





## 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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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.

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

## Continued Business

- 6      TITLE:                      **Informational Item: Wholesale Fish Buying/Unloading  
Lease Fees Status Review**  
       REPORT:                      Grenell, Memo  
       PROPOSED ACTION:        Information only

## New Business, Continued

- 7      TITLE:                      **Amendment to Crab Pot Staging Guidelines**  
       REPORT:                      Grindy, Memo  
       PROPOSED ACTION:        Adopt amendment to crab pot staging guidelines
- 8      TITLE:                      **Johnson Pier Electrical Repairs: Engineering**  
       REPORT:                      Grindy, Memo  
       PROPOSED ACTION:        Authorize General Manager to amend existing contract with  
Moffatt & Nichol Engineers for engineering services in an  
amount not to exceed \$70,000 for electrical design,  
permitting, and bid and construction project support services  
and Adopt Resolution 29-14 to amend the FY2014/15  
Integrated Operating and Capital Budget
- 9      TITLE:                      **Call for Nominations: Special District Selection  
Committee to Elect Special District Member on San Mateo  
LAFCo Pursuant to Section 56332**  
       REPORT:                      Grenell, Attachment  
       PROPOSED ACTION:        To be determined

- 10 TITLE: **Designate Harbor Master Grindy as Harbor District Representative to the San Mateo County Sea Level Rise Vulnerability Assessment Working Group**  
REPORT: Grenell, Memo  
PROPOSED ACTION: Designate Harbor Master Scott Grindy as Harbor District representative to the Sea Level Rise Vulnerability Assessment Working Group
- 11 TITLE: **Designate General Manager Peter Grenell as Harbor District Representative to the San Mateo County Comprehensive Transportation Management Plan Technical Advisory Committee**  
REPORT: Grenell, Memo  
PROPOSED ACTION: Designate General Manager Peter Grenell as Harbor District representative to San Mateo County’s Comprehensive Transportation Management Plan Technical Advisory Committee
- 12 TITLE: **Extension of Certified Employment Lists: Deputy Harbor Master (A) and Harbor Worker (B)**  
REPORT: Harris, Memo, Certified Lists  
PROPOSED ACTION: Approve extension of the existing Certified Employment Lists for Deputy Harbor Master (A) and Harbor Worker (B) for one year through October 2015
- 13 TITLE: **Suspension of Hiring Freeze and Possible Hiring of One or More Employees (Deputy Harbormaster and/or Harbor Worker B and/or Accounting Specialist**  
REPORT: Harris, Memo  
PROPOSED ACTION:
  - Suspend the hiring freeze in order to hire two (2) Harbor Worker (B) positions at Oyster Point Marina/Park and a Deputy Harbormaster at Pillar Point Harbor;
  - Suspend the hiring freeze in order to hire one (1) Accounting Specialist that will work at Pillar Point Harbor and Administration
- 14 TITLE: **Bills and Claims in the Amount of \$180,394.18**  
REPORT: Bills and Claims Detailed Summary  
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$180,394.18 to cover payment of Bills and Claims

## **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**

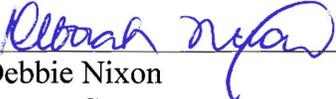
## **Board of Harbor Commissioners**

- 19
  - A. Committee Reports
  - B. Commissioner Statements and Requests
    - 1. The Board of Harbor Commissioners may make public statements limited to five (5) minutes.
    - 2. Any Commissioner wishing to place an item on a future agenda may make a motion to place such an item on a future agenda

## **Adjournment**

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

Agenda Posted As Required:  
October 10th at 12:00 p.m.

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

**PROCLAMATION**

**SAN MATEO COUNTY HARBOR DISTRICT**

**\*\*\*\*\***

**TO COMMEND**

***Harbor Master Scott A. Grindy***

***On the Occasion of his Award as***

***2014 State Harbor Master of the Year***

***From the California Association of Harbor Masters and Port Captains***

***PROCLAIMED, by the Board of Harbor Commissioners that:***

***WHEREAS, Harbor Master Scott A. Grindy has served the San Mateo County Harbor District with distinction during the past two years; and***

***WHEREAS, on October 1<sup>st</sup> the California Association of Harbor Masters and Port Captains recognized Scott Grindy as 2014 State Harbor Master of the Year as he: "Epitomizes the Position of Harbor Master Through His Extraordinary Efforts to Advance the Professionalism, Efficiency, and Stature of his District"; and***

***WHEREAS, Scott has used robust economic and environmental principles to promote the multitude of resources at the Harbor District which has resulted in a remarkable increase of visitors and improvements to the infrastructure; and***

***WHEREAS, Scott has implemented many sustainability practices and procedures, such as guiding staff to comply with and acquire certification of the California Clean Marina Program, which provides for environmentally clean facilities and protection of the State's coastal and inland waters from pollution through use of best management practices.***

***THEREFORE, BE IT KNOWN that the Board of Harbor Commissioners hereby commends. Harbor Master Scott A. Grindy for his outstanding contributions to the Harbor District and the Pillar Point Harbor and Oyster Point Marina/Park communities on the occasion of his Award as 2014 Harbor Master of the Year.***

***WITNESS my hand this 15<sup>th</sup> day of October, 2014.***

**COMMISSIONERS: \_\_\_\_\_ *President***

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

## **Roll Call**

### **Commissioners**

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

### **Staff**

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

x- absent

**Public Comments/Questions** — Dan Haggerty, Bob Berry, Mary Larenas, Brian Rogers

**Action:** Motion by Bernardo, second by Holsinger to adjourn to closed session. The motion passed unanimously at 6:11 p.m.

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

## **Closed Session**

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

## **Open Session**

The Board reconvened at 7:48 p.m.

Miller stated there was no reportable action from closed session.

## **Public Comments/Questions, Continued** – Leni Schultz, John Ullom

**Staff Recognition** – Grenell stated that the Pillar Point Harbor tenant event was a success and recognized Assistant Harbor Master Draper and the staff at Pillar Point Harbor for their efforts.

Parravano thanked Assistant Harbor Master Draper and Assistant Harbor Master White for their work and dedication in providing first class service to the District and professionalism in saving lives.

Draper recognized Walker for her efforts during the Coastal Clean-Up day. She represented the Harbor for the event and worked in conjunction with the Pacifica Beach Coalition.

## **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.

Items 3 -5 were removed from the consent calendar.

- 6      TITLE:                      **Authorize General Manager to Execute a Grant Agreement with the California State Parks, Division of Boating and Waterways for an Amount Not to Exceed \$143,800.00 from the Abandoned Watercraft Abatement Fund**
- REPORT:                      Memo, Resolution
- PROPOSED ACTION:          Adopt Resolution 27-14 authorizing the General Manager to execute a grant agreement with the California State Parks, Division of Boating and Waterways for an amount not to exceed \$143,800.00 from the Abandoned Watercraft Abatement Fund
- 7      TITLE:                      **Whale Tail Grant Application**
- REPORT:                      Memo, Resolution
- PROPOSED ACTION:          Adopt Resolution 28-14 for a Whale Tail Grant application for FY2014/2015 grant cycle and authorize General Manger to approve purchases of services, materials and equipment to implement the grant if funded for an amount not to exceed \$65,000.

**Action:** Motion by Tucker, second by Holsinger to approve items 6 and 7 on the consent calendar. The motion passed unanimously.

Ayes:                      Bernardo, Brennan, Holsinger, Parravano, Tucker

## **New Business**

- 3      TITLE:                      **Minutes of Meeting September 3, 2014**
- REPORT:                      Draft minutes
- PROPOSED ACTION:          Approval

**Action:** Motion by Holsinger, second by Tucker to approve the minutes of September 3, 2014. The motion passed.

Ayes: Bernardo, Holsinger, Parravano, Tucker

Nays: Brennan

- 4 TITLE: **Minutes of Meeting September 17, 2014**  
REPORT: Draft minutes  
PROPOSED ACTION: Approval

**Action:** Motion by Holsinger, second by Parravano to approve the minutes of September 17, 2014. The motion passed.

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

- 5 TITLE: **Minor Amendment to Special Use Permit for Mavericks Invitational, Inc.**  
REPORT: Memo  
PROPOSED ACTION: Approve minor amendment to special use permit

**Action:** Motion by Holsinger, second by Brennan to approve the minor amendment to special use permit for Mavericks Invitational, Inc. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

- 8 TITLE: **Approve Award of Contract to Independent Outside Investigator**  
REPORT: Miller, Memo  
PROPOSED ACTION: Authorize President Parravano to execute Contract with Margaret Kotzebue

**Public Comment** – John Ullom

**Action:** Motion by Tucker, second by Holsinger to authorize President Parravano to execute contact with Margaret Kotzebue. The motion passed.

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

- 9 TITLE: **Public Records Act General Overview and Specific Update Concerning District Records Pertaining to the California Maritime Infrastructure Authority**  
REPORT: Miller, Oral Report  
PROPOSED ACTION: Information Only

Miller made a presentation.

- 10** TITLE: **Public Notice to Solicit Construction Bids for Pillar Point Harbor West (Mavericks) Trail Phase 1 Culvert Repairs**  
REPORT: Grenell, Memo, Attachments  
PROPOSED ACTION: Approve repair plans and specifications and authorize the General Manager to issue a public bid notice to solicit construction bids for Phase 1 repairs of the West (Mavericks) Trail at Pillar Point Harbor

**Action:** Motion by Tucker, second by Brennan to approve repair plans and specifications and authorize the General Manager to issue a public bid notice to solicit bids for Phase 1 repairs of the West (Mavericks) Trail at Pillar Point Harbor. The motion passed.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

- 11** TITLE: **Request for Proposals (RFP) to provide Commercial Property Appraisal, Lease Valuation and Market Survey Services: Oyster Point Bait and Tackle, Ketch Joanne Restaurant and Harbor Bar**  
REPORT: Grenell, Memo, RFP  
PROPOSED ACTION: Authorize General Manager to publish a Request for Proposals

**Action:** Motion by Holsinger, second by Bernardo to authorize General Manger to publish a Request for Proposals. The motion passed.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

- 12** TITLE: **Transient Boater Rate Special for Oyster Point Marina/Park**  
REPORT: Grindy, Memo, Resolution  
PROPOSED ACTION: (1) Authorize General Manager to issue special event rate for transient boaters, a “2 nights for the price of 1 night”, for use for advertised special events that occur at Oyster Point Marina/Park; and  
(2) Adopt Resolution 25-14 to amend the FY2014/15 District Rates and Fees Schedule

**Action:** Motion by Tucker, second by Bernardo to authorize General Manager to issue special event rate for transient boaters, a “2 nights for the price of 1 night”, for use for advertised special events that occur at Oyster Point Marina/Park; and adopt Resolution 25-14 to amend the FY2014/15 District Rates and Fees Schedule. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

- 13** TITLE: **Biennial Update Harbor District Conflict of Interest Code**  
REPORT: Grenell, Memo, Resolution, Attachments  
PROPOSED ACTION: Adopt Resolution 26-14 approving amendments to the Harbor District’s Ordinance Code Chapter 2.20 Conflict of Interest Code pursuant to Government Code Section 87306.5 and the Fair Political Practices Commission’s 2014 Local Agency Biennial Notice and authorize the General Manager to forward the amended Code to the San Mateo County Board of Supervisors

**Action:** Motion by Tucker, second by Brennan to correct page 3, section 2.20.030 should be 2.20.040 and adopt Resolution 26-14 approving amendments to the Harbor District’s Ordinance Code Chapter 2.20 Conflict of Interest Code pursuant to Government Code Section 87306.5 and the Fair Political Practices Commission’s 2014 Local Agency Biennial Notice and authorize the General Manager to forward the amended Code to the San Mateo County Board of Supervisors. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

- 14** TITLE: **Possible Cancellation of Harbor Commission Meetings on December 17, 2014 and/or January 7, 2015**  
REPORT: Grenell, Oral Report  
PROPOSED ACTION: Cancel both Commission meetings

**Action:** Motion by Tucker, second by Holsinger to cancel Harbor Commission meetings on December 17, 2014 and January 7, 2015. The motion passed.

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



to five (5) minutes.

Brennan stated at the July 16, 2014 meeting she stated 2 motions were approved. She stated one was to get a report from staff on the fish buying audit that is to be done by JJACPA. She stated she would like to get the report. Brennan stated that there is a separate item being conducted by Dornbusch Consulting firm and was hoping that these items would be placed on an agenda in the near future. Parravano stated that Grenell stated at the beginning of his manager's report that those two items would be on the next agenda.

Bernardo asked staff to consider all holidays when scheduling public meetings.

Tucker asked Grenell if there is still a hiring freeze in place. Grenell stated there was. Tucker asked if the District had any certified lists. Grenell stated there were a couple. Harris stated there was one for Deputy Harbor Master and one for Harbor Worker.

Holsinger thanked members of the public for their attendance and staying through the entire meeting. He acknowledged the presence of Brian Rogers, Kim Collins and Robert Grant.

Holsinger stated that he was disappointed at the innuendo and suggestion that he missed the September 17, 2014 meeting without any advance notice to the District about his absence. He stated that he notified the General Manager the Monday prior to the meeting to let him know he would not be at the meeting but still reviewed the bills and claims. He stated that due to this he checked his attendance record and has the best attendance record of all Commissioners serving with him during the same period of time.

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

**Action:** Motion by Tucker, second by Holsinger to place an item on the next agenda regarding discussion of the possible lifting of the hiring freeze and the possible hiring of one or more individuals. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

## **Adjournment**

**Action:** Motion by Tucker, second by Holsinger to adjourn the meeting. The motion passed unanimously at 9:00 p.m.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

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

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Debbie Nixon  
Deputy Secretary

# Memo

**Date:** 10/3/2014

**To:** Board of Harbor Commissioners

**From:** Peter Grenell   
General Manager

**Re:** INFORMATIONAL UPDATE: Wholesale Fish  
Buying/Unloading Lease Fees Status Review

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The collection of information and review of lease fees charged by the District to the three Johnson Pier lessees at Pillar Point Harbor is still in process. Information from one of the lessees requested by the District's auditor has not yet been received after several requests. A very recent contact from the concerned lessee indicates that the information will now be forthcoming. Staff has put the auditor back in touch with the lessee. Other information received is being reviewed by staff to clarify several discrepancies between data provided to the District and to the auditor. The District has also received a draft report from Dornbusch Associates, which is being revised for a final.

The Harbor Commission recently decided to consider possible amendments to one or more of the three leases to wholesale commercial fish buyers/unloaders if the District receives written communication requesting consideration from any or all lessees. The District has now received written communications from two lessees, Three Captains Sea Products and Pillar Point Seafood. The District's general counsel has responded in writing to each of these lessees, and awaits replies from them regarding their desires for changes. Information obtained from the audit and study will contribute to the District's basis for considering possible lease amendments.

## Staff Report

### AMENDMENT TO CRAB POT STAGING GUIDELINES

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#### RECOMMENDATION

Adopt the attached Crab Pot Staging Guidelines Amendment. Changes are highlighted in **RED**.

#### BACKGROUND

In past years crab pot gear work has been performed by some fisherman in the Pillar Point Harbor parking lot. The gear work left many hours of District staff clean up time plus up to approximately \$4,000 in dump charges after the crab season was done. These costs were also created by use of junk pallets that were unbranded and not properly marked as to who was the owner, and abandoned.

#### ANALYSIS

District time and materials are expended with road hazards left behind if new guidelines are not established and adhered to.

#### FISCAL IMPACT

Savings of staff labor and physical hard costs of trash removal of pallets and waste. 2013 Crab Season hard costs were about \$4,000.

#### CONCLUSION

- Specific parking lot areas are allocated and used for crab pot storage, however the parking lot facility is **strictly** for the staging and transition of all gear to and from fishing boats. It is not for gear work.
- All staging area users shall register and pay fees to the Harbor Master's office and receive location assignments. **All Pallets** used for crab pot storage shall be permanently painted and marked or branded with vessel and/or owner's name, including pallets brought in and stored on trailers. Pallets must be approved by Harbor Patrol.

#### ALTERNATIVES

Continue present actions and guidelines of 2013 and assume hazards and related costs.

# REVISED CRAB POT STAGING GUIDELINES

OBJECTIVE: To support the historic and demonstrated needs of the Pillar Point Harbor working commercial fishing fleet; yet balance there users and needs with the active recreational boaters, daily visitors, and tourist needs.

## REGULATIONS:

- Storage of crab gear is prohibited. The facility is **strictly** for the staging and transition of all gear to and from fishing boats.
- Staging Authorized for Crab season **only** beginning October 15, 2014 thru December 10, 2014 – Payment and Registration with Harbor Master office is required.
- Use of Facilities shall be restricted to **monthly** berthing tenants of Pillar Point Harbor, with accounts in **good standing and with a valid crab permit**.
- All staging area users shall register and pay fees to the Harbor Master's office and receive location assignments. **All Pallets** used for crab pot storage shall be permanently **painted and** marked or branded with vessel and/or owner's name, **including pallets brought in and stored on trailers. Pallets must be approved by Harbor Patrol.**
- Gear needs to be **present** when receiving a spot assignment, **not just 1 pot or 1 pallet**
- **Gear delivered during daylight hours only and checked in with Harbor Patrol.**
- The staging area shall be **limited to parking lot C-2**. Spaces will be limited to a maximum of 2 regular size parking stalls or 1 double stall per vessel **and/or owner currently fishing their vessel for the crab season.**
- The staging area shall be kept clean and free of debris. All Pallets **and trailers** brought to the facility shall be removed immediately by owner. **No Pallet or trailer storage.**
- **No gear work allowed.**
- **Penalties:**
  - For Community misuse of facilities – Permanent termination of activities
  - For individual misuse of facilities – May include but not limited to:
    - Labor charges for Pillar Point Staff @ minimum of \$100/hour
    - Impound of pots and gear (charged per SMCHD Rates and Fees), pots will be sold at public auction if not removed from Pillar Point Harbor.
    - Failure to check in and get assigned spot will result in revocation of staging privileges.

**I have read and understand the guidelines listed above.**

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Name:

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Date:

# CRAB POT STAGING GUIDELINES

OBJECTIVE: To support the historic and demonstrated needs of the Pillar Point Harbor working commercial fishing fleet; yet balance there users and needs with the active recreational boaters, daily visitors, and tourist needs.

## REGULATIONS:

- Storage of crab gear is prohibited. The facility is strictly for the staging and transition of all gear to and from fishing ground.
- Staging Authorized for Crab season only beginning October 15, 2014 thru December 10, 2014 – Payment and Registration with Harbor Master office is required.
- Use of Facilities shall be restricted to **monthly** berthing tenants of Pillar Point Harbor, with accounts in **good standing**.
- All staging area users shall register and pay fees with the Harbor Master's office and receive location assignments. **All Pallets** used for crab pot storage shall be permanently marked or branded with vessel and/or owner's name.
- Gear needs to be **present** when receiving a spot assignment.
- The staging area shall be limited to parking lot C-2. Spaces will be limited to a maximum of 2 regular size parking stalls or 1 double stall per vessel.
- The staging area shall be kept clean and free of debris. All Pallets brought to the facility shall be removed immediately by owner. **No Pallet storage.**
- All work on gear shall be between the hours of 0700 & 1700 hours. Clean up shall be completed by end of each day. Do not impeded traffic lanes.
- **Penalties:**
  - For Community misuse of facilities – Permanent termination of activities
  - For individual misuse of facilities – May include but not limited to:
    - Labor charges for Pillar Point Staff @ minimum of \$100/hour
    - Impound of pots and gear (charged per SMCHD rates and fees), pots will be sold at public auction if not removed from Pillar Point Harbor.
    - Failure to check in and get assigned spot will result in revocation of staging privileges.

**I have read and understand the guidelines listed above.**

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Name:

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Date:

## Crab Pot and Gear Staging Information

By signing this form, I acknowledge that I have been given and have read "Exhibit A- Rates and Fees Schedule for Pillar Point Harbor for Fiscal Year 2014-2015." I understand the conditions outlined on the Rates and Fees schedule must be met in order to stage any crab pots or gear in the "C" lot of Pillar Point Harbor.

Payment must be made to the Harbor District **prior** to using District facilities for staging. The rates are:

**Single Stall** -- \$200 deposit

**Single Stall** -- \$300 deposit (for transient vessels of less than 6 months)

**Double Stall** -- \$300 deposit

**Double Stall** -- \$450 deposit (for transient vessels of less than 6 months)

**If pallets are not marked/branded, no refund will be given.**

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

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

Print Name: \_\_\_\_\_

Boat Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Parking Space #: \_\_\_\_\_

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

Acct #: \_\_\_\_\_

Amount paid: \_\_\_\_\_

Branded name or number on gear: \_\_\_\_\_

SAN MATEO

**LOCAL AGENCY FORMATION COMMISSION**

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

*Please forward to Board President*

September 29, 2014

To: Presiding Officers/Board Presidents  
Independent Special Districts, San Mateo County

Subject: Call for Nominations: Special District Selection Committee to Elect Special District Member on San Mateo LAFCo Pursuant to Section 56332

As you know, the San Mateo Local Agency Formation Commission (LAFCo) is comprised of two county supervisor members appointed by the Board of Supervisors, two city council members appointed by the City Selection Committee (also known as the Council of Mayors), two special district members selected by the Special Districts Selection Committee (comprised of the presiding officers of the independent special districts), and one public member appointed by the six members of the Commission. An alternate for each type of membership is also selected in the same manner as regular members.

The purpose of this letter is to open the 30-day nominations period and call for nominations by the Special District Selection Committee members for candidates to fill the independent special district regular term that expired May 2014. This four-year term will expire May 2018. This position is currently held by Joshua Cosgrove. Government Code Section 56332 directs that the LAFCo Executive Officer shall call a meeting or provide for mail ballot to fill a vacancy of the special district term. In this case, it has been determined that the election of a regular special district member for the upcoming term ending May 2018 shall be held by mail ballot.

Pursuant to Section 56332, the nomination period is hereby opened. Nominations must be received by LAFCo by October 29, 2014 and must be submitted with the signature of the board president or chair of the independent special district included on the attached roster. If the board chair or president is not able to submit a nomination, the board of that district may appoint an alternate board member to do so. In summary, nominations may only be submitted by signature of the Chair serving as a member of the Special District Selection Committee (or Board-appointed alternate board member) and must be received by LAFCo by 5:00 pm, October 29, 2014.

Once the nomination period is closed, the LAFCo Executive Officer will distribute mail ballots, requesting return of the ballot within 21 days. Section 56332 (c)(2) provides for distribution of mail ballots by certified mail or by electronic mail with the consent of the district. For both expediency and cost savings, it is requested that districts will consent to distribution of the ballots by electronic mail. To this end, it is requested that your District return the attached "Authorization to Transmit the LAFCo Special District Member Ballot by Electronic Mail" and provide LAFCo with the desired email address for distribution of the ballot.

Please also note that while your district may participate in the local chapter of the California Special Districts Association (CSDA), the LAFCo Special District Selection Committee and CSDA are not affiliated.

September 29, 2014

Page 2

While you may receive correspondence from the CSDA local chapter, all nominations for LAFCo special district members must be submitted by a member of the Special District Selection Committee, be directed to the LAFCo office, and must be received by 5:00 pm, October 29, 2014.

For voting purposes, Midpeninsula Regional Open Space District votes for Santa Clara LAFCo special district members because the majority of that district's assessed value is located in Santa Clara County. For information about the 22 districts that are eligible to vote for San Mateo LAFCo special district members, please view the Local Government Directory on the LAFCo website ([www.lafco.smcgov.org/local-government-directory](http://www.lafco.smcgov.org/local-government-directory)). If you have questions concerning this process, please contact me directly.

Sincerely,

A handwritten signature in black ink that reads "Martha Poyatos". The signature is fluid and cursive, with the first name "Martha" written in a larger, more prominent script than the last name "Poyatos".

Martha Poyatos  
Executive Officer

cc: Independent Special Districts in San Mateo County  
LAFCo Commissioners

Attachment: Authorization to transmit ballot electronically

**Authorization to Transmit Special District Selection Committee Ballot  
by Electronic Mail  
[Pursuant to Section 56332 (C) (2)]**

The \_\_\_\_\_ District hereby authorizes LAFCo  
(name of district)

to send the Special District Selection Committee Ballot by electronic mail to:

\_\_\_\_\_  
(Name of board president or board authorized voting delegate and email address)

for the purpose of voting for special district term ending May 2018.

Submitted by: \_\_\_\_\_  
Printed Name of District President or District Manager/Chief

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

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

Please return by October 29, 2014 by mail, fax, or electronic mail to:

**Martha Poyatos, Executive Officer**  
**San Mateo LAFCo**  
**455 County Center**  
**Redwood City, CA 94063**  
650/363-4224 – phone  
650/363-4849 – fax  
**mpoyatos@smcgov.org**

## SAN MATEO LOCAL AGENCY FORMATION COMMISSION (LAFCo)

455 County Center, 2nd Floor  
Redwood City, California 94063  
www.sanmateolafco.org

Martha Poyatos  
Executive Officer  
(650) 363-4224  
mpoyatos@smcgov.org

### PURPOSE

Created by the State legislature in 1963, LAFCo is a State-mandated, independent commission with countywide jurisdiction over changes in organization and boundaries of cities and special districts including annexations, detachments, incorporations and formations. As required by State law, LAFCo adopts a net operating budget, which is apportioned in thirds to the County of San Mateo, the 20 cities in the County and the 22 independent special districts. The Commission has responsibility in the following areas affecting local government in the county:

1. To discourage urban sprawl and encourage the orderly growth and development of local government agencies;
2. To prevent premature conversion of agricultural and open-space lands;
3. To review, approve, or disapprove proposals for changes in the boundaries and organization of the 20 cities, 23 independent special districts (LAFCo has jurisdiction over organizational changes for territory of the Midpeninsula Regional Open Space District in San Mateo County, but the District's primary LAFCo for special district membership and LAFCo apportionment is Santa Clara LAFCo), and 32 county-governed special districts, plus incorporations of cities and formations of special districts;
4. To conduct municipal service reviews and establish and periodically update spheres of influence — future boundary, organization, and service plans — for the county, cities, and special districts; and
5. To perform and assist in studies of local government agencies with the goal of improving efficiency and reducing costs of providing urban services.

### COMMISSION ROSTER

The Commission is made up of two members of the county Board of Supervisors, two members of city councils from cities in the county, two board members of independent special districts in the county, a public member, and four alternate members (county, city, special district, and public). The Commission contracts with the County of San Mateo for staff, facilities, and legal counsel. The Executive Officer serves in the administrative capacity, which includes staff review of each proposal, sphere of influence studies, and assistance to local agencies and the public.

<u>Commissioner</u>	<u>Member Type</u>	<u>Term Expires</u>
Allan Alifano	City	May 2018
Joshua Cosgrove	Special District	May 2014
Linda Craig, Vice Chair	Public	May 2018
Rich Garbarino, Chair	City	May 2017
Don Horsley	Board of Supervisors	May 2016
Ric Lohman	Alternate Special District	May 2016
Michael O'Neill	Alternate City	May 2015
Sepi Richardson	Alternate Public	May 2018
Joseph Sheridan	Special District	May 2016
Warren Slocum	Alternate Board of Supervisors	May 2016
Adrienne Tissier	Board of Supervisors	May 2016

### COMMISSION MEETINGS

1. LAFCo meetings are held on the third Wednesday of odd-numbered months (January, March, May, July, September, November) at 2:30 pm in the Board of Supervisors' Chambers at the Hall of Justice, 400 County Center, Redwood City. Extra meetings may be held as needed.
2. If an agenda item is of interest to you, the Chairman will call for comments from the audience when the item is ready for discussion. Please complete a speaker slip available on the table just inside the door and give it to the Clerk to assist the Chair in organizing the progress of the hearing.
3. When addressing the Commission, please proceed to the microphone and state your name and address for the Clerk.

For more information about San Mateo LAFCo, please go to [www.sanmateolafco.org](http://www.sanmateolafco.org) or contact Martha Poyatos at [mpoyatos@smcgov.org](mailto:mpoyatos@smcgov.org).

**Debbie Nixon**

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**Subject:** FW: Joshua Cosgrove to Continue as LAFCo Member

**From:** Joshua Cosgrove [<mailto:joshua.cosgrove@gmail.com>]

**Sent:** Wednesday, October 1, 2014 3:40 PM

**To:** [pparravano@smharbor.com](mailto:pparravano@smharbor.com)

**Subject:** Joshua Cosgrove to Continue as LAFCo Member

Hello Board President Parravano,

I am writing this message to respectfully ask you to vote for me to continue as the Special District Representative to the Local Agency Formation Commission (LAFCo) of San Mateo County. At a March 4<sup>th</sup>, 2014 Special LAFCo Meeting I was elected to serve the remainder of David Altscher's term on the Commission. This term has now ended and a new election has been called by Martha Poyatos, the Executive Officer of LAFCo. She has sent mail ballots to the independent Special Districts of San Mateo County and each Board or Commission President has one vote. I am the current representative on LAFCo, the Board Vice President of the North Coast County Water District in Pacifica, and have over 20 years of local government experience. I want your vote and would appreciate an opportunity to discuss this with you and provide details on my background and qualifications. Please feel free to contact me at any time and thank you for the consideration.

Joshua Cosgrove

Member, Board of Directors North Coast County Water District

Email – [joshua.cosgrove@gmail.com](mailto:joshua.cosgrove@gmail.com)

Cell phone – [\(650\) 922-4074](tel:(650)922-4074)

# Memo

**Date:** 10/2/2014

**To:** Board of Harbor Commissioners

**From:** Peter Grenell   
General Manager

**Re:** Designate Harbor Master Grindy as Harbor District  
Representative to the San Mateo County Sea Level Rise  
Vulnerability Assessment Working Group

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## RECOMMENDATION

Designate Harbor Master Scott Grindy as Harbor District representative to the Sea Level Rise Vulnerability Assessment Working Group.

## BACKGROUND

Harbor Master Scott Grindy was invited to participate in the County's Sea Level Rise Vulnerability Assessment Working Group. The Group convened for the first time on September 26<sup>th</sup>, and Mr. Grindy participated.

The County formed the Group following the second Sea Level Rise Conference convened by U. S. Representative Jackie Speier, Assembly Member Rich Gordon, and County Supervisor Dave Pine on June 27<sup>th</sup>. As most directly involved with District harbor operations and issues of potential sea level rise impacts and adaptations, Grindy is best placed to represent the District on the Working Group.

# Memo

**Date:** 10/2/2014

**To:** Board of Harbor Commissioners

**From:** Peter Grenell   
General Manager

**Re:** Designate General Manager Peter Grenell as Harbor District Representative to the San Mateo County Comprehensive Transportation Management Plan Technical Advisory Committee

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## RECOMMENDATION

Designate General Manager Peter Grenell as Harbor District representative to San Mateo County's Comprehensive Transportation Management Plan Technical Advisory Committee.

## BACKGROUND

General Manager Peter Grenell was requested participate in the County's Comprehensive Transportation Management Plan Technical Advisory Committee (TAC). The TAC convened for the first time on September 30<sup>th</sup>, and Mr. Grenell participated.

Preparation of the Plan (CTMP) is a requirement of the County's Local Coastal Program Update. The Plan will focus on Highways 1 and 92 and related areas. The Plan process will include assessment of existing conditions relative to traffic, transit, bicycle and pedestrian movements, and parking; buildout analysis and land use forecast, water and wastewater capacity, travel forecasts and identification of

needs and deficiencies, and development of alternatives to address needs the deficiencies.

The County Planning Department's consultant team is headed by DKS, and includes Dyett & Bhatia, Nelson/Nygaard, Flint Strategies, SWCA Environmental, and Charles M. Salter.

The Plan process also includes a stakeholder engagement component including web surveys, community meetings and workshops.



## MEMORANDUM

TO: Board of Harbor Commissioners

FROM: Marietta L. Harris, Human Resources Manager

DATE: October 7, 2014

SUBJECT: Extension of Certified Employment Lists: Deputy Harbormaster (A) and Harbor Worker (B)

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### RECOMMENDATION

Approve extension of the existing Certified Employment Lists for Deputy Harbormaster (A) and Harbor Worker (B) for one year through October 2015.

### BACKGROUND

The employment lists for Deputy Harbormaster and Harbor Worker (B) are expiring. Allowing the list to expire would require spending months of staff time recreating new lists. The District should have certified lists available in case the need arises to hire new personnel.

If the need should arise a current certified list will enable the District to fill the vacancy quickly without a major disruption in Harbor Operations.

# Certified Employment List

## *Deputy Harbormaster A*

### Names of Applicants

In Alphabetical Order

TERRY CRAIG

DAVID DURR

TYLER FINCH

STEVEN SANSTROM-PHILLIPS

JACOB SAMBERG

GABE TURCO

SUZANNE WALKER

This Certified Employment List for the position of Deputy Harbormaster A was approved by the Board of Harbor Commissioners of the San Mateo County Harbor District at its regular meeting of **OCTOBER 15, 2014**. The list shall remain valid for a period of one year, unless extended in accordance with provisions of the Personnel Rules of the District.

Peter Grenell  
General Manager

# Certified Employment List

## *Harbor Worker B*

### Names of Applicants

In Alphabetical Order

MARK CUELLAR

DAVID GOODEN

GABE TURCO

This Certified Employment List for the position of Harbor Worker B was approved by the Board of Harbor Commissioners of the San Mateo County Harbor District at its regular meeting of **October 15, 2014**. The list shall remain valid for a period of one year, unless extended in accordance with provisions of the Personnel Rules of the District.

Peter Grenell  
General Manager

## Staff Report

### SUSPENSION OF HIRING FREEZE AND POSSIBLE HIRING OF ONE OR MORE EMPLOYEES (DEPUTY HARBOR MASTER AND/OR HARBOR WORKER B AND/OR ACCOUNTING SPECIALIST)

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#### Recommendation

- Suspend the hiring freeze in order to fill two (2) Harbor Worker (B) positions at Oyster Point Marina/Park and a Deputy Harbormaster (A) at Pillar Point Harbor;
- Suspend the hiring freeze in order to fill one (1) Accounting Specialist position that will work at Pillar Point Harbor and Administration.

#### Background

Over the past seven years or more the Harbor District has had a staff salary saving of over \$1,000,000 through staff attrition, renegotiation of collective bargaining MOU's, and CALPERS changes.

#### Harbor Worker B

Recently the Commission adjusted the operating hours of Oyster Point Marina/Park to close Oyster Point Marina/Park at 10:00 p.m. We would like to cancel the contract security company (at a cost of \$84,000 per year) in order to replace them with two Harbor Workers. Harbor Worker duties include ground maintenance, janitorial services and light office duties.

We would like to place Harbor Worker (B)s at Oyster Point Marina/Park for the hours of 10:00 p.m. to 6:00 a.m., seven days a week with their additional hours dispersed throughout the week. This will allow a member of Harbor district staff to patrol the fishing

dock area at closing time, patrol the docks, and do minor housekeeping chores during the overnight hours. This would ensure that a member of Harbor District staff is always in attendance.

There is also a need to place additional staff at Pillar Point Harbor, a Deputy Harbormaster (A). There has been a substantial increase in Harbor activity over the last six years. The District had reduced Harbor staff during the lull in salmon and crab seasons. In recent years there has been a tremendous increase in salmon, crab and squid fishing. There is now a need to increase Harbor District staff to increase their effectiveness and improve customer service at Pillar Point Harbor.

The certified employment lists are on the Commission's agenda calendar for extension. We have both a Deputy Harbormaster and Harbor Worker list available.

### **Accounting Specialist**

There is also a need to hire one (1) Accounting Specialist. This position would be in charge of Collections and assisting at the Pillar Point Harbor office during high volume fishing seasons, such as crab, squid, and salmon seasons.

Collections includes everything from contacting the tenant when they are first in arrears, creating payment plans, sending to collections, coordinating lien sales. This person will also be responsible for all new tenant screening, collections, billings, and adjustments.

Administration work includes assisting with Public Records Act Requests and back up to the Deputy Secretary to the Board. Accounting Specialist is also the back up for accounts payable and payroll.

In May 2013, District staff requested authorization to prepare a certified employment list for Accountant, Accounting Specialist and Accounting Technician/Administrative Assistant. We completed two of the three certified lists and have re-advertised the Accounting Specialist so that a list can be created.

## **Analysis**

Currently most hours at the Harbor District are covered with minimal overlap. It would be beneficial for Harbor District staff to have increased overlap in hours to allow staff to take additional time out for training, and increase public outreach at both locations.

## **Fiscal Impact**

- Deputy Harbormaster (A) – wage range is \$56,907.19 to \$62,676.64.

Health care benefits can range from \$732.00 through \$2,133 per month.

- Harbor Worker (B) - wage range is \$31,656.46 to \$47,732.45.

Health care benefits can range from \$732.00 through \$2,133 per month.

- Accounting Specialist wage range is \$61,154.08 to \$82,838.34.

Health care benefits are \$1,638 for Teamster members.

The cost of CALPERS has decreased dramatically with the new legislation that was enacted in January 2013.

Employees hired on or after January 1, 2013, fall under the new Public Employees' Pension Reform Act (PEPRA). New employees hired after January 1, 2013, fall under a new benefit formula of 2% at 62. The Harbor District is only required to pay 50% of normal cost, which is currently only 6.25% that the Harbor District pays for new employees. That is over a 20% savings from prior to January 1, 2013.

Benefits cost approximately 25% per position.

Budget for Contractual Services would be decreased by \$84,000.

Budget for Salaries, Wages and Benefits Expense OPM – increase by approximately \$52,000 per Harbor Worker position.

Budget for Salaries, Wages and Benefits Expense PPH – increase by approximately \$78,000 per Deputy Harbormaster position.

Budget for Salaries, Wages and Benefits Expense Admin, OPM, PPH – increase by approximately \$85,000 per Accounting Specialist position.

Total increase to budget approximately \$183,000.

## **Conclusion**

- Suspend the hiring freeze in order to hire one (1) Deputy Harbormaster (A) at Pillar Point Harbor and two (2) Harbor Worker (B) positions at Oyster Point Marina/Park.
- Suspend the hiring freeze in order to hire one (1) Accounting Specialist that will work at Pillar Point Harbor and Administration.

# ITEM 14

## Memorandum

TO: Harbor Commissioners

FROM:  Debra Galarza &  Belen Cruz

RE: Bills & Claims for Period Ending 10/15/14

Total Disbursements being submitted for your review: \$ 180,394.18

These include:

Handchecks in the amount of: \$ 114,260.78

Payables in the amount of: \$ 66,133.40

<u>Dept. Code</u>	<u>Description</u>		<u>Page Reference</u>
101	Harbor Commission	\$ 1,188.78	2
103	Administration	\$ 16,958.57	2
201	Pillar Point Harbor	\$ 92,670.43	2
301	Oyster Point Marina	\$ 39,133.57	2
	Payroll Related	\$ 30,442.83	2
	Total for Review	\$ 180,394.18	2

### Notes:

Handchecks Written for:

Payroll Related \$ 30,442.83

Utilities \$ 36,781.63

Invoices with Due Dates on or Before Board Meeting \$ 47,036.32

Total Handchecks Written: \$ 114,260.78

BILLS CLAIMS FOR 10/15/14 BOARD MEETING

VENDOR	DESCRIPTION	AMOUNT	PAYROLL RELATED	COMM 101	ADMIN 103	PILLAR POINT 201	OYSTER POINT 301
ADP, INC.	PAYROLL PROCESSING	424.02			106.01	204.44	113.57
ARAMARK	UNIFORM SERVICES	306.28					306.28
JOSEPH ARATA	REFUND DEPOSIT	117.58					117.58
AT & T LONG DISTANCE	TELEPHONE/COMMUNICATIONS	159.26				32.75	126.51
AT & T	TELEPHONE/COMMUNICATIONS	1,607.70			127.51	969.15	511.04
BLUE RIBBON SUPPLY	OPERATING SUPPLIES	1,574.86				1,574.86	
WILLIAM BOHANNON	REFUND DEPOSIT	20.63				20.63	
CALIFORNIA WATER SERVICE	WATER SERVICES	64.96					64.96
EMILY COOPER	REIMBURSEURSE MILEAGE	85.06			85.06		
ERBCO	JOHNSON PIER DOCK REPAIRS	15,200.00				15,200.00	
FASTENAL COMPANY	REPAIRS & MAINTENANCE	547.59				547.59	
FEDERAL EXPRESS	CONTRACTUAL SERVICES	43.44		43.44			
GARDA CL WEST	CONTRACTUAL SERVICES	214.00				107.00	107.00
GHD, INC.	WEST CULVERT TRAIL ENGINEERING	14,077.29				14,077.29	
STEWART GOLDMAN	REFUND DEPOSIT	362.87				362.87	
SCOTT GRINDY	REIMBURSE MEETING EXPENSES	393.11				196.56	196.55
ANIELLO GUGLIELMO	REFUND DEPOSIT	143.81				143.81	
HALF MOON BAY REVIEW	SUBSCRIPTIONS	55.00			55.00		
DOMENICO MINEO	REFUND DEPOSIT	647.34				647.34	
MISSION UNIFORM	UNIFORM SERVICES	511.50				511.50	
DANIEL MOK	CONTRACTUAL SERVICES	125.00				125.00	
MRC SMART TECHNOLOGY SOLUTIONS	REPAIRS & MAINTENANCE	130.68					130.68
THOMAS NOTO	REFUND DEPOSIT	359.10				359.10	
GREG OLSON	REFUND DEPOSIT	356.92				356.92	
PACIFICA COMMUNITY TELEVISION INC.	CONFERENCES & MEETINGS	750.00		750.00			
STEVEN PEASE	REFUND DEPOSIT	356.76				356.76	
PG&E	UTILITIES	336.83					336.83
PRIORITY 1 PUBLIC SAFETY	SAFETY EQUIPMENT	5,081.66				5,081.66	
RECOLOGY OF THE COAST	GARBAGE DISPOSAL	10,053.45				10,053.45	
RYDIN DECAL	OPERATING SUPPLIES	206.25					206.25
SAFETY KLEEN	CONTRACTUAL SERVICES	356.12					356.12
SAN MATEO DAILY JOURNAL	ADVERTISING EXPENSE	395.34		395.34			
SOUTH SAN FRANCISCO SCAVENGER	GARBAGE DISPOSAL	2,150.80					2,150.80
STAPLES ADVANTAGE	OFFICE SUPPLIES	20.46				20.46	
WILLIAM SUTTON	REFUND DEPOSIT	352.25				352.25	
THE WELL CONNECTED OFFICE	CONTRACTUAL SERVICES - IT	7,820.70			4,031.55	187.50	3,601.65
SUSAN THOMAS	REFUND DEPOSIT	82.28				82.28	
ZAPANTIS MARINE SERVICES	REPAIRS & MAINTENANCE	642.50				642.50	
SUBTOTAL OF PAYMENTS TO BE PROCESSED 10/15/14		66,133.40	-	1,188.78	4,405.13	52,213.67	8,325.82
ARC DOCUMENT SOLUTIONS	CONTRACTUAL SERVICES	9,987.11				5,932.61	4,054.50
AT&T	TELEPHONE/COMMUNICATIONS	95.47				11.69	83.78
BGT LAND SURVEYING	POST OFFICE LOT SURVEY DEPOSIT	1,000.00				1,000.00	
CALIFORNIA WATER SERVICE	UTILITIES	4,692.69					4,692.69
CALPERS	PAYROLL DEDUCTION PAYABLE	23,799.83	23,799.83				
CALPERS SUPPLEMENTAL INCOME	PAYROLL DEDUCTION PAYABLE	4,493.00	4,493.00				
CINTAS	OPERATING SUPPLIES	613.94				613.94	
COASTSIDE COUNTY WATER DISTRICT	UTILITIES	17,557.14				17,557.14	
COASTSIDE.NET	TELEPHONE/COMMUNICATIONS	399.00				399.00	
DAVID MCMASTERS	VESSEL ABATEMENT	4,495.00					4,495.00
FIRSTCHOICE	CONTRACTUAL SERVICES	61.35			61.35		
GENERAL CREDIT FORMS, INC	OFFICE SUPPLIES	32.30				32.30	
HALF MOON BAY REVIEW	PPH WEST END TRAIL PROJECT MTG.	40.00				40.00	
KASHIWA FUDOSAN AMERICA, INC.	OFFICE RENT	8,302.42			8,302.42		
KONICA MINOLTA	REPAIRS & MAINTENANCE	617.44				617.44	
WILLIAM MAIDHOF	REFUND DEPOSIT	382.00				382.00	
MARINE LIEN SALE	LIEN FEE	160.00					160.00
MC COY'S PATROL SERVICE	CONTRACTUAL SERVICES	7,118.64					7,118.64
NORTH AMERICAN TITLE COMPANY	POST OFFICE LOT ESCROW EXPENSE	500.00				500.00	
PACIFIC FIRE SAFE	REPAIRS & MAINTENANCE	816.00				816.00	
PG&E	UTILITIES	14,531.80				7,312.79	7,219.01
PRINCETON FISHING GEAR	UNIFORM SERVICES	13.72				13.72	
RECOLOGY OF THE COAST	GARBAGE DISPOSAL	304.02				304.02	
U.S. BANK -CAL CARD-301	CAL CARD PURCHASES	2,984.13					2,984.13
Fuel		237.72					
Operating expenses		514.37					
Repairs & maintenance		2,232.04					
U.S. BANK-CAL CARD-103	CAL CARD PURCHASES	4,189.67			4,189.67		
Advertising		2,500.00					
Credit card fees		100.00					
Memberships, dues		(12.00)					
PPH w end trail proj		53.00					
Tel/communications		1,354.42					
Travel, conf, mtgs		194.25					

BILLS CLAIMS FOR 10/15/14 BOARD MEETING

VENDOR	DESCRIPTION	AMOUNT	PAYROLL RELATED	COMM 101	ADMIN 103	PILLAR POINT 201	OYSTER POINT 301
U.S. BANK-CAL CARD-201	CAL CARD PURCHASES	4,924.11				4,924.11	
	Fuel	1,241.58					
	HO training	110.00					
	Memberships, dues	65.00					
	Miscellaneous exp	1,290.15					
	Operating expenses	93.76					
	Permits, lic, fees	560.52					
	Repairs & maintenance	945.26					
	Safety equipment	228.04					
	Special events	320.66					
	Travel, conf, mtgs	69.14					
VANTAGEPOINT TRANSFER AGENTS	PAYROLL DEDUCTION PAYABLE	2,150.00	2,150.00				
TOTAL HANDCHECKS		114,260.78	30,442.83	-	12,553.44	40,456.76	30,807.75
TOTAL BILLS & CLAIMS		180,394.18	30,442.83	1,188.78	16,958.57	92,670.43	39,133.57
			PAYROLL	COMM	ADMIN	PPH	OPM



## San Mateo County Harbor District

### Memo

**DATE:** October 9, 2014

**TO:** Board of Harbor Commissioners

**FROM:** Peter Grenell   
General Manager

**SUBJECT:** General Manager's Report: Update on Priority Items for October 15, 2014

**CC:** Managers  
District Counsel

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#### REPAIR AND IMPROVEMENT PROJECT UPDATES

##### Pillar Point Harbor

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

**West Trail (PPH marsh to Mavericks beach):** Oct. 1: Board approved issuing public construction bid notice for Phase I culvert repairs. Sat., Oct. 4: Public project update meeting at HMB. Phase I and Phase II status presented. GHD described Phase I culvert repairs. Public comments included suggestions for public information signage regarding the project, public access during construction, other public concerns.

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

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

##### Oyster Point Marina/Park

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

#### OTHER TOP PRIORITIES

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



## San Mateo County Harbor District

### **SECOND LEVEL PRIORITIES**

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

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

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

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

An initial public meeting for the Oyster Point component occurred on September 30<sup>th</sup> in South San Francisco. Mayor Matsumoto was present. Overall strategic plan objectives for the District were presented and objectives for Oyster Point.

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

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

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

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



## San Mateo County Harbor District

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

**TIGER Grant Application for Johnson Pier and approach road access and safety improvements:** Pursuant to Harbor Commission approval, by April 28<sup>th</sup> staff submitted an application for \$4,330,000 to the federal Dept. of Transportation for funds to provide improved large truck access to and from Johnson Pier for more efficient and safe fish loading. Improvements will include (a) expanding pier deck area to enable large trucks to drive on and off the pier without backing up; and (b) modifying truck turning areas at three street intersections between Highway 1 and the Pier to reduce congestion and safety hazards. If awarded, grant funds would become available in 2016. Recent intensive truck activity on the Pier to service the busy squid unloading activity has exemplified the concern which the grant application seeks to address.

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

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

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

**PPH Surfers Beach Shoreline Improvement (U. S. Army Corps of Engineers lead agency):** The Corps has begun preparation of its draft project report on modeling alternative possible solutions to the beach erosion problem, environmental considerations, and cost/benefit analysis.

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

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

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



## San Mateo County Harbor District

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

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

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

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

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

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

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

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

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

### COMPLETED PROJECTS DURING 2013-2014

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



## San Mateo County Harbor District

### **Pillar Point Harbor**

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

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

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



## STAFF REPORT

TO: San Mateo County Harbor District Commissioners  
FROM: Debra Galarza, Director of Finance  
DATE: October 9, 2014  
SUBJECT: Finance Department Report to the Commission

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### **Accounting and Operations**

- Working with auditors regarding Fish Buyer offload fee audit. Audit still in process.
- Ongoing expense management through detailed review of invoices and review of bills and claims. Bi-weekly payroll processing and review.
- Reviewed monthly accounts receivable aging list and confirmed collection procedures are being consistently applied. Followed up with tenants on payment plans.
- Received and responding to Auditor Schedule Request-Year End for items needed during fieldwork audit for annual audit (October 13-16).
- Bank reconciliation review.
- Bi-weekly payroll processing and review.
- Ongoing analysis of lessee rent charges to ensure compliance with lease terms.
- Site visits to facilities.

# Memo

TO: San Mateo County Harbor District Commissioners

FROM: Marietta L. Harris, Human Resource Manager

DATE: October 8, 2014

SUBJECT: Report to the Commission

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## Activities:

### Human Resource Services:

- Working with employees with personnel and HR questions
- Meeting with management staff on personnel issues and HR concerns
- Completed report for State Controller's Office – Local Compensation Report
- Worked on Commissioner Requests for Board meeting

### Administrative Services:

- Coordinated information for advertising of RFP
- Updating Policy for future board approval

### Information Technology:

- Received work order from Comcast – approved Comcast work to be completed in 60 – 90 days
- Working with staff on IT issues and problems
  - Pay station – PPH
  - Working with Tyler Technologies on Fundbalance installation

## OPERATIONS

**Memo**

To: Board of Harbor Commissioners  
From: Scott Grindy, Harbor Master  
CC: Peter Grenell, General Manager  
Date: October 9, 2014  
Re: October 15, 2014 Meeting Report

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**Oyster Point Marina/Park*****Construction Update & General Status Updates***

- *Staff refurbishment of shower stalls in west restroom (docks 1+2) completed*

***OPM Miscellaneous***

- Tenant event was well attended and appreciated by our tenants at OPM.
- Ferry Terminal use on weekends by district has been tentatively approved, now in legal MOU efforts and activities.
- Continuing discussions with SSF Administration on various topics of the marina including a sailing training program via SSF Parks Department.
- Preparing grant for Water Trail interpretive signage.

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

- Work continues on electrical panels in fish buyer spaces, and removal of abandoned electrical wire and pipe under the fish buyer areas. (Delays with access during busy fish unloading period and supply back orders for stainless materials). Replacement electrical work to ABC main feeder panel on-going. Power outages will be very limited and noticed prior shutdowns.
- Verbal Report on Main Feed Electrical for Johnson Pier-Possible Urgency Item for design and permitting with replacement in 2015.

***PPH Miscellaneous***

- Email response received from the Coastal Commission regarding weight and similar regulatory signs noting no permit required. (email attached)
- Continuing to work with USCG, San Mateo County EOC on disaster and emergency planning for fuel availability at Johnson Pier.
- Investigating and preparing soon, grant for Mavericks Trail Restroom

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

### **PPH**

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

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

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

### **OPM**

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

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

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

**PPH:** Verbal Report-

**OPM:** Verbal Report-

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

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

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

- Oyster Point Marina/Park: Kite Festival October 18, 10AM-1PM
- Oyster Point Marina: Boat Lighting Parade Event December 6, evening.
- Pillar Point Harbor: Boat Lighting Event December 13<sup>th</sup>, evening.

## Debbie Nixon

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**From:** Ananda, Renee@Coastal <Renee.Ananda@coastal.ca.gov>  
**Sent:** Wednesday, September 24, 2014 12:08 PM  
**To:** Scott Grindy  
**Cc:** Linda Email  
**Subject:** RE: regulatory sign question

Hello Mr. Grindy (Scott),

I am getting back to you regarding your inquiry about the weight limit signs. Thank you for the map and photos of the sign locations and the sign specifications, they were very helpful.

You do not need a Coastal Development Permit for the installation of the two truck weight-limit signs along the in-bound truck/traffic route on Johnson Pier (one is mounted on the existing stop-sign post, and one on an existing light pole). The installation of weight-limit signs for truck traffic on Johnson Pier are excluded from permit requirements, consistent with our regulations. This activity is excluded because it involves the installation of regulatory/warning signs according to the standards of the State Department of Transportation.

Future work that entails the repair, cleaning, and painting of regulating, warning, or traffic guiding signs; or installation of replacement signs would also be excluded from permit requirements.

Hope this answers your question. Please let me know if you have more questions. Thank you, RTA

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**From:** Scott Grindy [<mailto:sgrindy@smharbor.com>]  
**Sent:** Thursday, August 07, 2014 1:43 PM  
**To:** Ananda, Renee@Coastal  
**Cc:** [sgrindy@smharbor.com](mailto:sgrindy@smharbor.com); [linda.smchd@gmail.com](mailto:linda.smchd@gmail.com)  
**Subject:** regulatory sign question

Hi Renee,

About 2 weeks ago staff installed some weight limit signs after some weight limit concerns on and off of Johnson Pier at our Pillar Point Harbor had occurred.

Staff obtained the engineers specifications on weight limits per axle and installed signs of the weight limitations.

Last night at our board meeting, I was asked by a commissioner to confirm with you if a CDP or other permit was required for this regulatory type sign. (see attached photo)

If no permit is required, for new and or replacement of other regulatory signs, stop signs, no parking signs etc. is there any CCC permit needed for future reference, or other related actions of notice?

Thank you for the assistance.

Scott Grindy  
Harbor Master  
San Mateo County Harbor District  
650 515 7792





## San Mateo County Harbor District

### Board of Harbor Commissioners

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

Peter Grenell, General Manager

TO: Harbor Commissioners  
General Manager

FROM: Scott Grindy, Harbor Master

DATE: October 10, 2014

SUBJECT: Letter of Appreciation  
Oyster Point Marina Efforts & Actions for Tenant Appreciation Event

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I am providing this letter with great appreciation for the work of all the staff of Oyster Point Marina/Park, with special focus for “CHIEF CHEF” Charles White Assistant Harbor Master.

This past Thursday October 9th, 2014 AHM Charles White organized the Oyster Point Marina/Park staff team for the annual Tenant Appreciation Event.

The food and company of our boating tenants was wonderful and many compliments were made from these tenants towards the staff for the great efforts in bringing the Marina Family together for a GREAT BBQ again.

Smiles and laughter was a great part of the event, plus the food was superb.

The staff is greatly appreciated for their efforts and abilities in making this annual event a regular success.

CC: Employee Files: Charles White, Jim Merlo, Gary Stern, Abby Dometita, Neal McGeehan, Greg Gubser, James Smith, Matt Hoff



# San Mateo County Harbor District

## Board of Harbor Commissioners

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

Peter Grenell, General Manager

TO: Harbor Commissioners  
General Manager

FROM: Scott Grindy, Harbor Master

DATE: October 7, 2014

SUBJECT: Letter of Appreciation-OYSTER POINT MARINA/PARK STAFF

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I am providing this letter with great appreciation for the work of specific staff of Oyster Point Marina/Park for their great efforts in performing a restroom shower refurbishment.

Led by AHM Charles White and Lead Maintenance Specialist Jim Merlo, the staff of Oyster Point Marina/Park coordinated and performed internal cleanup and refurbishment of the various west basin shower rooms.

Both the tenants and visiting boaters have already made many positive comments on the effort and have made some very nice comments on how staff worked with tenants on the down time of the effort.

Please congratulate staff on stepping up and performing this much needed activity.

CC: Employee Files/  
Charles White, Jim Merlo, Neal McGeehan, Jim Smith, Greg Gubser, Gary Stern,  
Matt Hoff & Abby Dometita