT: LAFCo Memo, Attachment  
PROPOSED ACTION: To be determined

Grenell spoke on the report.

Bernardo stated that he will be at the March meeting to represent the District.

- 7      TITLE:                            **Bills and Claims in the Amount of \$337,653.90**  
       REPORT:                        Bills and Claims Detailed Summary  
       PROPOSED ACTION:            Approval of bills and claims for payment and a transfer in the amount of \$337,653.90 to cover payment of bills and claims

**Action:** Motion by Tucker, second by Parravano to approve bills and claims for payment and a transfer in the amount of \$337,653.90 to cover payment of bills and claims. The motion passed by roll call vote.

Ayes:            4

Nays:            1 (Brennan)

- 8      TITLE:                            **Informational Report: District Commissioners Health Care Benefits**  
       REPORT:                        Grenell, Memo

Grenell spoke on his report.

- 9      TITLE:                            **Informational Report: Use of CAL-Cards**  
       REPORT:                        Grenell, Harris, Memo

Grenell spoke on his report.

- 10     TITLE:                            **Informational Report: Environmental Management System (EMS) Update**  
       REPORT:                        Grindy, Memo

Grindy spoke on his report.

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

- 11     **General Manager - Grenell**

Grenell spoke on his report.

**12 Director of Finance - Galarza**

Grenell spoke on behalf of Galarza.

**13 Human Resources Manager - Harris**

Harris spoke on her report.

**b) Operations**

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

Grindy spoke on his report.

**Board of Harbor Commissioners**

**15 A. Committee Reports- None**

**B. Commission Statements**

The Board of Harbor Commissioners may make public statements.

Brennan stated that due to the time change of the meeting, there wasn't any time to eat dinner and asked if the District could provide food.

Parravano stated The California Department of Food and Agriculture has numerous Commodity Marketing Commissions, and the only seafood that made it to the level of the Commodity Marketing Board is the King Salmon. He stated the process for renewing the authority for the Department of Food and Agriculture to authorize the use of marketing campaigns for the King Salmon is to go through a public hearing, and depending on the input received by the public and agencies, they will proceed accordingly. Parravano stated it was a common practice which is done every five years. He stated the next hearing for the authorization is February 25<sup>th</sup>, 2014 in Santa Rosa, and written comments need to be submitted by February 20<sup>st</sup> 2014. Parravano asked his fellow Commissioners whether this could be done by consensus in direction to the General Manager to the Board. He stated it meant a lot for the Salmon fisherman in the state of California as well as Salmon fishermen coming into the state. Grenell stated it would be best to connect with Commissioner Parravano on content to make sure to relay an effective message. Brennan asked Grenell to email the Commissioners the final letter and link to the website. Grenell stated yes.

Brennan asked if a report for PRA information requests was still on schedule. Grenell asked what specific details are needed for the report. Brennan stated the details discussed at the January 15, 2014 Board meeting, but she would go over the details again. Grenell stated it would be helpful to confirm the details. Brennan stated there was a vote during the meeting on January 15, 2014 to approve having a report on the Public Records Act and the delays the public has experienced and ways the District would be able to meet the requirements. She stated there was going to be a discussion about ways of dealing with stress on the staff, and find a solution to making the process more efficient and effective.

Brennan thanked staff for setting up the new email addresses for the Commissioners. She asked if there was a way to forward the new email to the Commissioner's regular email addresses. Harris stated she would check with the IT technician.

- 16    TITLE:                    **Identification of District Real Property Negotiator**  
      REPORT:                Bernardo  
      PROPOSED ACTION:    Designate District Real Property Negotiator Peter Grenell

**Action:** Motion by Tucker, second by Holsinger to designate District Real Property Negotiator Peter Grenell and to go into Closed Session. The motion passed.

Ayes:            5

Nays:            0

The meeting adjourned to Closed Session at 9:30 p.m.

## **Closed Session**

- 17    TITLE:                    **Conference with Real Property Negotiator Peter Grenell:  
                                 Pursuant to Government Code Section 54956.8**
- PROPERTY:            Pillar Point Seafood (McHenry), Three Captains Sea  
                                 Products, Inc. (Fortado), Morning Star Fisheries (Mallory),  
                                 Johnson Pier, Pillar Point Harbor, El Granada, San Mateo  
                                 County, APN 047-083-060

NEGOTIATING  
PARTIES:

Pillar Point Seafood (McHenry), Three Captains Sea  
Products, Inc. (Fortado), Morning Star Fisheries  
(Mallory)

UNDER NEGOTIATION: Price, Terms and Conditions for Lease of Property

Parravano recused himself. Brennan left the room while still in Closed Session.

**Action:** Motion by Tucker, second by Holsinger to adjourn to Open Session. The motion passed.

Ayes: 3

Nays: 0

Open Session resumed at 9:59 p.m.

### **Open Session, cont'd.**

There was no reportable action from Closed Session.

**Action:** Motion by Tucker, second by Holsinger to adjourn the meeting. The motion passed unanimously.

Ayes: 5

Nays: 0

The meeting adjourned at 10:00 p.m.

# Adjournment

The next scheduled meeting will be held on February 19, 2014 at the Municipal Services Building, 333 Arroyo Drive, South San Francisco at 6:00 p.m.

Agenda Posted As Required:  
January 29, 2014 at 3:30 p.m.

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Peter Grenell  
Acting Deputy Secretary

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Robert Bernardo  
President

DRAFT

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

**January 15, 2014  
6:00 p.m.**

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

**Roll Call**

**Commissioners**

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

**Staff**

- Peter Grenell, General Manager
- x Debra Galarza, Director of Finance
- Marietta Harris, Human Resource Manager
- Scott A. Grindy, Harbor Master
- Jean Savaree, District Counsel

x= Absent

**Public Comments/Questions –**

Brian Rogers, Erik Simonson, Paul Mahler, John Ullom, David Mallory, Leonard Woren, Mike McHenry

**Staff Recognition- None**

- 1 TITLE: **Presentation of California Assembly Resolution by Honorable Kevin Mullin, 22<sup>nd</sup> Assembly District, Honorable Richard S. Gordon, 24<sup>th</sup> Assembly District, Honorable Jerry Hill, 13<sup>th</sup> Senate District, and Honorable Leland Y. Yee, 8<sup>th</sup> Senate District Commending San Mateo County Harbor District’s 80<sup>th</sup> Anniversary**
- REPORT: Presentation by Mario Rendon, Office of Assemblyman Mullin
- PROPOSED ACTION: Accept Resolution



- 6 TITLE: **Records Destruction**  
REPORT: Memo, Resolution 01-14  
PROPOSED ACTION: Adopt Resolution 01-14 and Approve Destruction of District Records

Grenell introduced Item 6.

**Public Comment on Item 6:** Leonard Woren, John Ullom

Holsinger asked to remove Item 6 from the January 15, 2014 Agenda and place it on the February 5, 2014 Agenda with the Revised General Correspondence for Destruction list.

**Action:** Motion by Holsinger, second by Parravano to remove Item 6: Records Destruction from the January 15, 2014 Agenda and to place it on the next Agenda with the Revised General Correspondence for Destruction list. The motion passed unanimously.

Ayes: 4

Nays: 0

- 2 TITLE: **Minutes of Meeting of November 20, 2013**  
REPORT: Draft minutes  
PROPOSED ACTION: Approval

**Action:** Motion by Holsinger, second by Parravano to approve the minutes of meeting November 20, 2013. The motion passed.

Ayes: 3

Nays: 1 (Brennan)

- 3 TITLE: **Minutes of Meeting of December 4, 2013, 2013**  
REPORT: Draft minutes  
PROPOSED ACTION: Approval

**Action:** Motion by Holsinger, second by Parravano to approve the minutes of meeting November 20, 2013. The motion passed

Ayes: 3

Nays: 1 (Brennan)

- 4    TITLE:                            **Certified Employment List for Accounting Technician/  
Administrative Assistant**  
REPORT:                              Certified Employment List  
PROPOSED ACTION:                Adopt Certified Employment List

**Action:** Motion by Holsinger, second by Parravano to adopt the Certified Employment List. The motion passed.

Ayes:                4  
Nays:                0

- 5    TITLE:                            **Leave of Absence Request for Katherine Mickelson:  
Maternity Leave**  
REPORT:                              Leave of Absence Form  
PROPOSED ACTION:                Approve Unpaid Leave of Absence for Katherine Mickelson's  
Maternity Leave

**Action:** Motion by Brennan, second by Bernardo to approve unpaid leave of absence for Katherine Mickelson's maternity leave. The motion passed unanimously.

Ayes:                4  
Nays:                0

## **Commissioner Requests**

The Board of Harbor Commissioners may make public requests. Requests may be made to place items on future agendas.

Brennan moved to have a future Closed Session item about the fish buying leases and fees.

**Action:** Motion by Brennan, second by Bernardo to have a future Closed Session item discussing fish buying leases and fees. The motion passed.

Ayes:                2  
Nays:                1 (Holsinger)  
Abstain:            1 (Parravano)

Brennan stated there a bill was put forth which limits lifetime health benefits for part-time elected officials in California. She stated she would like an Agenda item for the Board to review health benefits.

Bernardo asked Brennan if she would like an informational report for the review of health benefits. Brennan stated she could make a report herself, but not sure with staff. Bernardo stated it would be staff's job to come up with the information. Harris stated Brennan could send her thoughts and she would check with the attorney who works on health benefits, and that staff would create an informational report.

Brennan stated an Agenda item should include the Public Records Request (PRA) process and how to better manage processing reports. She stated it could be an informational item. Brennan stated it should include discussion of the Public Records Request (PRA) process as well as including some examples such as AR reports.

Bernardo asked Grenell if he could include an informational report on a future agenda on the Public Records Request (PRA) process. Grenell stated yes.

Grenell stated he could not guarantee getting all of the informational reports requested on the next agenda because research needed to be done and would take time.

Brennan asked what the status was on the process for hiring an outside facilitator.

Bernardo asked if Grenell would answer it in his Manager's Report. Grenell stated he would answer it at the present moment. Grenell stated his plan was to contact the Commissioners and candidates for a Special Board Meeting, to identify a date in February where everyone would be able to attend. He stated the Special Meeting would only consist of Public Comment and the interviews which would be done in Open Session.

Brennan asked when the District would make the lease analysis for fish buyer available to the public. Grenell stated he received information from Counsel and needed to review it before responding to Brennan's concern. He stated he would review it within the next couple of days, and she would get a response accordingly.

Bernardo stated the policies from 1998 needed to be updated and it was a good time to add an agenda item discussing policy updates. He stated he would let staff determine when to include the agenda item. Grenell stated a memo will be presented at the next meeting.

Bernardo stated he liked the idea of looking into a Lifetime Commissioners Health Care Benefit Policy. He stated he wanted to propose the idea that any new Commissioner taking office January 1, 2015 will not have health benefits on a District level so that it is on same



- 9 TITLE: **Selection of Lowest Responsible Bidder: Harbor Electrical Repairs**  
REPORT: Grindy, Memo, Attachment  
PROPOSED ACTION: Accept the bid of Edward R. Bacon, Inc. in the amount of \$177,500 as lowest responsible bidder and authorize the General Manager to execute a contract with Edward R. Bacon, Inc. in an amount not to exceed \$192,250 (\$177,500 bid amount plus 10% contingency of \$17,750).

**Action:** Motion by Brennan, second by Parravano to accept the bid of Edward R. Bacon, Inc. in the amount of \$177,500 as lowest responsible bidder and authorize the General Manager to execute a contract with Edward R. Bacon, Inc. in an amount not to exceed \$192,250 (\$177,500 bid amount plus 10% contingency of \$17,750). The motion passed by roll call vote.

Ayes: 4

Nays: 0

- 10 TITLE: **Status Report: Bills and Claims paid in the Amount of \$313,619.73 from December 5, 2013 through January 3, 2014 as authorized on December 4, 2013 to cover payments due to cancelled Board meetings**  
REPORT: Bills and Claims Detailed Summary

- 11 TITLE: **Informational Report: Regional Sea Level Rise Issues**  
REPORT: Grenell, Memo

Grenell spoke on Item 11.

- 12 TITLE: **Informational Report: Johnson Pier Hoists**  
REPORT: Grenell, Grindy, Memo

Grenell and Grindy spoke on the memo.

**Public Comment on Item 12:** Porter McHenry

- 13 TITLE: **Informational Report: Collections and Lien Procedures**  
REPORT: Grenell, Grindy, Galarza, Memo

Grenell and Grindy spoke on the memo.

**Public Comment on Item 13:** John Ullom

- 14 TITLE: **Informational Report: District Drug and Alcohol Policy**  
REPORT: Harris, Memo, Attachments

Harris spoke on the memo and attachments.

## **Continued Business**

- 15 TITLE: **Informational Report: Provision of Free WiFi at District Harbor**  
REPORT: Grenell, Harris, Memo

Harris spoke on the memo.

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

- 16 **General Manager – Grenell**

Grenell spoke on his report.

**Public Comment on Item 16:** Brian Rogers, John Ullom

- 17 **Director of Finance – Galarza**

Harris stated she would take questions on behalf of Galarza.

- 18 **Human Resources Manager – Harris**

Harris spoke on her report.

## b) Operations

### 19 Oyster Point Marina/Park and Pillar Point Harbor – Grindy

Grindy spoke on his report.

## Board of Harbor Commissioners

### 20 A. Committee Reports- None

### B. Commission Statements

The Board of Harbor Commissioners may make public statements.

Bernardo stated he received a letter from Dr. Mary Larenas from Moss Beach which should be included in the minutes.

Holsinger stated it was time to consider a certified appraisal of the fish buyer tenants.

Brennan stated the California Special Districts Association sent the Board their current catalogue for 2014. She stated they have excellent classes which were helpful for Board members.

# Adjournment

**Action:** Motion by Brennan, second by Parravano to adjourn the meeting. The motion passed unanimously.

Ayes: 4

Nays: 0

The meeting adjourned at 10:00 p.m.

The next scheduled meeting will be held on February 5, 2014 at the Comfort Inn, 2930 Cabrillo Highway, Half Moon Bay at 6:00 p.m.

Agenda Posted As Required:  
January 8th at 3:30 p.m.

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Peter Grenell  
Acting Deputy Secretary

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Robert Bernardo  
President

Dear President Bernardo, Harbor Commissioners, Board of Supervisors, members of the public and other elected officials,

I respectfully request that the following email content be read into the public record.

I am Dr. Mary Larenas and unfortunately, as a working professional, I will not be able to attend the Harbor Commission meeting tonight in South San Francisco. Therefore I would like to use this correspondence as a means to express my deep concerns with a pattern of behavior by certain Harbor Commissioners and staff.

Throughout 2013, there has been a progressive attempt to limit and restrict public comment, curtail the efforts of certain Harbor Commissioners who attempt reform, access to Harbor Commission meetings and information about the inner workings of the harbor management. To date there have been motions adopted by particular Harbor Commissioners and staff which curtail public comment, restrict Commissioner questions and actions, end video recordings of meetings (critical to those of us who cannot attend all of the meetings), hide financial records, and now an attempt to destroy records (Item 6) that may shed light on harbor activities. One only needs to review past videos of meetings to view the progress of these behaviors and restrictive actions - unless these are among the records to be destroyed.

These actions to limit, curtail, restrict, hide, serve to only deepen my concern with the direction the Harbor Commission and harbor staff is heading, which is towards a total lack of transparency.

Therefore I am asking that Item 6, on the 01-15-2014 Harbor District (HD) Agenda; Destruction of Records be pulled and no action taken on this matter until further investigation.

Respectfully submitted,

Dr. Mary Larenas  
Moss Beach, CA

P/s. place  
in the  
minutes for  
Jan. 15, 2014!



## STAFF REPORT

TO: San Mateo County Harbor District Commissioners

FROM: Debra Galarza, Director of Finance

DATE: February 19, 2014

SUBJECT: Finance Department Report to the Commission  
Six Month Budget Review for Period Ending December 31, 2013

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**SUMMARY**

On an overall basis, the San Mateo County Harbor District (District) is on track to meet its budget for FY2013-14.

Harbor Operating revenues are projected to be slightly above budget by approximately 4% or \$145 thousand. Non-Operating tax revenues are projected to be 5% above budget or approximately \$200,000 which is in part due to payments from Redevelopment Agency dissolutions. However, interest will be \$30,000 less than budgeted as interest rates continue to remain low.

The 2013-14 budget estimated that the District would need to dip into reserves by \$2.6 million. Including carryovers and FY2013-14 budget adjustments that draw has increased to \$4.9 million. This is primarily due to FY2012-13 capital projects carried over, Dock 11 modifications, and the Dock Fingers project. The District should focus on capital projects that are necessary for health and safety issues and discuss deferment of non-essential projects in order to preserve cash reserves.

**PILLAR POINT HARBOR**

For the 6 months ending December 31, 2013, operating revenues are \$1.2 million or 59% of budget. A strong crab season generated 100% occupancy during the crab season months at the harbor. This explains the launch fees at 87% to budget and berthing fees at 56%. It is expected that the operating revenues will continue to stay on track and meet or exceed revenues. Revenue from rents and concessions at \$265,155 or 72% of budget as a result of percentage rents from lessees came in higher than budgeted.

On an expense basis, salaries are on track with budget. A budget adjustment is needed for health insurance costs as two employees who took the payout option (received 50% of benefit in cash), have now signed up for insurance. Non Operating expenses are at 18% because depreciation is posted at year end.

Capital projects are the most significant budget expenditures. The District is investing and maintaining and developing capital improvements which were originally \$1.5 million. An emergency repair for Dock Fingers at \$580,536 and carryovers from FY2012-13 projects bring the total capital projects to approximately \$2.7 million for FY2013-14.



## STAFF REPORT

### **OYSTER POINT MARINA/PARK**

For the six months ending December 31, 2013 operating revenues are \$984,741 or 66% of budget. This is due to a lower revenue estimate in FY2013-14. A portion of the increase is due to retroactively charging tenants who did not submit payments for monthly berth assignments. Live Aboard fees remain strong and there is currently a waiting list for those wanting to live aboard their vessel.

Non-Operating expenses are at 19% because depreciation is posted at year end. On an operating basis, salaries and benefits, and operating expenses are on track to meet budget.

### **ADMINISTRATION**

For the six months ending December 31, 2013, property tax revenue receipts are \$2,091,181 or 55% of budget. Including Redevelopment Agency receipts, tax revenues are projected to be 4% over budget for the remainder of the year. In addition, interest income is below budget.

On an expense basis, salaries are on track and at 50% of budget. Benefits are at 39% due to an employee not electing to enroll in District health coverage and opting for a payout instead giving the District savings in this area. Non-Operating expenses are at 19% because depreciation is posted at year end.

### **COMMISSION**

For the six months ending December 31, 2013, some Commission expenses are well over budget. For benefits expense the budget must be augmented by \$20,000 because at the time of the budget process it was not known if a Commissioner was going to elect to receive health insurance. Legal services were budgeted at \$10,000 and at 6 months the expense is \$19,149. A budget augmentation of \$30,000 is needed for legal expenses through year end. Outside contractual services is for security services for meetings. This was not budgeted for and is estimated at \$3,000 through year end and a budget augmentation of \$4,000 is needed to cover costs already incurred as well as future estimate costs.

### **CONCLUSION**

The District is on track to meet its budget in FY2013-14. The District expects to receive \$2 million from the City of South San Francisco during the balance of this fiscal year as an expense reimbursement for rebuilding Dock 11 at Oyster Point Marina. The District will need to review its Capital projects, and defer those not necessary immediately, to keep an acceptable level of reserves intact. This will enable the District to create a reserve for 2013 Election costs, be able to respond effectively to emergencies, and continue to provide services to the general and boating public.

# **SAN MATEO COUNTY HARBOR DISTRICT**

400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080 PHONE (650)583-4400 FAX 583-4611



**SIX MONTH BUDGET REVIEW FOR FY 2013-14 OPERATING AND CAPITAL BUDGET  
PERIOD ENDING DECEMBER 31, 2013**

**SAN MATEO COUNTY HARBOR DISTRICT  
MID YEAR BUDGET REVIEW**

	<b>PRIOR YEAR ACTUAL</b>	<b>FY 13-14 FINAL BUDGET</b>	<b>FY 13-14 AMENDED BUDGET</b>	<b>FY 13-14 YEAR TO DATE THRU 12/31/13</b>	<b>FY 13-14 PERCENT TO BUDGET</b>
	Fiscal Year 12-13		see note+		Should be approx 50% since at half year of budget cycle
<b>REVENUE</b>					
Administration	\$ 5,236,528	\$ 3,907,983	\$ 3,907,983	\$ 2,211,431	57%
Pillar Point	\$ 2,077,758	\$ 2,142,604	\$ 2,142,604	\$ 1,265,047	59%
Oyster Point	\$ 2,001,210	\$ 1,481,645	\$ 1,481,645	\$ 984,741	66%
<b>TOTAL REVENUE BUDGET</b>	<b>\$ 9,315,496</b>	<b>\$ 7,532,232</b>	<b>\$ 7,532,232</b>	<b>\$ 4,461,218</b>	<b>59%</b>
<b>EXPENSE</b>					
<b>Salary Expense</b>					
Commission	\$ 35,400	\$ 36,000	\$ 36,000	\$ 18,000	50%
Administration	\$ 615,609	\$ 635,152	\$ 635,152	\$ 317,679	50%
Pillar Point	\$ 889,091	\$ 942,967	\$ 939,817	\$ 450,090	48%
Oyster Point	\$ 635,651	\$ 682,551	\$ 679,401	\$ 342,927	50%
<b>Total Salaries</b>	<b>\$ 2,175,750</b>	<b>\$ 2,296,670</b>	<b>\$ 2,290,370</b>	<b>\$ 1,128,696</b>	<b>49%</b>
<b>Benefits Expense</b>					
Commission	\$ 21,713	\$ 28,693	\$ 28,693	\$ 18,866	66%
Administration	\$ 300,056	\$ 306,285	\$ 306,285	\$ 118,299	39%
Pillar Point	\$ 334,794	\$ 624,556	\$ 627,706	\$ 424,147	68%
Oyster Point	\$ 182,600	\$ 458,415	\$ 461,565	\$ 216,465	47%
<b>Total Benefits</b>	<b>\$ 839,164</b>	<b>\$ 1,417,949</b>	<b>\$ 1,424,249</b>	<b>\$ 777,778</b>	<b>55%</b>
<b>Operating Expense</b>					
Commission	\$ 431,748	\$ 65,500	\$ 253,987	\$ 146,702	58%
Administration	\$ 289,096	\$ 306,350	\$ 306,350	\$ 155,183	51%
Pillar Point	\$ 850,803	\$ 1,547,182	\$ 1,843,244	\$ 568,436	31%
Oyster Point	\$ 617,891	\$ 868,326	\$ 898,326	\$ 313,538	35%
<b>Total Operating</b>	<b>\$ 2,189,537</b>	<b>\$ 2,787,358</b>	<b>\$ 3,301,908</b>	<b>\$ 1,183,859</b>	<b>36%</b>
<b>Non-Operating Exp</b>					
Administration	\$ 8,314	\$ 1,000	\$ 1,000	\$ -	0%
Pillar Point	\$ 756,669	\$ 1,010,570	\$ 1,010,570	\$ 183,257	18%
Oyster Point	\$ 1,090,153	\$ 1,001,250	\$ 1,001,250	\$ 192,573	19%
<b>Total Non-Operating</b>	<b>\$ 1,855,135</b>	<b>\$ 2,012,820</b>	<b>\$ 2,012,820</b>	<b>\$ 375,830</b>	<b>19%</b>
<b>Capital Projects&amp;Carryovers</b>					
Pillar Point	\$ 1,412,145	\$ 1,481,329	\$ 2,695,891	\$ 612,569	23%
Oyster Point	\$ 4,458,780	\$ 215,000	\$ 740,862	\$ 470,683	64%
<b>Total Capital Projects/Carryovers</b>	<b>\$ 5,870,924</b>	<b>\$ 1,696,329</b>	<b>\$ 3,436,753</b>	<b>\$ 1,083,253</b>	<b>32%</b>
<b>TOTAL EXPENSE BUDGET</b>	<b>\$ 12,930,511</b>	<b>\$ 10,211,126</b>	<b>\$ 12,466,099</b>	<b>\$ 4,549,416</b>	<b>36%</b>
<b>NET INCREASE(DECREASE) W/CAPTIAL</b>	<b>\$ (3,615,015)</b>	<b>\$ (2,678,894)</b>	<b>\$ (4,933,867)</b>	<b>\$ (88,197)</b>	
see note+ Amended Budget detail below:					
Fiscal Year 13-14 Original Budget	\$ 10,211,126				
Resolution 20-13-Dock 11 Modifications	\$ 134,721				
Resolution 21-13-Project Manager	\$ 60,000				
Resolution 22-13-Dock Fingers	\$ 580,536				
Carryovers from FY 12-13	\$ 1,479,717				
<b>Fiscal Year 13-14 Amended Budget</b>	<b>\$ 12,466,099</b>				

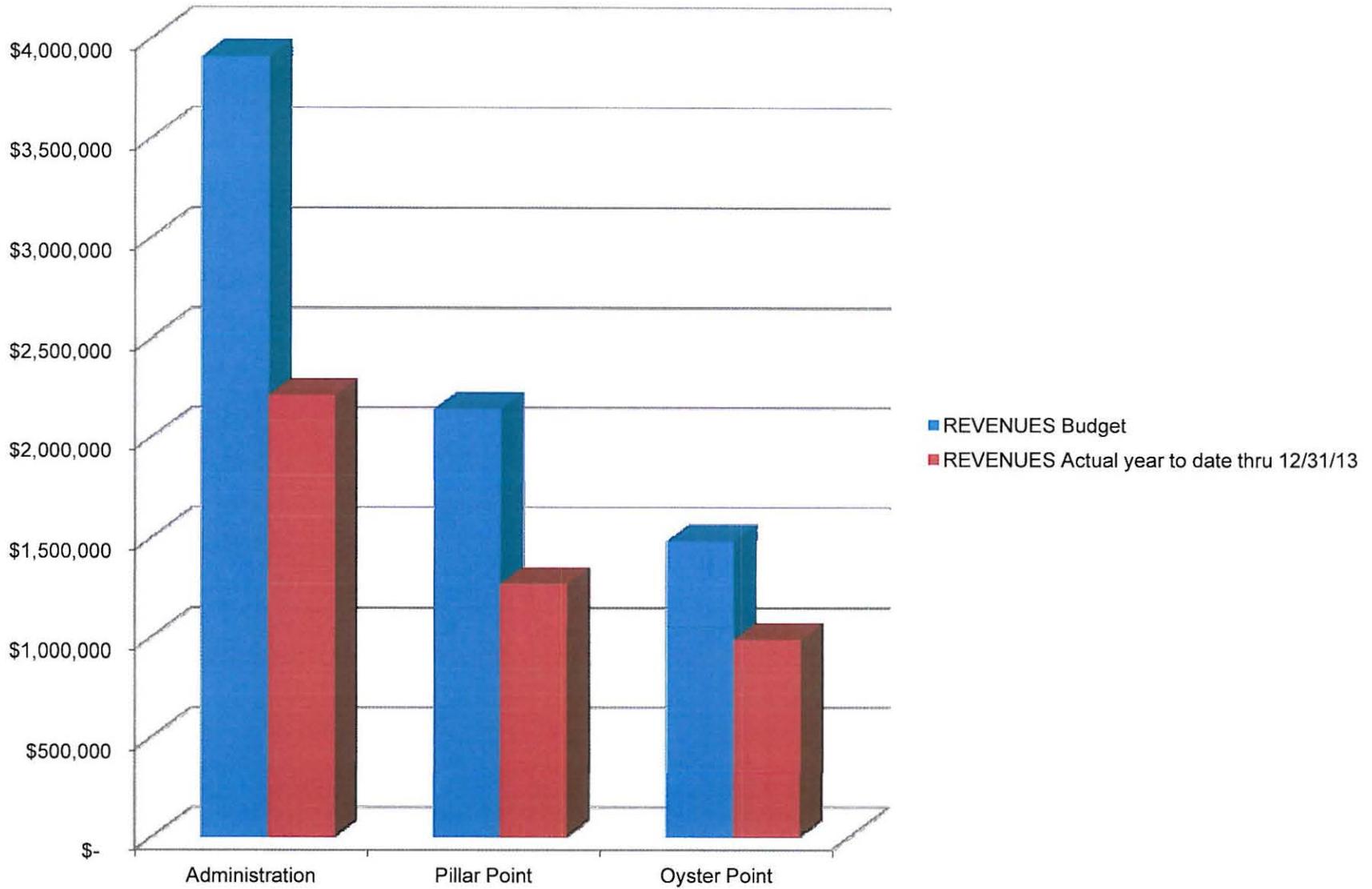
# **SAN MATEO COUNTY HARBOR DISTRICT**

400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080 PHONE (650)583-4400 FAX 583-4611



**REVENUES-ALL DEPARTMENTS**

## Revenues Through Dec 31, 2013



PILLAR POINT HARBOR REVENUES		PRIOR	FY 13-14	FY 13-14	FY 13-14	Percent
DESCRIPTION		YEAR	FINAL	AMENDED	YEAR TO DATE	to Budget
		ACTUAL	BUDGET	BUDGET	THRU 12/31/13	
<b>OPERATING REVENUE:</b>						
Berth Fees	1,464,466	1,514,796	1,514,796	840,846	56%	
Mooring Fees	45,983	47,337	47,337	21,864	46%	
Launch Ramp Fees	70,561	81,306	81,306	70,719	87%	
Misc. Fees	49,861	33,601	33,601	23,385	70%	
Crab Pot Storage Fee	550	0	0	5,750	0%	
Rents & Concessions	353,560	370,696	370,696	265,155	72%	
Parking	42,600	54,896	54,896	25,611	47%	
Commercial Activity Permits	10,065	9,000	9,000	7,250	81%	
Sales	6,469	4,472	4,472	4,468	100%	
Operational Grants						
Pump Out Station Grant	23,043	0	0	0	0%	
State- DBAW - Abandoned Vessel	10,600	26,500	26,500	0	0%	
<b>Total Operating Revenues</b>	<b>2,077,758</b>	<b>2,142,604</b>	<b>2,142,604</b>	<b>1,265,047</b>	<b>59%</b>	

OYSTER POINT MARINA PARK REVENUES		PRIOR	FY 13-14	FY 13-14	FY 13-14	Percent
DESCRIPTION		YEAR	FINAL	AMENDED	YEAR TO DATE	to Budget
		ACTUAL	BUDGET	BUDGET	THRU 12/31/13	
<b>OPERATING REVENUE:</b>						
Berth Fees	1,093,000	1,186,135	1,186,135	598,053	50%	
Dock Boxes	7,124	7,288	7,288	3,175	44%	
Launch Ramp Fees	16,994	15,151	15,151	10,272	68%	
Misc. Fees	17,488	19,453	19,453	6,217	32%	
Rents & Concessions	224,714	224,714	224,714	113,468	50%	
Commercial Activity Permits	1,889	500	500	2,417	483%	
Sales	0	1,904	1,904	1,138	60%	
Operational Grants						
State- DBAW - Abandoned Vessel	40,000	26,500	26,500	0	0%	
Federal-DBAW-Guest Dock		0	0	250,000	0%	
<b>Total Operating Revenues</b>	<b>1,401,210</b>	<b>1,481,645</b>	<b>1,481,645</b>	<b>984,741</b>	<b>66%</b>	

<b>NON-OPERATING REVENUE:</b>						
Reimbursements on Projects-Breakwater	600,000	0	0	0	0%	
<b>Total Non-Operating Revenues</b>	<b>600,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	

ADMINISTRATION REVENUES		PRIOR	FY 13-14	FY 13-14	FY 13-14	Percent
DESCRIPTION		YEAR	FINAL	AMENDED	YEAR TO DATE	to Budget
		ACTUAL	BUDGET	BUDGET	THRU 12/31/2013	
<b>NON-OPERATING REVENUE:</b>						
Taxes	5,109,749	3,805,783	3,805,783	2,091,181	55%	
Interest Income	96,248	101,200	101,200	35,687	35%	
Miscellaneous Revenues	30,531	1,000	1,000	84,563	8456%	
<b>Total Non-Operating Revenues</b>	<b>5,236,528</b>	<b>3,907,983</b>	<b>3,907,983</b>	<b>2,211,431</b>	<b>57%</b>	

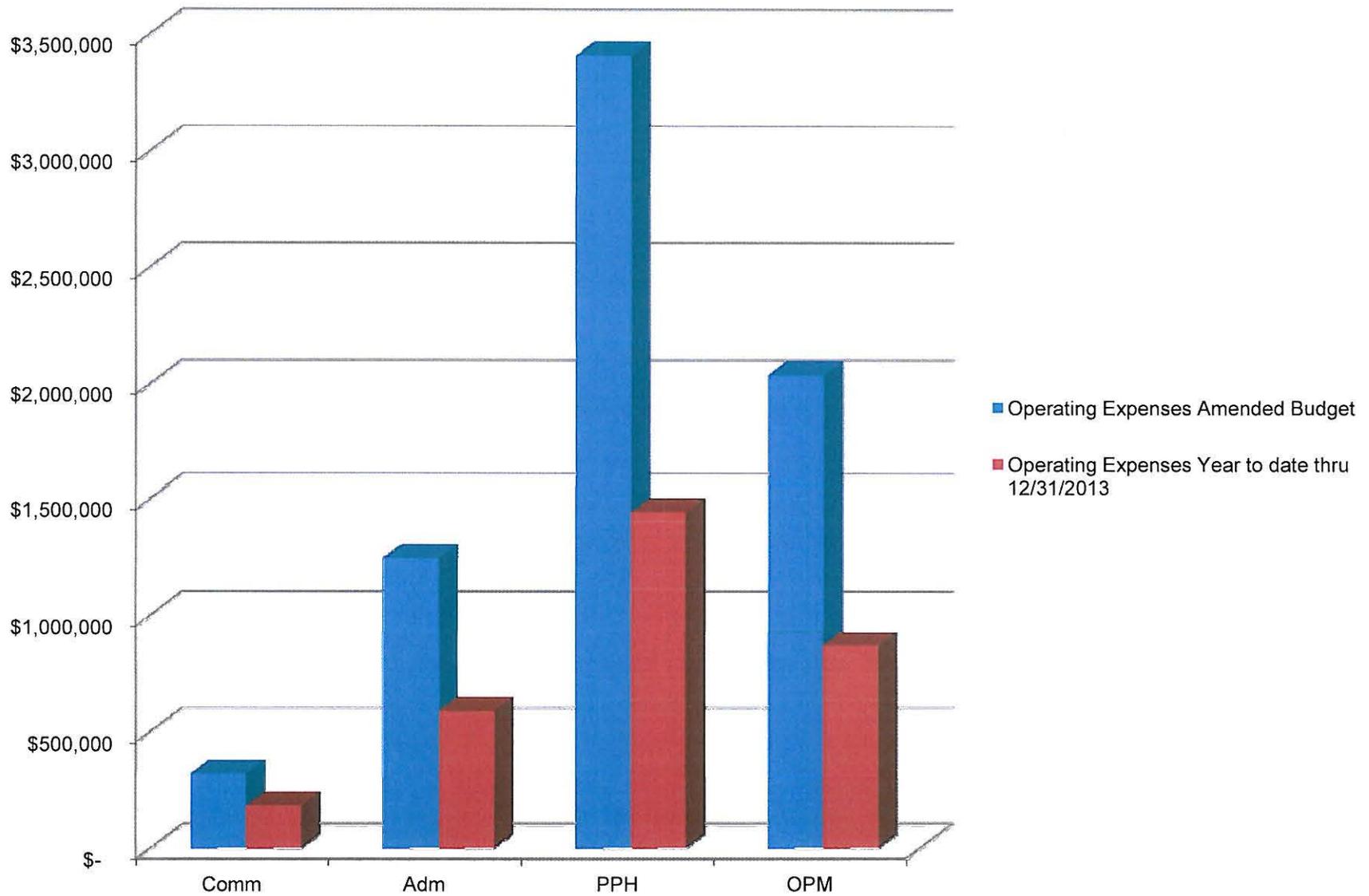
# SAN MATEO COUNTY HARBOR DISTRICT

400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080 PHONE (650)583-4400 FAX 583-4611



## EXPENSES

## Operating Expenses Through Dec 31, 2013



# SAN MATEO COUNTY HARBOR DISTRICT

400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080 PHONE (650)583-4400 FAX 583-4611



HARBOR COMMISSION

**HARBOR COMMISSION EXPENSES**

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 FINAL BUDGET	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 12/31/13	Percent to Budget
<b>SALARIES AND BENEFITS:</b>					
<b>Salaries and Wages Expense:</b>					
Base Salary and Wages	35,400	36,000	36,000	18,000	50%
<b>Total Salaries and Wages</b>	<b>35,400</b>	<b>36,000</b>	<b>36,000</b>	<b>18,000</b>	<b>50%</b>
<b>Benefits Expense:</b>					
Pension Contributions	0	0	0	0	0%
Health Insurance Costs - Current Employees	37,158	24,365	24,365	22,456	92%
Worker's Compensation Insurance	1,813	248	248	119	48%
Other Insurance - Current Employees	196	408	408	81	20%
Insurance Costs - Retirees	19,656	19,656	19,656	9,828	50%
Social Security and Taxes	3,075	3,122	3,122	1,561	50%
Employment Assistance Program	542	550	550	316	57%
Liability for Termination Benefit	-40,727	-19,656	-19,656	-15,495	79%
<b>Total Benefits</b>	<b>21,713</b>	<b>28,693</b>	<b>28,693</b>	<b>18,866</b>	<b>66%</b>
<b>OPERATING EXPENSES:</b>					
Advertising	7,935	17,000	17,000	9,360	55%
Election Liability	376,975	0	188,487	94,244	50%
Postage	132	250	250	12	5%
Meetings/Travel/ Training	7,010	10,600	10,600	1,491	14%
Auto Mileage Reimbursement	114	400	400	0	0%
Property & Casualty Insurance	14,456	15,950	15,950	14,456	91%
Office Supplies	999	1,500	1,500	433	29%
Legal Services	16,487	10,000	10,000	19,149	191%
Professional Services	3,188	4,000	4,000	6,180	154%
Outside Contractual Services	1,196	1,300	1,300	995	77%
Employee Appreciation Dinner	3,257	4,500	4,500	385	9%
<b>Total Operating Expenses</b>	<b>431,748</b>	<b>65,500</b>	<b>253,987</b>	<b>146,702</b>	<b>58%</b>
<b>TOTAL EXPENSES</b>	<b>488,860</b>	<b>130,193</b>	<b>318,680</b>	<b>183,568</b>	<b>58%</b>

# SAN MATEO COUNTY HARBOR DISTRICT

400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080 PHONE (650)583-4400 FAX 583-4611



## ADMINISTRATION

**ADMINISTRATION EXPENSES**

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 FINAL BUDGET	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 12/31/13	Percent to Budget
<b>SALARIES AND BENEFITS:</b>					
<b>Salaries and Wages Expense:</b>					
Base Salary and Wages	612,531	631,152	631,152	314,836	50%
Overtime	3,077	4,000	4,000	2,842	71%
<b>Total Salaries and Wages</b>	<b>615,609</b>	<b>635,152</b>	<b>635,152</b>	<b>317,679</b>	<b>50%</b>
<b>Benefits Expense:</b>					
Pension Contributions	161,111	163,177	163,177	59,400	36%
Health Insurance Costs - Current Employees	98,713	100,164	100,164	45,681	46%
Worker's Compensation Insurance	5,918	4,637	4,637	1,985	43%
Other Insurance - Current Employees	9,731	9,781	9,781	4,112	42%
Social Security and Taxes	9,011	9,210	9,210	6,237	68%
Auto Allowance	8,050	8,400	8,400	4,550	54%
Employment Assistance Program	650	650	650	379	58%
Liability for Termination Benefit	6,872	10,267	10,267	-4,044	-39%
<b>Total Benefits</b>	<b>300,056</b>	<b>306,285</b>	<b>306,285</b>	<b>118,299</b>	<b>39%</b>
<b>Operating Expense:</b>					
Advertising	2,651	2,500	2,500	1,335	53%
Communications	9,911	12,500	12,500	5,494	44%
Computer Hardware and Software	12,980	10,500	10,500	1,558	15%
Postage	6,319	6,500	6,500	2,715	42%
Meetings/Travel/ Training	6,344	8,500	8,500	1,309	15%
Auto Mileage Reimbursement	952	2,000	2,000	594	30%
Memberships/ Exams/ Subscriptions	14,834	15,000	15,000	11,219	75%
Recruitment and Personnel Tests	0	2,500	2,500	1,132	45%
Office Supplies	13,307	12,100	12,100	9,505	79%
Legal Services	43,771	50,000	50,000	23,265	47%
Professional Services	15,026	15,400	15,400	13,341	87%
Outside Contractual Services	34,296	28,150	28,150	21,817	78%
Bank & Credit Card Fees	634	4,000	4,000	227	6%
Office Space and Equipment Rentals	90,812	99,000	99,000	56,157	57%
LAFCO Fees	6,755	8,700	8,700	5,516	63%
Property Tax Admin. Fee	30,504	29,000	29,000	0	0%
<b>Total Operating Expenses</b>	<b>289,096</b>	<b>306,350</b>	<b>306,350</b>	<b>155,183</b>	<b>51%</b>
<b>NON-OPERATING EXPENSES:</b>					
Depreciation Expense	8,314	1,000	1,000	0	0%
<b>Total Non-Operating Expenses</b>	<b>8,314</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0%</b>
<b>TOTAL EXPENSES</b>	<b>1,213,074</b>	<b>1,248,787</b>	<b>1,248,787</b>	<b>591,161</b>	<b>47%</b>

# SAN MATEO COUNTY HARBOR DISTRICT

400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080 PHONE (650)583-4400 FAX 583-4611



PILLAR POINT HARBOR

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 FINAL BUDGET	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 12/31/13	Percent to Budget
<b>SALARIES AND BENEFITS:</b>					
<b>Salaries and Wages Expense:</b>					
Base Salary and Wages	876,427	921,967	918,817	436,326	47%
Overtime	12,664	11,000	11,000	9,339	85%
Other Pay	0	10,000	10,000	4,425	44%
<b>Total Salaries and Wages</b>	<b>889,091</b>	<b>942,967</b>	<b>939,817</b>	<b>450,090</b>	<b>48%</b>
<b>Benefits Expense:</b>					
Pension Contributions	215,748	241,800	241,800	102,170	42%
Health Insurance Costs - Current Employees	203,791	207,708	207,708	96,327	46%
Worker's Compensation Insurance	73,900	83,924	83,924	34,950	42%
Other Insurance - Current Employees	15,434	15,566	15,566	7,787	50%
Insurance Costs - Retirees	26,999	27,100	27,100	18,171	67%
Social Security and Taxes	11,465	13,673	13,673	6,248	46%
Auto Allowance	2,875	3,000	6,150	2,475	40%
Employment Assistance Program	1,246	1,300	1,300	727	56%
Liability for Termination Benefit	-216,664	30,485	30,485	155,291	509%
<b>Total Benefits</b>	<b>334,794</b>	<b>624,556</b>	<b>627,706</b>	<b>424,147</b>	<b>68%</b>
<b>OPERATING EXPENSES:</b>					
Advertising	22,175	11,400	13,600	9,528	70%
Bad Debt Expense	54,643	35,500	35,500	0	0%
Communications	23,143	22,600	22,600	11,324	50%
Computer Hardware and Software	5,525	11,750	11,750	2,133	18%
Postage	6,339	9,550	9,550	3,440	36%
Meetings/Travel/ Training	6,125	6,000	6,500	789	12%
Auto Mileage Reimbursement	418	1,122	1,122	143	13%
Memberships/ Exams/ Subscriptions	60	200	200	138	69%
Recruitment and Personnel Tests	15	2,000	2,000	47	2%
Property & Casualty Insurance	122,627	134,890	134,890	111,749	83%
Fuel	13,041	15,432	15,432	5,424	35%
Operating Supplies	78,752	72,777	79,077	34,699	44%
Office Supplies	9,585	9,024	12,024	5,371	45%
Uniform Expenses	10,528	13,286	13,286	4,078	31%
Legal Services	42,192	50,000	50,000	6,044	12%
Professional Services	16,867	17,300	17,300	8,734	50%
Outside Contractual Services	37,828	80,972	113,972	22,883	20%
Bank & Credit Card Fees	14,320	20,782	20,782	7,850	38%
Repair and Maintenance	139,298	567,044	687,044	96,918	14%
Garbage Collections	70,349	78,750	153,750	78,980	51%
Trash Compactor	0	0	56,062	54,678	98%
Harbor/ Marina Public Access	0	35,000	35,000	0	0%
Harbor/ Marina Equipment	9,800	147,800	147,800	0	0%
Vessel Destruction	10,600	40,000	40,000	0	0%
Water and Electrical Utility Expenses	156,573	164,003	164,003	103,487	63%
<b>Total Operating Expenses</b>	<b>850,803</b>	<b>1,547,182</b>	<b>1,843,244</b>	<b>568,436</b>	<b>31%</b>
<b>NON-OPERATING EXPENSES:</b>					
Depreciation Expense	552,723	818,000	818,000	0	0%
Interest Expense - DBAW Loan	203,946	192,570	192,570	183,257	95%
<b>Total Non-Operating Expenses</b>	<b>756,669</b>	<b>1,010,570</b>	<b>1,010,570</b>	<b>183,257</b>	<b>18%</b>

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 FINAL BUDGET	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 12/31/13	
<b>CAPITAL PROJECTS:</b>					
<b>Rip Rap Repair - Fishing Pier</b>					
Carry Over Money	8,921	166,479	157,558	0	0%
2013-14 Budget Appropriation	0	0	0	0	0%
<b>Pump Out Station</b>					
Carry Over Money	23,043	0	0	0	0%
2013-14 Budget Appropriation	0	0	0	0	0%
<b>Johnson Pier Utilities, Deck</b>					
Carry Over Money	1,132,322	0	93,188	92,044	99%
2013-14 Budget Appropriation	0	0	0	0	0%
<b>West Trail - Fix Erosion</b>					
Carry Over Money	8,817	364,750	355,933	0	0%
2013-14 Budget Appropriation	0	0	0	0	0%
<b>Multi-Purpose Building</b>					
Carry Over Money	0	270,100	279,000	7,600	3%
2013-14 Budget Appropriation	0	0	0	0	0%
<b>Restrooms - West Basin</b>					
Carry Over Money	13,552	0	123,485	116,240	94%
2013-14 Budget Appropriation	0	0	0	0	0%
<b>Add'l 71 Berths, Bulkhead</b>					
Carry Over Money	46,837	0	144,353	15,994	11%
2013-14 Budget Appropriation	0	0	0	0	0%
<b>North HMB Shoreline (Surfers Beach)</b>					
Carry Over Money	63,371	0	100,126	1,159	1%
2013-14 Budget Appropriation	0	0	0	0	0%
<b>Dredge Launch Ramp</b>					
Carry Over Money	41,612	0	312,317	322,917	103%
2013-14 Budget Appropriation	0	0	0	0	
<b>Launch Ramp Slurry Seal</b>					
Carry Over Money	38,123	0	0	0	0%
2013-14 Budget Appropriation	0	0	0	0	0%
<b>Harbor Office Remodel</b>					
Carry Over Money	0	0	0	0	0%
2013-14 Budget Appropriation	0	150,000	150,000	0	0%
<b>Recreational Docks Repairs</b>					
Carry Over Money	0	0	0	0	0%
2013-14 Budget Appropriation	11,037	150,000	161,560	16,373	10%
<b>Tenant Sewer Project</b>					
Carry Over Money	24,510	150,000	209,333	26,593	13%
2013-14 Budget Appropriation	0	0	0	0	0%
<b>New Tenant Laundry</b>					
Carry Over Money	0	0	0	0	0%
2013-14 Budget Appropriation	0	25,000	0	0	0%
<b>Mooring Replacements</b>					
Carry Over Money	0	0	0	0	0%
2013-14 Budget Appropriation	0	20,000	20,000	0	0%
<b>Fisherman Gear Storage</b>					
Carry Over Money	0	0	0	0	0%
2013-14 Budget Appropriation	0	40,000	8,500	7,600	89%
<b>ADA Curb Cuts</b>					
Carry Over Money	0	0	0	0	0%
2013-14 Budget Appropriation	0	50,000	0	0	0%
<b>Sinkhole Repair</b>					
Carry Over Money	0	0	0	0	0%
2013-14 Budget Appropriation	0	25,000	0	0	0%

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 FINAL BUDGET	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 12/31/13	
<b>CAPITAL PROJECTS:</b>					
<b>Dock Fingers</b>					
Carry Over Money	0	0	0	0	0%
2013-14 Budget Appropriation	0	0	580,536	6,048	1%
<b>Inner Harbor Dredging</b>					
Carry Over Money	0	0	0	0	0%
2013-14 Budget Appropriation	0	70,000	0	0	0%
<b>Total Capital Projects</b>	<b>1,412,145</b>	<b>1,481,329</b>	<b>2,695,891</b>	<b>612,569</b>	<b>23%</b>
<b>TOTAL EXPENSES</b>	<b>4,243,502</b>	<b>5,606,604</b>	<b>7,117,228</b>	<b>2,238,500</b>	<b>31%</b>

# SAN MATEO COUNTY HARBOR DISTRICT

400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080 PHONE (650)583-4400 FAX 583-4611



OYSTER POINT MARINA

OYSTER POINT MARINA PARK EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 FINAL BUDGET	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 12/31/13	Percent to Budget
<b>SALARIES AND BENEFITS:</b>					
<b>Salaries and Wages Expense:</b>					
Base Salary and Wages	629,249	665,551	647,401	316,522	49%
Overtime	6,401	7,000	7,000	4,757	68%
Other Pay	0	10,000	25,000	21,648	87%
<b>Total Salaries and Wages</b>	<b>635,651</b>	<b>682,551</b>	<b>679,401</b>	<b>342,927</b>	<b>50%</b>
<b>Benefits Expense:</b>					
Pension Contributions	180,617	174,979	174,979	75,061	43%
Health Insurance Costs - Current Employees	153,214	154,620	154,620	72,861	47%
Worker's Compensation Insurance	53,094	58,174	58,174	27,618	47%
Other Insurance - Current Employees	11,063	11,062	11,062	5,713	52%
Insurance Costs - Retirees	24,429	20,111	20,111	11,860	59%
Social Security and Taxes	9,450	9,478	9,478	5,015	53%
Auto Allowance	2,875	3,000	6,150	2,475	40%
Employment Assistance Program	1,030	1,100	1,100	601	55%
Liability for Termination Benefit	-253,170	25,891	25,891	15,260	59%
<b>Total Benefits</b>	<b>182,600</b>	<b>458,415</b>	<b>461,565</b>	<b>216,465</b>	<b>47%</b>
<b>OPERATING EXPENSES:</b>					
Advertising	12,178	10,000	10,000	4,131	41%
Bad Debt Expense	51,122	38,500	38,500	0	0%
Communications	13,551	14,000	14,000	6,702	48%
Computer Hardware and Software	1,937	4,750	4,750	3,295	69%
Postage	2,207	3,220	3,220	818	25%
Meetings/Travel/ Training	6,154	6,000	6,000	642	11%
Auto Mileage Reimbursement	224	204	204	49	24%
Memberships/ Exams/ Subscriptions	0	200	200	138	69%
Personnel Tests	15	1,100	1,100	15	1%
Property & Casualty Insurance	122,627	134,970	134,970	111,749	83%
Fuel	6,043	7,154	7,154	2,767	39%
Operating Supplies & Equipment Purchases	14,954	43,150	42,650	15,410	36%
Office Supplies	6,146	4,241	17,947	16,793	94%
Uniform Expenses	7,049	8,240	8,240	3,740	45%
Legal Services	11,760	18,000	18,000	839	5%
Claims Settlements	2,675	0	0	0	
Professional Services	11,642	15,306	15,306	11,239	73%
Outside Contractual Services	89,961	110,915	138,915	48,349	35%
Bank & Credit Card Fees	14,687	27,750	27,750	5,875	21%
Office Space and Equipment Rentals	3,057	3,800	3,800	1,914	50%
Repair and Maintenance	62,311	156,500	141,294	15,003	11%
Garbage Collections	20,995	26,775	26,775	12,078	45%
Special Events Expense	1,363	0	4,000	1,565	39%
Harbor/ Marina Public Access	0	20,000	20,000	0	0%
Harbor/ Marina Equipment	1,838	56,000	56,000	1,900	3%
Vessel Destruction	60,330	40,000	40,000	0	0%
Water and Electrical Utility Expenses	93,065	117,551	117,551	48,528	41%
<b>Total Operating Expenses</b>	<b>617,891</b>	<b>868,326</b>	<b>898,326</b>	<b>313,538</b>	<b>35%</b>
<b>NON-OPERATING EXPENSES:</b>					
Depreciation Expense	895,928	818,000	818,000	0	0%
Interest Expense - DBAW Loan	194,225	183,250	183,250	192,573	105%
<b>Total Non-Operating Expenses</b>	<b>1,090,153</b>	<b>1,001,250</b>	<b>1,001,250</b>	<b>192,573</b>	<b>19%</b>
<b>Total Exp Operating &amp; Non-Operating</b>	<b>2,343,695</b>	<b>2,552,127</b>	<b>2,578,977</b>	<b>849,038</b>	<b>33%</b>

OYSTER POINT MARINA PARK EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 FINAL BUDGET	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 12/31/13	Percent to Budget
<b>CAPITAL PROJECTS:</b>					
<b>Electrical Pedestals</b>					
Carry Over Money	39,534	0	0	0	0%
2013-14 Budget Appropriation	0	0	0	0	0%
<b>Parcel Development</b>					
Carry Over Money	0	0	0	0	0%
2013-14 Budget Appropriation	0	0	0	0	0%
<b>Launch Ramp Slurry Seal</b>					
Carry Over Money	35,184	0	0	0	0%
2013-14 Budget Appropriation	0	0	0	0	0%
<b>Replacement of Dock 11</b>					
Carry Over Money	3,154,231	0	217,319	170,966	79%
2013-14 Budget Appropriation	0	0	0	0	
<b>Replacement of Guest Dock</b>					
Carry Over Money	1,021,850	0	58,216	48,424	83%
2013-14 Budget Appropriation	0	0	0	0	
<b>East Basin Restroom Renovation</b>					
Carry Over Money	207,982	0	305,327	251,294	82%
2013-14 Budget Appropriation	0	0	0	0	
<b>Wave Attenuators</b>					
Carry Over Money	0	0	0	0	0%
2013-14 Budget Appropriation	0	0	0	0	0%
<b>Replacement of Dock 12</b>					
Carry Over Money	0	0	0	0	0%
2013-14 Budget Appropriation	0	55,000	0	0	0%
<b>West Restroom Renovation</b>					
Carry Over Money	0	0	0	0	0%
2013-14 Budget Appropriation	0	110,000	110,000	0	0%
<b>CAPITAL PROJECTS:</b>					
<b>Correct Flooding Issues</b>					
Carry Over Money	0	0	0	0	0%
2013-14 Budget Appropriation	0	25,000	25,000	0	0%
<b>Laundry Remodel (Drakes)</b>					
Carry Over Money	0	0	0	0	0%
2013-14 Budget Appropriation	0	10,000	10,000	0	0%
<b>Electrical Pad for Kayak</b>					
Carry Over Money	0	0	0	0	0%
2013-14 Budget Appropriation	0	15,000	15,000	0	0%
<b>Total Capital Projects</b>	<b>4,458,780</b>	<b>215,000</b>	<b>740,862</b>	<b>470,683</b>	<b>64%</b>
<b>TOTAL EXPENSES</b>	<b>6,985,075</b>	<b>3,225,542</b>	<b>3,781,404</b>	<b>1,536,187</b>	<b>41%</b>

**Resolution 05-14  
to  
Amend the Fiscal Year 2013-2014  
Integrated Operating and Capital Budget  
of the  
San Mateo County Harbor District  
for  
Operating Expenditures**

**Whereas**, the Board of Harbor Commissioners, through Resolution 12-13, adopted the Final Integrated Operating and Capital Budget for Fiscal Year 2013-14 on June 19, 2013, and

**Whereas**, subsequent to the adoption of the Final Integrated Operating Budget for Fiscal Year 2013-14 said Board authorized the execution of contracts for capital expenditures, and

**Whereas**, fulfillment of these contracts will require additional appropriation authority by the Commission for the Commission and Pillar Point Harbor Budgets.

**Now, Therefore, Be It Resolved** that Amendments to the Final Integrated Operating and Capital Budget for Fiscal Year 2013-14 of \$76,000 as set forth in Exhibit A, attached hereto and by reference incorporated herein, be adopted for Fiscal Year 2013-14.

Approved this 19th day of February 2014 at the regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

For:

Against:

Absent:

**Attested**

**BOARD OF HARBOR COMMISSIONERS**

\_\_\_\_\_  
Peter Grenell  
General Manager

\_\_\_\_\_  
Robert Bernardo  
President

## Exhibit A

The Fiscal Year 2013-14 Budget that was adopted by Resolution 12-13 on June 19, 2013 needs to be amended due to increased operating costs for the fiscal year and are listed as follows:

Increase Pillar Point Harbor Health Costs <sup>1</sup>	\$	20,000
Increase Harbor Commission Health Costs <sup>2</sup>	\$	22,000
Increase Harbor Commission Legal Costs <sup>3</sup>	\$	30,000
Increase Harbor Commission Outside Contractual Services <sup>4</sup>	\$	<u>4,000</u>
Amended 13-14 Budget	\$	76,000

1. Two employees canceled the payout option and elected health care.
2. At the time of FY13-14 budget it was not know if a Commissioner would elect health care.
3. Increased legal costs necessitate a budget augmentation.
4. This would provide security services for Commission meetings.



Saturday, April 19, 2014 ▪ Redwood City, CA

### Sponsorship Opportunities

Earth Day is the only event celebrated simultaneously across the globe. It is observed by over 1 billion people from all walks of life, nationalities, and faiths. For the better part of a decade, the Marine Science Institute (MSI) has held one of the largest Earth Day celebrations in the area. This year, **we will reach over 5,000 Bay Area residents** through marketing outreach and event participation at our bayside site in Redwood City, CA.

Sponsoring Earth Day on the Bay is a great way to **reach community members who share your green values**. Your sponsorship helps achieve these goals of the day:

- Increase stewardship of the natural environment.
- Increase community awareness of impacts of litter and pollution.
- Increase reuse and recycling.
- Support school programs year-round.

Sponsorship packages begin at \$500 and include the opportunity to table at our Environmental Fair.

### Earth Day on the Bay Sponsorship Levels

#### ..... \$2,000 – Ecotour Sponsor

*Sponsor MSI's most popular attraction, the Discovery Ecotour aboard our 90ft research vessel!*

- Company name on ship's scrolling marquee and option to display company banner at boat check-in
- Discount on Discovery Ecovoyage on San Francisco Bay tickets at the event on April 19, 2014
- Unique recognition as presenting sponsor of one of three Earth Day voyages on all promotional materials, including a blog post dedicated to the voyages
- Personalized commemorative for sponsor to display
- All benefits of previous level of sponsorship

#### \$1,000 – Featured Sponsor

*Gain unique visibility by sponsoring one of our Earth Day features: Edutainment, Arts & Crafts, Shark Feeding, and Aquarium Activities.*

- Company logo banner featured prominently in sponsored area
- Verbal recognition as featured sponsor throughout the day
- Unique recognition as presenting sponsor of the feature activity on promotional materials, including a blog post dedicated to the feature activity
- All benefits of previous level of sponsorship

#### \$500 – Bay Advocate

*Publicize your commitment to the environment as a general event sponsor*

- Company logo printed on event sponsor banner featured on the main stage, event guide, and event poster displayed throughout the area
- Company logo on web-based outreach through our website, Facebook, blog, e-newsletter, and other media
- Acknowledgment from Main Stage microphone at the event
- Company name on MSI's Donor and Earth Day web page for a full year
- Option to table at our Environmental Fair to present an educational Earth Day activity.



Saturday, April 19, 2014 ▪ Redwood City, CA

### Sponsor Commitment Form

Yes! I wish to participate in Earth Day on the Bay 2014 at the following sponsorship level:

- Ecotour Presenter - \$2,000
- Feature Sponsor - \$1,000\*
- Bay Advocate - \$500
- Other (media, in-kind, etc)- call to confirm

In-kind donation of goods or services may count towards sponsorship levels.

\*If you prefer your donation to sponsor a specific activity, please let us know,

### Contact Information

Business/Sponsor Name: \_\_\_\_\_

Contact Name/ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Email (for main contact): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

### Payment Information

- Check is enclosed.  Invoice me.  We are making an in-kind donation of equivalent value.
- Please charge my credit card: (circle one) Visa / MasterCard

Name as it appears on card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Exp: \_\_\_\_\_ Security Code: \_\_\_\_\_

### Recognition Information

- Attached is our company logo file in .psd, .pdf, or .jpg format.
- I will email a logo file to [Janeen@sfbaymsi.org](mailto:Janeen@sfbaymsi.org) by March 31.

### Environmental Faire

- Please contact me about tabling at the Environmental Fair.

**Questions?** Contact Janeen Tuitupou at [Janeen@sfbaymsi.org](mailto:Janeen@sfbaymsi.org) or  
(650) 364-2760 x14

The Marine Science Institute is a tax-exempt organization under Sections 501(c)(3) and 509(a)(2) of the tax code. Sponsorships are tax-deductible to the fullest extent allowed by law. MSI's tax ID is 94-1719649.

### Sponsorship Deadline: March 31, 2014

Return registration form to:

Janeen Tuitupou  
Development Director  
Marine Science Institute  
500 Discovery Parkway  
Redwood City, CA 94063  
[janeen@sfbaymsi.org](mailto:janeen@sfbaymsi.org)  
Fax: (650) 364-0416



San Mateo County Harbor District

TO: San Mateo County Harbor District Commissioners  
 FROM: Scott Grindy, Harbor Master  
 DATE: February 7, 2014  
 SUBJECT: Purchase of 1 Replacement Fork Lift for Pillar Point Harbor

**Recommendation:**

Authorize General Manager to purchase 1 forklift for the purpose of replacement of the worn out forklift at Pillar Point Harbor for a total amount of \$27,124.25.including tax.

The Capital Budget for the purchase of this forklift was \$30,000.and was presented at the spring board workshop in 2013 and approved for budget purposes in the 2013/14 budget year.

Model of Forklift to be purchased: Toyota 8FGU25/5000lb Capacity

**Forklift Vehicle Background**

The present forklift has been in use for approximate 25 years as it was built in 1989. The forklift is used by harbor staff for many maintenance and operational uses from boat repairs, to district supply movements and construction repair applications. Its use is daily and a very regular activity.

The forklift to be replaced has no life left unless considerable funds were spent again, and has recently died while performing work efforts at the harbor. Cost of maintenance and down time has been a continual problem with the existing unit. The existing model is a Hyster Model #H50XL Serial #A177B35162K Year Built 1989

The forklift runs on LP or propane fuel and has pneumatic air filled tires to reduce pier surface wear.

**Warranty**

Basic 12 months/2,000 hours & 36 months/6,000 hours power train  
 Equipment Bids are as follows and include tax:

Listed below are the quoted amounts from vendors who also provide service to the Pillar Point Harbor area.

Toyota Material Handling, Hayward Ca.	\$27,124.25	(Toyota)
Southwest Material Handling, Mira Loma Ca.	\$27,502.00	(Toyota)
Watts Equipment Company, Manteca Ca.	\$27,661.00	(Toyota)
Eldorado Forklift Company, San Carlos Ca.	\$27,165.60	(Nissan)
Eldorado Forklift Company, San Carlos Ca.	\$28,171.67	(Nissan)

SAN MATEO COUNTY HARBOR DISTRICT  
QUARTERLY INVESTMENT BALANCES REPORT

**ITEM 7**

As required by Section 12 (Reporting) of the Investment Policy of the San Mateo County Harbor District, I am submitting to each member of the Board of Harbor Commissioners a quarterly investment report.

The following cash and investments were held by the San Mateo County Harbor District as of December 31, 2013:

<u>CASH</u>	<u>AMOUNT</u>	<u>AVERAGE FY RATE</u>
Petty Cash	\$ 2,300.00	-
US Bank - Operations	841,173.09	-
US Bank - Payroll	<u>0.00</u>	-
Total Cash	<u>843,473.09</u>	-
 <u>INVESTMENTS</u>		
Local Agency Investment Fund (LAIF)	6,876.94	0.26%
San Mateo County Investment Pool	9,293,970.25	0.72%
San Mateo County Investment Pool - Restricted	<u>1,766,916.16</u>	0.72%
Total Investments	<u>11,067,763.35</u>	
<b>Total Cash and Investments</b>	<b><u>\$ 11,911,236.44</u></b>	

The District typically invests in: The Local Agency Investment Fund (LAIF), the San Mateo County Investment Pool, Collateralized CDs and FDIC Insured accounts, which require current statements to satisfy the reporting requirement.

**RESTRICTED CASH:**

These balances have been set aside by the Board of Harbor Commissioners through formal Fund Balance restrictions

Reserved for Debt Service - DBW Loan Collateral	1,701,349.00
<i>Subtotal</i>	<i>1,701,349.00</i>

Liabilities

Payables Liability	96,178.94
Debt Service Liability-DBW Loan payment due 12/31/14	1,393,093.77
Unfunded Health Insurance Termination Benefit Liability	2,899,313.00
Encumbrances for Capital Projects	1,583,497.38
Customer Deposits Liability	298,333.32
Customer's Prepayments Liability	225,466.98
<i>Subtotal</i>	<i>6,495,883.39</i>

These balances have been designated by the Board of Harbor Commissioners to reflect future spending plans or concerns about the availability of future resources

Emergency Reserve	1,619,464.00
Reserve for District Office	1,526,217.72
Capital Improvements Reserves	586,500.00
<i>Subtotal</i>	<i>3,732,181.72</i>

*Total Committed Cash and Liabilities* 11,929,414.11

Certifications:

I certify that all investment actions executed since the Investment Policy was adopted on September 15, 2004, have been made in full compliance with the Investment Policy and the San Mateo County Harbor District will meet its expenditure obligations for the next six months.


2/3/14  
 \_\_\_\_\_  
 Debra Galarza Date  
 Director of Finance

Reviewed By: 
2/3/14  
 \_\_\_\_\_  
 James Tucker Date  
 Treasurer - San Mateo County Harbor District

**Memorandum**

**TO:** Harbor Commissioners

**FROM:** Debra Galarza & Belen Cruz

**RE: Bills & Claims for Period Ending 2/19/14**

Total Disbursements being submitted for your review: \$ 159,199.17

These include:

Handchecks in the amount of: \$ 108,779.03

Payables in the amount of: \$ 50,420.14

<u>Dept. Code</u>	<u>Description</u>		<u>Page Reference</u>
101	Harbor Commission	\$ 6,672.59	2
103	Administration	\$ 12,714.76	2
201	Pillar Point Harbor	\$ 48,131.77	2
301	Oyster Point Marina	\$ 20,844.61	2
	Payroll Related	\$ 70,835.44	2
	Total for Review	\$ 159,199.17	2

Notes:

Handchecks Written for:

Payroll \$ 70,835.44

Invoices with Due Dates on or Before Board Meeting \$ 37,943.59

Total Handchecks Written: \$ 108,779.03

BILLS CLAIMS FOR 2/19/14 BOARD MEETING

VENDOR	DESCRIPTION	AMOUNT	PAYROLL RELATED	HARBOR COMM 101	ADMIN 103	PILLAR POINT 201	OYSTER POINT 301
AARONSON, DICKERSON, COHN & LANZONE	LEGAL SVCS	4,781.65		1,267.50	1,355.25	970.13	1,188.77
ACCOUNTEMPS	SALARIES & WAGES - TEMP	1,967.42					1,967.42
TOM ADAMSON	REFUND DEPOSIT	292.47				292.47	
ADP, INC.	PAYROLL PROCESSING	404.84			101.21	195.19	108.44
ANDREW AMARAL	REFUND DEPOSIT	419.91				419.91	
ARAMARK UNIFORM SERVICES	UNIFORM SVCS	230.32					230.32
MATT ARCHER	REFUND DEPOSIT	12.99				12.99	
ASSETWORKS INC.	CONTRACTUAL SVCS - PROF	4,675.00			4,675.00		
BAY PLANNING COALITION	MEMBERSHIP, DUES	1,224.00			1,224.00		
HANS BECK	REFUND DEPOSIT	27.84				27.84	
BLUE RIBBON SUPPLY	OPERATING SUPPLIES	1,314.87				1,314.87	
CALIFORNIA WATER SERVICE	UTILITIES	60.90					60.90
COASTSIDE COUNTY WATER DISTRICT	UTILITIES	11,494.09				11,494.09	
CLARK PEST CONTROL	CONTRACTUAL SVCS	75.00					75.00
CARL COLDITZ	REFUND DEPOSIT	7.46				7.46	
EMILY COOPER	REIMB MILEAGE	29.25			29.25		
CSMFO	MEMBERSHIP, DUES	110.00			110.00		
BRETT CUNNINGHAM	REFUND DEPOSIT	17.99				17.99	
CLIFF EDLEY	REFUND DEPOSIT	282.10				282.10	
EVERGREEN OIL, INC.	OIL CLEAN UP SUPPLIES	300.00				300.00	
FASTENAL COMPANY	REPAIRS & MAINTENANCE	56.40				56.40	
GARDA	CONTRACTUAL SVCS	214.00				107.00	107.00
STEPHEN GAZZERA	REFUND DEPOSIT	9.44				9.44	
GHD, INC.	CAPITAL PROJECT	3,622.00				3,622.00	
GRAINGER	OPERATING SUPPLIES	430.78				430.78	
GLEN IIDA	REFUND DEPOSIT	236.60				236.60	
DEREK JONES	REFUND DEPOSIT	67.40					67.40
KONICA MINOLTA BUSINESS	REPAIRS & MAINTENANCE	590.94				590.94	
RYAN MACGREGOR	REFUND DEPOSIT	16.05					16.05
DANTE MADRIGAL	REIMB UNIFORM EXP	152.60				152.60	
JOSHUA MILLER	REFUND DEPOSIT	128.13					128.13
MISSION UNIFORM SERVICE, INC.	UNIFORM SVCS	532.12				532.12	
STEVE MOORE	REFUND DEPOSIT	205.76				205.76	
PIUS MOROZUMI	REFUND DEPOSIT	320.25				320.25	
OFFICE DEPOT, INC.	OFFICE SUPPLIES	374.72			146.34		228.38
RECOLOGY OF THE COAST	GARBAGE COLLECTION	10,053.45				10,053.45	
SAN MATEO DAILY JOURNAL	ADVERTISING	469.26		469.26			
ERIK SIMONSON	REFUND DEPOSIT	136.84					136.84
BEN SLEETER	REFUND DEPOSIT	16.41				16.41	
SOUTH SAN FRANCISCO SCAVENGER	GARBAGE COLLECTION	1,058.20					1,058.20
STATE OF CALIFORNIA	RECRUITING EXP	32.00			32.00		
THE WELL CONNECTED OFFICE	CONTRACTUAL SVCS - PROF	3,896.90			2,884.40	337.50	675.00
TURBO DATA SYSTEMS, INC.	CITATION PROCESSING	49.21				48.52	0.69
SUZANNE WALKER	REIMB REPAIRS & MAINT EXP	22.58				22.58	
SUBTOTAL OF PAYMENTS TO BE PROCESSED 2/19/14		50,420.14	-	1,736.76	10,557.45	32,077.39	6,048.54
AT&T	TELEPHONE/COMMUNICATIONS	65.84					65.84
CALIFORNIA WATER SERVICE	UTILITIES	1,899.54					1,899.54
CALPERS	PAYROLL DED PAYABLE	21,123.44	21,123.44				
CALPERS SUPPLEMENTAL INCOME	PAYROLL DED PAYABLE	3,993.00	3,993.00				
COASTSIDE.NET	HI SPD ACCESS/MNGD WRLS 2/2014	399.00				399.00	
DE MEO ELECTRIC	REPAIRS & MAINTENANCE	1,712.73				1,712.73	
FEDERAL EXPRESS CORP.	POSTAGE EXP	87.25			87.25		
FIRSTCHOICE	WATER SVCS	39.25			39.25		
GOPHER BUSTERS	GOPHER ABATEMENT 1/29/14	495.00				495.00	
HALF MOON BAY REVIEW	WEB ADVERTISING	299.00		99.66		99.67	99.67
LIEBERT, CASSIDY & WHITMORE	LEGAL SVCS	4,799.50		4,799.50			
MARINE LIEN SALES SERVICE	LIEN SALE - SAC YACHT CHARTERS	2,080.00				1,720.00	360.00
MC COY'S PATROL SERVICE	CONTRACTUAL SERVICES	7,369.37					7,369.37
NATIONAL CHEMICAL SERVICE	CHEMICAL SVCS 1/21/14	81.00				81.00	
OFFICE DEPOT, INC.	OFFICE SUPPLIES	419.63			287.68	131.95	
OPERATING ENGINEERS TRUST	HEALTH INSURANCE	27,489.00	27,489.00				
PG&E	UTILITIES	146.96					146.96
RECOLOGY OF THE COAST	GARBAGE COLLECTION	304.02				304.02	
STATE BOARD OF EQUALIZATION	USE TAXES	3,720.00		36.67	71.76	2,842.13	769.44
TEAMSTERS 856 H & W FUND	HEALTH INSURANCE	16,380.00	16,380.00				
TERMINIX INTERNATIONAL	PEST CONTROL SVCS 1/23/14	64.00				64.00	
UNITED SITE SERVICES, INC.	CONTRACTUAL SERVICES	2,254.46				2,254.46	
U.S. BANK -CAL CARD-301		1,755.61					1,755.61
Fuel		389.88					
Operating supplies		475.30					
Repairs & maintenance		890.43					
U.S. BANK-CAL CARD-103		1,671.37			1,671.37		
Office supplies		38.13					
Repairs & maintenance		5.48					
Seminars,prof devpt		69.00					
Sp events		122.06					
Tel/Communications		1,356.70					
Trvl conf mtg		80.00					
U.S. BANK-CAL CARD-201		3,620.78				3,620.78	
Fuel		778.54					
Misc exp - mem plaque		1,258.95					
Office supplies		52.32					
Operating supplies		395.65					
Postage		79.43					
Repairs & maintenance		875.89					
Training		180.00					
VANTAGEPOINT TRANSFER AGENTS	PAYROLL DED PAYABLE	1,850.00	1,850.00				
YE ZOU	PROJECT MANAGER	4,659.28				2,329.64	2,329.64
TOTAL HANDCHECKS		108,779.03	70,835.44	4,935.83	2,157.31	16,054.38	14,796.07
TOTAL BILLS & CLAIMS		159,199.17	70,835.44	6,672.59	12,714.76	48,131.77	20,844.61
			PAYROLL	COMM	ADMIN	PPH	OPM

# Memo

**DATE:** February 13, 2014

**TO:** Board of Harbor Commissioners

**FROM:** Peter Grenell  
General Manager 

**RE:** Information and Possible Action on Accounts Receivable Records Report

**CC:** Managers  
District Counsel

## RECOMMENDATION

To be determined.

## BACKGROUND

For many years staff has routinely processed accounts receivable (AR) in the course of the District's financial business. The Harbor Commission's Treasurer has reviewed accounts receivable at the District Office prior to the Harbor Commission's review and action on Bills and Claims and other District financial business. Any Commissioner has similar access to these accounts as the Treasurer.

Within the past several months the District has received requests from the public and one Harbor Commissioner for AR reports. These requests have been both Public Records Act requests and simple requests without reference to PRA. Also, these requests have been for unredacted AR reports.

Staff has responded to these requests but has redacted certain sensitive information consistent with the PRA including tenant names, berth numbers, and account numbers, disclosure of which would constitute an unwarranted invasion of personal privacy. While tenant account numbers are randomly generated, once assigned they are unique to that tenant. Unauthorized access to such account numbers could result in an unauthorized individual's access to a tenant's full account, which contains

sensitive information such as addresses, credit card numbers, drivers license numbers, etc. Hence they, too, are redacted.

The Harbor Commissioner in question has now requested unredacted AR reports for several years back to 2004. Staff has informed the Commissioner that staff is not in a position to provide unredacted AR reports. As the Commissioner concerned has reiterated the request, staff now considers it necessary to seek full Harbor Commission direction as to whether or not to provide unredacted AR reports, to the Commissioner and to the public.

Following are several alternative courses of action that staff can pursue subject to Commission direction:

1. Continue to provide redacted AR reports as previously (see attached example).
2. Provide AR reports that redact only tenant names and berth numbers; i. e., provide tenant account numbers.
3. Provide unredacted AR reports.

If the Commission chooses to direct staff to follow either alternative 2 or alternative 3, staff will need to inform all of the District's approximately 630 tenants that their account information is being released publicly – as well as all future tenants – in order to ensure that the tenants are aware that their information may be accessed and mis-used by person or persons unknown as well as by the Commissioner or other individual(s) requesting the unredacted AR reports. Staff is not prepared to release such information without clear direction from the Harbor Commission.

AGED ACCOUNTS RECEIVABLE All/Omit \$0 Accounts

PAST PERIOD 08 2013
BALANCES INCLUDE CURRENT, UNBILLED CHARGES; AGING ADJUSTED OLDEST FIRST
BY CURRENT CREDITS. THIS PERIOD CREDITS APPLIED.

Table with columns: BAL. DUE, TENANT, Recent, >30 days, >60 days, >90 days, LFE. The table lists numerous accounts with their respective balances and aging categories. A large black redaction covers the TENANT column for most entries.

**San Mateo County  
Harbor District****Memo**

**Date:** February 12, 2014

**To:** Board of Harbor Commissioners

**Via:** Peter Grenell  
General Manager

**From:** Marietta L. Harris, Human Resource Manager

**Re:** Providing Free Wireless Communications to the District Harbor and Marina facilities

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**RECOMMENDATION**

- Approve installation of wireless for Oyster Point Marina at a maximum cost of \$3,175 for 16 Wireless Access Points (WAP) from Open Mesh Network, \$375 for set-up and \$100.00 per WAP for installation.
- Approve installation of wireless for Pillar Point Harbor at a maximum cost of \$3,575 for 16 Wireless Access Points (WAP) from Open Mesh Network, \$375.00 for set-up and \$10.00 per WAP for installation.
- Each location will need to include purchasing an additional Business Class account for each location of \$397.00 per location for a total of \$794.00 per month, plus \$200 installation of Comcast for each location.
- Policy - Authorize the General Manager to create policy and procedures as identified in this staff memorandum and bring the policy back to the Commission for consideration and possible action.

**BACKGROUND**

Initial consideration for free wireless was discussed by staff with the IT consultant prior to the inauguration of the Ferry Service at Oyster Point Marina in 2012. Other IT and Harbor-related projects were given priority for staff action. Since that time several Harbor

Commissioners have stated an interest in providing free wireless to the San Mateo County Harbor District community.

## **POLICY ISSUES**

The Harbor District will have to create policy and procedures listed below on how the free wireless will be utilized and monitored. A special splash page will be needed to include information on releasing the Harbor District from any illegal activity that may occur on the free wireless.

- Acceptable Use Policy
- Internet Use Policy
- Rules of Conduct

Staff will also set up instructions that can be accessed on-line with the appropriate links.

A splash page will be created to offer an opportunity for businesses to advertise.

## **FISCAL IMPACT**

The estimated costs for providing free wireless at District harbors as set forth in the staff recommendations above total \$7,150 plus \$794 per month plus maintenance costs. At this time the entire costs would be borne by the Harbor District.

# Report to Follow



## STAFF REPORT

TO: San Mateo County Harbor District Commissioners

VIA: Peter Grenell, General Manager

FROM: Marietta Harris, Human Resource Manager

DATE: February 12, 2014

SUBJECT: Informational Report: Public Records Act Requests: Procedure for Processing Requests

During the past several months, the Harbor District has received many requests for information pursuant to the provisions of the Public Records Act (PRA). As the number and size of these requests grows (e. g., during the last week of October 2013, the District received five PRA requests for a total of 28 different items of information, some going back to 1990. Clarifying the District's procedure for processing them for the benefit of the public, the Harbor Commission, and District staff will be beneficial.

PRA requests should be made directly to the Harbor District, to the attention of the Human Resources Manager (HRM). The HRM and staff as designated will process the requests pursuant to PRA provisions as applicable. Information request forms can be retrieved on-line and forwarded to [mharris@smharbor.com](mailto:mharris@smharbor.com).

Any PRA requests received by a Harbor Commissioner or originated by a Commissioner should be forwarded to the HRM for disposition.

Any PRA requests received by District staff should be forwarded to the HRM for disposition.

The PRA will be logged in. The PRA requires a response to information requests within ten (10) days, to notify that the request has been received and the records identified. If additional time is required to identify documents, the District will advise the requesting party of the need for an additional fourteen (14) day to identify documents.

If additional time is required to gather and provide documents, the District will advise the requesting party of the need for additional time and an approximate time period for the requester's receipt of records.

Persons who submit PRA requests will be invited to schedule a visit to the District Administration Office during regular office hours to inspect the requested documents with

staff in attendance. This is especially useful for requests that are for large documents or a large number of documents. Time and cost in making the requested information available can thereby be reduced for the District and those making such requests.

For requests for hard copies of documents, these will be provided, if available, for a fee of \$0.25 per page direct reproduction cost.

For requests for electronic copies of documents, these will be provided, if available, at no cost.

If records must be compiled or information must be extracted from an electronic record, or a new record must be created in order to provide the requested information, the full cost of providing the information will be charged, not just duplication cost.

The PRA provides for a variety of discretionary exemptions from disclosing records. These generally include personnel records, investigative records, drafts, material made confidential by other state or federal statutes, and whenever the public interest in nondisclosure clearly outweighs the public interest in disclosure. If a record contains exempt material, that material can be withheld – redacted – but the rest of the information must be provided. The CA Attorney General's Office notes that the difficulty in segregating exempt material from nonexempt is relevant in determining what is a reasonable amount of time to provide the requested information. The District will exercise its discretion regarding such exemptions on a case by case basis.

Attachments



## Public Records Request Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

A request must be one that "reasonably describes an identifiable record or records" (Government Code §6253.)

**SUBJECT OR ITEM REQUESTED:** (Please be as specific as possible.)

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I want to see the record(s). Please call me at the above telephone number when the record(s) is/are ready for viewing.

I want copies of the pages in the record(s) that I have marked (post-it' for single pages or paper clips for multiple consecutive pages.)

I want the entire record(s) copied.

I want the information mailed to the address above.

**The cost for copies is 25 cents per page, 10 cents per page for Campaign Disclosure Statements (FPPC).**

*Payment is required before releasing copies of requested records.*

This request can be emailed to [mharris@smharbor.com](mailto:mharris@smharbor.com)

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FOR OFFICE USE ONLY:

Staff Time: \_\_\_\_\_ Person Notified: \_\_\_\_\_

Comments \_\_\_\_\_

Date Completed: \_\_\_\_\_ By: \_\_\_\_\_



# San Mateo County Harbor District

## Board of Harbor Commissioners

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

Peter Grenell, General Manager

Re: Public Records Request

Dear

This letter will confirm receipt of your Public Records Act request dated \_\_\_\_\_ to the San Mateo County Harbor District. It is my understanding from reviewing the request that you are seeking the following documents:

Please advise if we have misinterpreted your request.

Pursuant to Government Code §6253, the District will respond within ten (10) days of receipt of your request whether there are any documents responsive to your request as interpreted above or whether additional time will be required to assemble them.

If you have any questions regarding this response, please give us a call at (650) 583-4400.

Sincerely,

Marietta L. Harris  
Human Resources Manager

## Public Records Request 2014

Date of Request	Requestor	Informaon Requested	Date Provided	Staff
01/03/14	Bay Area News Group	Cost of compensation for all full and part-time San Mateo County Harbor District	2/7/2014	Harris
01/06/14	John Ullom	Chart of Accounts Aged receivables report for October, November, December		
01/10/14	Mark Noack Half Moon Bay Review	full list of current and former harbor commissioners, or their relatives, who are receiving any insurance, pensions or other compensaton from the District. Could you please send me that list and the cost from last year for those benefits.	1/10/2014	Grenell Harris
01/10/14	Mark Noack Half Moon Bay Review	List of past charges, that he had questions about: Billings from 2011: January - Half Moon Bay Brewing Co., January - It's Italia, Half Moon Bay March - All charges for HMB Brewing and Roberts and Brune April - all charges and credits for Mezza Luna, Oceano Hotel and South Harbor Restaurant December 2011 - all charges for Portola Hotel December 2012 - all charges for Portola Hotel October and November Princeton seasffod and Zumar Ind 2012 - All charges for Zzounds All charges for bertolucci's Confused about last charge on Jaco Waldings card- how can there be \$405 in acitivity, but no purchases listed on the card? 2013 - all charges for embassy suites all charges for: Hotel Murano - Tacooma Paypal Springhill Suites Paypal All charges for: The Colonial terrace all chages for zzounds	1/13/2014	Harris
01/13/14	Thomas	1) any and all statements and bills dated between Jan 1 2012 and Jan 10 2014 for any and all credit cards issued to any employee, contractor, elected official or any other person by the San Mateo County Harbor commisson	1/14/2014	Harris
	Peele Bay Area news group	2) any and all reimbursement requests or expense reports submitted by any employee, elected official, contractor or any other person, for payment by the San Mateo County Harbor Commission between January 1, 2012 and January 10 2014	1/17/2014	Cooper
02/10/14	John Ullom	1) Any documentation pertaining to the request for law enforcement. 2)Copy of the letter that Mr. Grenell has been directed to send to the Attorney General requesting that Ms. Brennan's links be investigated If and when the AG responds, send me the response. 3) Copies of every check used to pay for Mr. Parravano's health insurance. 4) Copies of documentation between US Bank, any of it presentatives and the SMCHD, its employees and represenatives, pertaining to the alleged credit card fraud perpetrated against 6 district card holders in 2010. 5) Provide all documentation regarding the destruction of district records going back to 2000. 6)Send me the most current AR report for Oyster Point and Pillar Point.		

# Memo

**DATE:** February 19, 2014  
**TO:** Board of Harbor Commissioners  
**FROM:** Jean Savaree, Legal Counsel  
**RE:** Attorney General Opinion  
**CC:** Peter Grenell, General Manager

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## **BACKGROUND**

At the Board meeting on February 5, 2014, staff was asked to provide the Board with information on the process to request an Attorney General's opinion. Attached is information found on the Attorney General's website regarding who can request Attorney General's opinions.

A request from the Harbor District must be directed through the County Counsel or a State Legislator.

State of California ~ Department of Justice

# OFFICE of the ATTORNEY GENERAL

KAMALA D. HARRIS

## LEGAL OPINIONS - FREQUENTLY ASKED QUESTIONS

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As the chief law officer of the state, the California Attorney General provides legal opinions upon request to designated state and local public officials and government agencies on issues arising in the course of their duties. The formal legal opinions of the Attorney General have been accorded "great respect" and "great weight" by the courts.

Legal opinions of the Attorney General may be viewed on this website by clicking on the links under Tools in the right sidebar. Within those links, you may search for opinions by the year published, opinion number, official citation, or key word or phrase from the text of the Opinion's Conclusion.

### 1. Who may request an Attorney General's opinion?

The California Constitution and state law designate the state and local public officers who may request a legal opinion from the Attorney General on any question of law relating to their respective offices. However, this does not authorize a designated officer to request an opinion on a question posed by someone else. A request will be declined when it is apparent that the request is made on behalf of someone not authorized by Government Code section 12519. Those who may request an Attorney General's opinion are:

**Constitutional Officers.** Attorney General's opinions are provided to the state's constitutional officers - governor, lieutenant governor, secretary of state, controller, treasurer, state superintendent of public instruction, and insurance commissioner.

**Legislators.** Government Code section 12519 states that opinions shall be provided to "any Member of the Legislature." This language does not include legislative committees or their consultants.

**State Agencies.** Government Code section 12519 states that opinions shall be provided to "any state agency." The Attorney General has traditionally provided legal opinions to all state departments, agencies, boards and commissions, including those with staff counsel. However, requests for opinions from those having full time staff counsel must be accompanied by the legal analysis and conclusions of staff counsel with respect to the questions presented.

**State Boards or Commissions.** An opinion request from a board or commission must indicate that the request has been authorized by a majority vote of the board or commission. Opinion requests from individual members of a board or commission will be declined.

**District Attorneys, County Counsels, and Sheriffs.** All counties have access to Attorney General's opinions with respect to the laws relating to civil and criminal law. Requests from a sheriff must be accompanied by the legal analysis and conclusions of the district attorney or county counsel with respect to the questions presented.

**City Prosecutors.** Government Code section 12519 states that opinions shall be provided to "a city prosecuting attorney when requested, upon any question of law relating to criminal matters." This provision is limited to those city offices which actually prosecute misdemeanor cases arising in the city. It does not authorize opinions for city attorneys who do not prosecute criminal cases nor for city prosecutors on civil law questions.

**Judges.** The California Supreme Court and Court of Appeal are state agencies authorized to request opinions. Such requests should come from the court at the request of the chief justice or a presiding justice or, as is usually the case, be submitted by the Administrative Office of the Courts. However, Government Code section 12519 does not indicate whether other courts are state agencies authorized to request opinions. This ambiguity was resolved by Government Code section 27647 which authorizes the county counsel to represent the judges of the superior court in the county "in all matters and questions of law pertaining to any of such judge's duties." This evidences the Legislature's intent that advising trial judges is the responsibility of local public counsel.

**San Mateo County  
Harbor District**

# Memo

**DATE:** February 19, 2014  
**TO:** Board of Harbor Commissioners  
**FROM:** Jean Savaree, Legal Counsel  
**RE:** Informational Report on Conflicts of Interest  
**CC:** Peter Grenell, General Manager

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## INTRODUCTION

At the Board meeting on February 5, 2014, staff was asked to prepare an informational report on conflicts of interest.

Attached for your review and use is a copy of information developed by the Institute for Local Government. (*Attachment 1 – Ethics Law Principles for Public Servants: Key Things to Know*) This publication contains an explanation of the circumstances in which a common law or statutory conflict of interest would arise.

In general, if a publicly elected or appointed official stands to experience an economic gain or loss as a result of a decision made by the official's agency, he/she is disqualified from acting as a decision-maker on the item, both by the common law conflict of interest doctrine and by the Political Reform Act, Government Code §81000 *et seq.*<sup>1</sup>

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<sup>1</sup>The common law conflict of interest doctrine can be found in reported California Supreme Court and Appellate Court cases. This law differs from the Political Reform Act and Government Code §1090 which were created by State legislation.

## STATUTORY CONFLICT OF INTEREST – POLITICAL REFORM ACT

### The Fair Political Practices Commission

The Fair Political Practices Commission (FPPC) was established under the Political Reform Act of 1974 (the "Act"), a ballot initiative passed by the voters of California in 1974.

The FPPC adopts and amends regulations under the Act and develops required forms, manuals and instructions for elected and appointed officials. The FPPC also retains statement of economic interest forms filed annually by public officials and investigates alleged violations of the Act. Investigations resulting in findings of violations can result in financial penalties. The FPPC also provides educational programs for elected public officials and develops standards for required AB 1234 training.

The FPPC also regulates campaign financing and spending, financial conflicts of interest, lobbyist registration and reporting, post-government employment, and mass mailings at government expense. The FPPC rules and regulations can be found at [www.fppc.ca.gov](http://www.fppc.ca.gov).

### Situations Creating A Conflict of Interest

A public official may not participate in a decision – including trying to influence a decision – if the official has financial or, in some cases, other strong personal interests in that decision. When an official has an interest in a contract, the official's agency may be prevented from even making the contract. (*Ethics Law Principles for Public Servants: Key Things to Know*)

A statutory conflict of interest exists and public officials must recuse themselves from any participation on items being considered when action by the agency may affect (positively or negatively), any of the following interests of the public official:

- **Income.** Any source of income of \$500 or more (including promised income) during the prior 12 months for the official or official's spouse/domestic partner.
- **Business Management or Employment.** An entity for which the official serves as a director, officer, partner, trustee, employee, or manager.
- **Real Property.** A direct or indirect interest in real property of \$2000 or more that the official or official's immediate family (spouse/domestic partner and

dependent children) have, including such interests as ownership, leaseholds (but not month-to-month tenancies), and options to purchase. Be especially alert when any of these are located within 500 feet of the subject of the decision.

- **Gift Giver.** A giver of a gift of \$440 (2013-14 proposed amount) or more to the official in the prior 12 months, including promised gifts.
- **Lender/Guarantor.** A source of a loan (including a loan guarantor) to the official.
- **Personal Finances.** The official or official's immediate family's (spouse/domestic partner and dependent children) personal expenses, income, assets, or liabilities.
- **Contract.** A contract that the agency is considering entering into, in which the official or a member of the official's family may have an interest (direct or indirect).
- **Business Investment.** An interest in a business that the official or the official's immediate family (spouse/ domestic partner and dependent children) have a direct or indirect investment worth \$2000 or more.
- **Related Business Entity.** An interest in a business that is the parent, subsidiary or is otherwise related to a business where the official:
  - Has a direct or indirect investment worth \$2000 or more; or
  - Is a director, officer, partner, trustee, employee, or manager.
- **Business Entity Owning Property.** A direct or indirect ownership interest in a business entity or trust of the official's that owns real property.
- **Campaign Contributor.** A campaign contributor of the official (applies to appointed decision-making bodies only).
- **Other Personal Interests and Biases.** The official has important, but non-financial, personal interests or biases (positive or negative) about the facts or the parties that could cast doubt on the official's ability to make a fair decision. (*Ethics Law Principles for Public Servants: Key Things to Know*)

## **Enforcement**

Alleged violations of the Political Reform Act are investigated by the FPPC which is empowered to issue fines for proven violations. If officials have a conflict under the Political Reform Act, they are required to state the basis for the conflict, recuse themselves and leave the room during the discussion of the item. Advice on potential conflicts can be obtained from the FPPC. There is an advice line staffed by FPPC attorneys who will render verbal opinions, but in order to obtain an opinion which can be relied on to create immunity, the opinion must be in writing. Written opinions can be requested by counsel for the public agency and it generally takes several weeks for the FPPC to respond.

### **COMMON LAW CONFLICT OF INTEREST**

The common law conflict of interest doctrine has evolved over time to ensure that public officials perform their duties free from any personal or pecuniary interest that might affect an agency's judgment. Courts have ruled that a finding of self-interest sufficient to set aside board action need not be based upon actual proof of dishonesty. It is warranted if a public official, by reason of personal interest in a matter, is placed in a situation of temptation to serve his or her own purposes, to the prejudice of those for whom the law authorizes that official to act. (4 McQuillin, *The Law of Municipal Corporations* (3d ed. rev. 1992) § 13.35, pp. 840-841, italics added, fns. omitted.)

Courts have concluded that a common law conflict of interest exists when an elected/appointed official is: (1) interested in the outcome (i.e., stands to gain or lose from a decision); (2) biased about a party; (3) precommitted to a specific understanding based on knowledge of the facts learned in advance of the public meeting causing the official to find only those facts to be true. In any of these situations, elected/appointed officials should declare a conflict and recuse themselves from participation.

### **GOVERNMENT CODE § 1090 PROHIBITIONS AGAINST CONFLICTS AND CONTRACTS**

Government Code §1090 provides:

Members of the Legislature, state, county, district, judicial district, and city officers or employees shall not be financially interested in any contract made by them in their official capacity, or by any body or board of which they are members.

This code section codifies the common law prohibition against "self-dealing" as applied to contracts. It covers virtually all state and local officers, employees and

multi-member bodies, whether elected or appointed. The code section prohibits elected/appointed officials and employees of public entities from being financially interested in any contract with their public agency. To determine whether Government Code § 1090 has been violated, one must identify (1) whether the government officials or employees participated in the making of a contract in their official capacities; and, (2) whether the official had a cognizable financial interest in that contract.

The remedy imposed for a violation of Government Code Section 1090 can be harsh. The contract is void as a matter of law, the government official cannot benefit from the transaction and must forfeit any benefit received.

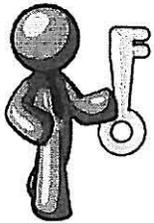
## **CONCLUSION**

Both statutory and common law conflict of interest questions are complicated and require thoughtful analysis. It is best to analyze potential conflicts and reach a conclusive determination to whether or not an actual conflict exists, far in advance of the time at which a public official will be asked to consider an item that poses a conflict so that advice can be provided by counsel and, if necessary, the FPPC.

### **Attachments:**

1. Ethics Law Principles for Public Servants: Key Things to Know

# ATTACHMENT 1



# Ethics Law Principles for Public Servants:

## KEY THINGS TO KNOW

*Note that the following are not statements of law, but rather principles the law is designed to achieve. The goal in providing this list is to identify the kinds of issues addressed by public service ethics laws. If an issue arises under these principles, public officials should consult agency counsel.*

### Personal Financial Gain Laws

Generally speaking, California law says public officials:

- » Cannot request, receive or agree to receive anything of value or other advantages in exchange for a decision.
- » Must disclose their financial interests to the public.
- » Must disqualify themselves from participating in decisions that may affect (positively or negatively) their financial interests.
- » Cannot have an interest in a contract made by their agency.
- » Cannot be involved in agency decisions that affect an official's future employer.
- » Cannot lobby their agency for pay for a year following their departure from the agency.

### Perk Issues: Including Compensation, Use of Public Resources and Gift Laws

Generally speaking, California law says public officials:

- » Receive limited compensation for their service to the public.
- » Cannot receive compensation for speaking, writing an article or attending a conference.
- » Are reimbursed for only those expenses allowed in agency expense reimbursement policies because those expenses have a demonstrable public purpose and necessity.
- » Cannot use public agency resources (money, travel expenses, staff time and agency equipment) for personal or political purposes.
- » Cannot send mass mailings at public expense.
- » Cannot make gifts of public resources or funds.

For more information on these principles, see [www.ca-ilg.org/EthicsLaws](http://www.ca-ilg.org/EthicsLaws).

- » Must disclose all gifts received of \$50 or more and may not receive gifts aggregating to over \$440 (2013-14 proposed) from a single source in a given year.
- » May only accept free trips and travel expenses under limited circumstances.
- » May not accept free or discounted transportation from transportation companies.
- » May not use campaign funds for personal benefits not directly related to a political, legislative or governmental purpose.

### Transparency Laws

Generally speaking, California law says public officials must:

- » Disclose their economic interests when they take office, annually while they are in office and when they leave office. These economic interests include such kinds of interests as: sources of income, property ownership, investments, certain family members' interests, business interests, loans, contracts and gifts received.
- » Disclose information about who has agreed to commit significant resources (\$5,000 or more) to legislative, governmental or charitable purposes at an elected official's request.
- » Disclose campaign contributions.
- » Conduct the public's business in open and publicized meetings, except for the limited circumstances when the law allows closed sessions.
- » Allow the public to participate in meetings, listening to the public's views before decisions are made.
- » Allow public inspection of documents and records generated, owned, used or retained by public agencies, except when non-disclosure is specifically authorized by law.

- » Disclose gifts given to the public agency and how they are ultimately used.

### Fair Process Laws and Merit-Based Decision-Making

Generally speaking, California law says public officials:

- » Cannot receive loans from those within the agency or with whom the agency contracts; loans from others must meet certain requirements.
- » Cannot engage in vote-trading.
- » Have a responsibility to assure fair and competitive agency contracting processes.
- » Cannot participate in quasi-judicial proceedings in which they have a strong bias with respect to the parties or facts.
- » Must conduct public hearings in accordance with fair process principles.
- » Cannot participate in decisions that will benefit their immediate family (spouse or domestic partner and dependent children).
- » Cannot simultaneously hold certain public offices or engage in other outside activities that would subject them to conflicting loyalties.
- » Cannot participate in entitlement proceedings—such as land use permits—involving campaign contributors (does not apply to elected bodies).
- » Cannot solicit campaign contributions of more than \$250 from permit applicants while an application is pending and for three months after a decision (if sitting on an appointed body).
- » Cannot solicit agency employee support for their political causes.
- » Cannot retaliate against those who whistle-blow.

## Public Official's Conflict of Interest Checklist

### KEY CONCEPTS

- ✓ A public agency's decision should be based solely on what best serves the public's interests.
- ✓ The law is aimed at the perception, as well as the reality, that a public official's personal interests may influence a decision. Even the temptation to act in one's own interest could lead to disqualification, or worse.
- ✓ Having a conflict of interest does not imply that a public official has done anything wrong; it just means that the official has financial or other disqualifying interests.
- ✓ Violating the conflict of interest laws could lead to monetary fines and criminal penalties. Don't take that risk.

### BASIC RULE

A public official may not participate in a decision – including trying to influence a decision – if the official has financial or, in some cases, other strong personal interests in that decision. When an official has an interest in a contract, the official's agency may be prevented from even making the contract.

### WHEN TO SEEK ADVICE FROM AGENCY COUNSEL

The rules are very complex. A public official should talk with agency counsel 1) early and often, 2) when an action by the public agency, 3) may affect (positively or negatively), 4) any of the following:

- ✓ **Income.** Any source of income of \$500 or more (including promised income) during the prior 12 months for the official or official's spouse/domestic partner.
- ✓ **Business Management or Employment.** An entity for which the official serves as a director, officer, partner, trustee, employee, or manager.
- ✓ **Real Property.** A direct or indirect interest in real property of \$2000 or more that the official or official's immediate family (spouse/domestic partner and dependent children) have, including such interests as ownership, leaseholds (but not month-to-month tenancies), and options to purchase. Be especially alert when any of these are located within 500 feet of the subject of the decision.
- ✓ **Gift Giver.** A giver of a gift of \$440 (2013-14 amount) or more to the official in the prior 12 months, including promised gifts.
- ✓ **Lender/Guarantor.** A source of a loan (including a loan guarantor) to the official.

- ✓ **Personal Finances.** The official or official's immediate family's (spouse/domestic partner and dependent children) personal expenses, income, assets, or liabilities.
- ✓ **Contract.** A contract that the agency is considering entering into, in which the official or a member of the official's family may have an interest (direct or indirect).
- ✓ **Business Investment.** An interest in a business that the official or the official's immediate family (spouse/domestic partner and dependent children) have a direct or indirect investment worth \$2000 or more.
- ✓ **Related Business Entity.** An interest in a business that is the parent, subsidiary or is otherwise related to a business where the official:
  - Has a direct or indirect investment worth \$2000 or more; or
  - Is a director, officer, partner, trustee, employee, or manager.
- ✓ **Business Entity Owning Property.** A direct or indirect ownership interest in a business entity or trust of the official's that owns real property.
- ✓ **Campaign Contributor.** A campaign contributor of the official (applies to appointed decision-making bodies only).
- ✓ **Other Personal Interests and Biases.** The official has important, but non-financial, personal interests or biases (positive or negative) about the facts or the parties that could cast doubt on the official's ability to make a fair decision.

### WHAT WILL HAPPEN NEXT?

Agency counsel will advise the official whether 1) the official can participate in the decision and, 2) if a contract is involved, whether the agency can enter into the contract at all. Counsel may suggest asking either the Fair Political Practices Commission or the State Attorney General to weigh in.

### EVEN IF IT'S LEGAL, IS IT ETHICAL?

The law sets only minimum standards. Officials should ask themselves whether members of the public will question whether officials should act solely in the public's interest. If they might, officials should consider excusing themselves voluntarily from that particular decision-making process.

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## Beyond the Law: Ethics and Values

- » Ethics is what one ought to do in a given situation. It's the kind of conduct that would make the world a better place if everyone engaged in it.
- » The law provides only minimum standards for ethical conduct. Just because a course of action is legal, doesn't make it what one ought to do.
- » What one ought to do is typically tied to a series of values:
  - Trustworthiness      – Compassion
  - Respect                – Loyalty
  - Responsibility        – Fairness

For more information on this topic, see [www.ca-ilg.org/LeadingValues](http://www.ca-ilg.org/LeadingValues).

*The Institute is grateful to the following firms for making this document possible in 2013:*

Aleshire & Wynder, LLP  
Best Best & Krieger  
Burke Williams & Sorensen, LLP  
Hanson Bridgett LLP  
Kronick Moskowitz Tiedemann & Girard  
Liebert Cassidy Whitmore  
Renne Sloan Holtzman Sakai LLP  
Richards, Watson & Gershon



The Institute for Local Government is the nonprofit research affiliate of the League of California Cities and the California State Association of Counties.

Its mission is to promote good government at the local level.

The Institute's current program areas include:

- » Local Government 101
- » Public Engagement
- » Public Service Ethics
- » Sustainability

### **Ethics Law Principles for Public Servants: Key Things To Know**

[www.ca-ilg.org/EthicsPrinciples](http://www.ca-ilg.org/EthicsPrinciples)  
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\$10 (Set of five)

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## San Mateo County Harbor District

### Memo

**DATE:** February 13, 2014

**TO:** Board of Harbor Commissioners

**FROM:** Peter Grenell   
General Manager

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

**CC:** Managers  
District Counsel

**NOTE:** Please refer to final section of this report for explanation of change in report format.

#### **REPAIR AND IMPROVEMENT PROJECT UPDATES**

##### **Pillar Point Harbor**

**Johnson Pier Repairs:** Continuing, including sewer line replacement

**Launch Ramp Maintenance Dredging:** Dredging completed; hydroseeding redone because of drought conditions on site

**Dock fingers replacement:** Permit process underway

**West Trail (PPH marsh to Mavericks beach):** Staff met with Coastal Commission staff; permit process underway

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

**Additional Public Restroom for Ferry Riders and Trail Users:** Staff awaiting availability of City staff to begin site selection and MOU preparation (see below for further details)

#### **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.

**NOAA's Half Moon Bay Weather Buoy Repair:** NOAA expects to address this need in April 2014. For further information, contact Jessica Glass at Senator Feinstein's office: email: [Jessica\\_Glass@Feinstein.senate.gov](mailto:Jessica_Glass@Feinstein.senate.gov), tel: 415-393-2014.

**PPH Water Quality Study** (Resource Conservation District) follow-up: Harbor staff continues doing monthly water quality sampling supported by the RCD, including three new sampling locations. Results continue to show no contamination.

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

**PPH Surfers Beach Shoreline Improvement (U. S. Army Corps of Engineers lead):** Following its Nov. 8, 2013 public update meeting, the Corps is proceeding with its next task of modeling alternative possible solutions to the beach erosion problem.

**County Plan Princeton Process:** Consultant reports on present conditions are expected to be completed in February.

**Coastal Commission (CCC) Draft Sea-Level Rise Policy Guidance:** This document in final form will provide guidance on how to address sea-level rise concerns in Local Coastal Programs (LCPs) and Coastal Development Permits (CDPs) consistent with the California Coastal Act. It is part of a statewide sea-level rise response strategy referenced in a previous District staff Informational Report.

The CCC guidance for CDPs will be most relevant to the Harbor District, and includes five steps for permit applicants: (1) Establish the projected sea-level rise range for the proposed project; (2) Determine how impacts from sea-level rise may constrain the project site; (3) Determine how the project may impact coastal resources, considering the influence of future sea-level rise upon the landscape; (4) Identify alternatives to avoid resource impacts and minimize risks; and (5) Finalize project design and submit CDP.

The draft CCC guidance references the National Research Council's 2012 report on sea-level rise's regional sea-level rise projections for California south of Cape Mendocino (includes San Mateo County) for 2000-2030 (up to 12 inches), 2000-2050 (up to 24 inches), and 2000-2100 (up to 66 inches); (these track closely with more localized projections, including one at San



## San Mateo County Harbor District

Francisco.) It also discusses in detail the relationships of sea-level rise with tidal action, storm surges, and other influences.

This CCC 178-page draft comprehensive policy guidance complements a similar document produced in 2011 by the San Francisco Bay Conservation and Development Commission (BCDC). The Harbor District will be using these guidance documents when considering future projects at Pillar Point Harbor and Oyster Point Marina/Park, respectively, and will consult them in the course of the District's Strategic Business Plan preparation process.

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

**Free WiFi at District Harbors:** (See other agenda item.)

**District Strategic Business Plan: RFP** process continues; proposals due February 27.

### COMPLETED PROJECTS DURING 2013-2014

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

#### Pillar Point Harbor

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

#### Oyster Point Marina/Park

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

### CHANGE OF FORMAT OF GENERAL MANAGER'S UPDATE REPORT ON DISTRICT PRIORITIES

The Harbor Commission instructed the General Manager (GM) several years ago to prepare regular update reports for the Commission on District Priorities established and updated at the Commission's annual Finance and Priorities workshops. At these workshops, the Commission has identified and updated top and secondary priorities for action. The Commission also



## San Mateo County Harbor District

requested progress reports on other items of interest that were not considered for priority action by the District but arose from time to time.

The GM reports also reference Completed Projects to provide the Commission and the public with information about achievement of priorities as well as ongoing progress.

More recently, interest was expressed by Commissioners and members of the public about updating other items of particular interest as well that were mentioned during Commission meetings. These are included in the ongoing General Managers reports as they arise.

Public interest has most recently been expressed about simplifying and clarifying the GM reports to make the information more accessible. The new report format responds to this request.



## STAFF REPORT

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

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### **Accounting and operations**

- Updated rent charges for lease tenants per lease terms for 2014 – letters of explanation were sent to all affected lessees.
- Review account history for tenant payments of quarterly percentage rent, if applicable.
- Prepared 6 month budget review memo.
- Finalized quarterly investment report for presentation to Board.
- Begin preparation of preliminary FY14-15 budget.
- Ongoing expense management through detailed review of bills and claims.
- Bi-weekly payroll processing and review.
- Ongoing analysis of lessee rent charges to ensure compliance with lease terms.
- Reviewed and updated water and electricity charges.
- Reviewed monthly accounts receivable aging list and confirmed collection procedures are being consistently applied.

# Memo

TO: San Mateo County Harbor District Commissioners

FROM: Marietta L. Harris, Human Resource Manager

DATE: January 28, 2013

SUBJECT: Report to the Commission

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**Activities:**

Management meeting – February 11, 2014

**Human Resource Services:**

- Working with employees with personnel and HR questions.
- Health benefits changes
- Health benefits discussion with employee
- New employee welcome
- Working on changes to Policy 6.1.13 and 6.5.5
- Salary and benefit information request from Santa Cruz Harbor

**Administrative Services:**

- Responding to public records requests.
- Assisting Temporary Deputy Secretary with requests from General Manager and Harbor Master.
- Assisting Temporary Deputy Secretary on Commercial Activity Permits
- Assist GM with information request.

**Information Technology:**

- Working with IT consultant on daily IT operations.
- Working with staff on IT issues and problems, new email system.
- Working with IT consultant on special projects. (new server installation, wireless information, and VPN)

# Memo

To: Board of Harbor Commissioners  
From: Scott Grindy, Harbor Master  
CC: Peter Grenell, General Manager  
Date: February 10, 2014  
Re: February 19, 2014 Meeting Report

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## **Oyster Point Marina/Park**

### *Construction Update & General Status Updates*

- Facility Condition Survey (FCS) meeting with consultant and staff-still in process
- Electrical Repair project to start late February.

### *OPM Miscellaneous*

- *No items to report at this time of writing*

## **Pillar Point Harbor**

### *Construction Update & General Status Updates*

- Under pier sewer line replacement project underway 60% complete at this writing.
- Harbor Moorings maintenance service to start soon.
- Concession Building project underway, with various phases to complete.
- Pre-Construction meeting 2/10 on Electrical Repairs for OPM and PPH.

### *PPH Miscellaneous*

- Possible Triathlon with efforts in the north harbor area. April 20, 2014.

## **Occupancy Overview (January 2014)**

### **PPH**

Total occupancy (inner harbor) 86% (this includes slips, end ties and walk way)  
Berth occupancy (inner Harbor) 88% (323 slips out of 369 are occupied)  
Moorings (Outer Harbor) 37% (14 out of 38 moorings occupied)

### **OPM**

Total occupancy: 69% (294 slips/End Ties out of 428 are occupied)  
Berth occupancy: 70% (290 slips only out of 414 are occupied)

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

### **PPH:** (2-1-14 thru 2-10-14)

- Responded to an abandoned vessel via NOAA and Sanctuary
- Abandoned vessel (30' power boat) at anchor, flipped and sunk, towed to shore, and processing demo of boat for disposal. Reported to NRC & USCG, but no spills etc.

### **OPM:** (2-1-14 thru 2-10-14)

- Responded to call of an off anchor vessel near area south of SSF radio actions only

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

- Grant research in process numerous options

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

- Easter Egg Hunt (and more fun) April 19<sup>th</sup>, 2014 @ Oyster Point Marina/Park