



San Mateo County Harbor District

Board of Harbor
Commissioners

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

Peter Grenell, General Manager

PLEASE NOTE:
**THE BOARD OF HARBOR
COMMISSIONERS MEETING
WILL BE HELD INSIDE SEA
CREST SCHOOL IN THE
THINK TANK ROOM, ROOM
#19, INSTEAD OF THE GYM.**

**Enter the school through the double doors, go to
the left of the front desk, the room will be the 1st
door on your right.**

San Mateo County Harbor District Board of Harbor Commissioners Meeting Agenda

August 6, 2014
6:00 p.m.

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

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

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

Roll Call

Commissioners

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

Staff

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

Public Comments/Questions -

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

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:** **Revised Minutes of Meeting May 21, 2014**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

- 2 **TITLE:** **Minutes of Meeting June 18, 2014**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

- 3 **TITLE:** **Minutes of Meeting July 16, 2014**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

New Business

- 4 **TITLE:** **Bills and Claims in the Amount of \$416,021.22**
 REPORT: Bills and Claims Detailed Summary
 PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$416,021.22 to cover payment of Bills and Claims

- 5 **TITLE:** **Response to Civil Grand Jury Report on Website Transparency**
 REPORT: Grenell, Harris, Draft Response
 PROPOSED ACTION: Approve the response and authorize submittal to the Superior Court, County of San Mateo

- 6 **TITLE:** **Response to Civil Grand Jury Report on San Mateo County Harbor District**
 REPORT: Parravano
 PROPOSED ACTION: Establish timeline and procedure for preparing a District response to the Civil Grand Jury report

- 7 TITLE: **Amend District Rates and Fees Schedule for Pillar Point Harbor for FY2014/15**
REPORT: Galarza, Attachments, Resolution
PROPOSED ACTION: Adopt Resolution 23-14 to amend the District Rates and Fees Schedule for Pillar Point Harbor for FY2014/15
- 8 TITLE: **Amend District Rates and Fees Schedule for Oyster Point Marina/Park for FY2014/15**
REPORT: Galarza, Attachments, Resolution
PROPOSED ACTION: Adopt Resolution 22-14 to amend the District Rates and Fees Schedule for Oyster Point Marina/Park for FY2014/15
- 9 TITLE: **Special Use Permit for Grays Harbor Historical Seaport Authority to Visit Pillar Point Harbor November 6, 2014 – November 20, 2014**
REPORT: Grindy, Memo, Attachment
PROPOSED ACTION: Approve the Special Use Permit for Grays Harbor Historical Seaport Authority for November 6 through November 20, 2014 with a fee waiver in exchange for inclusive marketing activities advertising San Mateo County Harbor District for its west coast ship visitations
- 10 TITLE: **Quarterly Investment Report**
REPORT: Galarza, Report
PROPOSED ACTION: Accept the Quarterly Investment Report
- 11 TITLE: **Informational Report: California Maritime Infrastructure Authority**
REPORT: Grenell, Report

Staff Reports: a) Administration and Finance

- 12 **General Manager - Grenell**
- 13 **Director of Finance – Galarza**
- 14 **Human Resources Manager - Harris**

b) Operations

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

Board of Harbor Commissioners

16 A. Committee Reports

B. Commissioner Statements and Requests

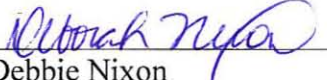
1. The Board of Harbor Commissioners may make public statements limited to five (5) minutes.

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

Adjournment

The next scheduled meeting will be held on August 20, 2014 at the Municipal Services Building, 33 Arroyo Drive, South San Francisco at 6:00 p.m.

Agenda Posted As Required:
July 31st at 11:30 a.m.


Debbie Nixon
Deputy Secretary

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

May 21, 2014
6:00 p.m.

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

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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
Debbie Nixon, Deputy Secretary

x-absent

Brennan arrived at 6:01 p.m.

Open Session

- | | |
|---|---|
| 1 | <p>TITLE: Identification of District Real Property Negotiator
 REPORT: Bernardo
 PROPOSED ACTION: Designate District Real Property Negotiator Peter Grenell</p> |
|---|---|

Bernardo identified Grenell as the real property negotiator.

Action: Motion by Tucker, second by Parravano to adjourn to closed session. The motion passed unanimously at 6:01 p.m.

Ayes: 5

Closed Session

- 2 TITLE: **PUBLIC EMPLOYEE APPOINTMENT: Government Code Section 54957. Legal Counsel**
- 3 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**
- REPORT: **San Mateo County Harbor District, Marlborough Group LLC**
- NEGOTIATING PARTIES: **Price, Terms and Conditions for Purchase of Property**
- UNDER NEGOTIATION:
- 4 TITLE: **Conference with Legal Counsel-Anticipated Litigation Significant Exposure to Litigation Pursuant to Government Code Section 54956.9 (d) (2) –One Case**
- 5 TITLE: **Public Employee Performance Evaluation, General Manager, pursuant to Government Code Section §54957.6**

Action: Motion by Holsinger, second by Tucker to adjourn to open session. The motion passed at 8:41p.m.

Ayes: 5

Open Session, Continued

No reportable action from closed session.

Staff Recognition —Grindy recognized Pillar Point Harbor Deputy Harbor Master Madrigal and Assistant Harbor Master Draper for their efforts on a rescue on May 18, 2014. Grindy recognized Micaleff, Draper and Grenell for their assistance with Rock the Block.

New Business

- 6 **TITLE:** **Proclamation to Commend U.S. Coast Guard AIRSTA San Francisco**
 REPORT: Grindy, Proclamation
 PROPOSED ACTION: Approve Proclamation

Action: Motion by Holsinger, second by Parravano to approve the proclamation. The motion passed unanimously by a roll call vote.

Ayes: 5

- 7 **TITLE:** **Bills and Claims in the Amount of \$378,297.52**
 REPORT: Bills and Claims Detailed Summary
 PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$378,297.52 to cover payment of Bills and Claims

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

Ayes: 4
Nays: 1 (Brennan)

- 8 **TITLE:** **Wage and Salary Classification Schedule for FY2014/15**
 REPORT: Harris, Wage and Salary Classification Schedule, Resolution
 PROPOSED ACTION: Adopt Resolution 16-14 to approve Wage and Salary Classification Schedule for FY2014/15

Action: Motion by Tucker, second by Parravano to adopt Resolution 16-14 to approve the Wage and Salary Classification Schedule for FY2014/15. The motion passed unanimously by a roll call vote.

Ayes: 5

Continued Business

- 9 TITLE: **District Rates and Fees Schedule for FY2014/15 for Oyster Point Marina/Park**
REPORT: Galarza, Attachments, Resolution
PROPOSED ACTION: Adopt Resolution 14-14 to adopt District Rates and Fees Schedule for FY2014-15 for Oyster Point Marina/Park

Action: Motion by Tucker, second by Holsinger to adopt Resolution 14-14 to adopt District Rates and Fees Schedule for FY2014/15 for Oyster Point Marina/Park. The motion passed by a roll call vote.

Ayes: 4
Abstain: 1 (Brennan)

- 10 TITLE: **District Rates and Fees Schedule for FY2014/15 for Pillar Point Harbor**
REPORT: Galarza, Staff Report, Attachments
PROPOSED ACTION: Adopt Resolution 15-14 to adopt District Rates and Fees Schedule for FY214-15 for Pillar Point Harbor

Parravano recused himself.

Action: Motion by Holsinger, second by Tucker to adopt Resolution 15-14 to adopt District Rates and Fees Schedule for FY214-15 for Pillar Point Harbor. The motion passed by a roll call vote.

Ayes: 3
Nays: 1 (Brennan)
Recusal: 1 (Parravano)

- 11 TITLE: **Wholesale Fish Handlers Leases: Update on Review of Lease Fees and Charges and Possible Next Steps**
REPORT: Grenell
PROPOSED ACTION: To be determined

Parravano recused himself.

Public Comment – McHenry, Marshall, Ullom

Action: Motion by Holsinger, second by Tucker that should any or all fish buyer off-loader tenants at the end of Johnson Pier, individually or collectively, request, in writing, renegotiations of the financial terms of ~~their lease(s)~~ ~~the lease~~, that the item then go on the next Commission meeting agenda and for the purpose of responding regarding appointment of a negotiator. A request from one, two, or all three of those tenants is needed to respond rather than the District initiating the process. The motion passed by a roll call vote.

Ayes: 3
Nays: 1 (Brennan)
Recusal: 1 (Parravano)

New Business, Continued

- 12 TITLE: **Extension to General Manager's Employment Contract**
REPORT: Harbor Commission
PROPOSED ACTION: To be determined

This item was put over to the next meeting.

Public Hearing

- 13 TITLE: **Continuance of Hearing: Preliminary Operating and Capital Budget for Fiscal Year 2014/15**
- A. Declare Hearing Open: President Bernardo
B. Report of Notice Given: Grenell
C. Staff Report and Recommendation: Preliminary Budget FY 2014/15
D. Public Testimony:
E. Harbor Commission Questions:
F. Close Public Testimony: President Bernardo
G. Commission Deliberation:
H. Recommended
Commission Action: To be determined

Bernardo declared the hearing open. Grenell stated notice had been given.

Public Comment – Ullom, Ratts

Action: Motion by Holsinger, second by Brennan to extend the meeting for public comment. The motion passed unanimously by a roll call vote.

Ayes: 5

Public Comments/Questions - Ratts, Fitz

Adjournment

Action: Motion by Holsinger, second by Tucker to adjourn the meeting. The motion passed unanimously at 10:11 p.m.

The next scheduled meeting will be held on June 4, 2014 at Sea Crest School, 901 Arnold Way, Half Moon Bay at 6:00 p.m.

Debbie Nixon
Deputy Secretary

Robert Bernardo
President

The Board did not take up the items below.

Consent Calendar

- | | | |
|-----------|-------------------------|--|
| 14 | TITLE: | Minutes of Special Meeting April 16, 2014 – Budget Workshop |
| | REPORT: | Draft minutes |
| | PROPOSED ACTION: | Approval |
| 15 | TITLE: | Minutes of Special Meeting April 16, 2014 |
| | REPORT: | Draft minutes |
| | PROPOSED ACTION: | Approval |
| 16 | TITLE: | Minutes of Meeting May 7, 2014 |
| | REPORT: | Draft minutes |
| | PROPOSED ACTION: | Approval |

Staff Reports: a) Administration and Finance

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

b) Operations

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

Board of Harbor Commissioners

- 21 A. Committee Reports
- B. Agenda Setting
- C. Commission Statements and Requests
 The Board of Harbor Commissioners may make public statements and requests. Requests may be made to place items on future agendas.

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

June 18, 2014**6:00 p.m.****Municipal Services Building
33 Arroyo Drive
South San Francisco, Ca. 94080**

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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, Harbormaster
Jean Savaree, District Counsel
Debbie Nixon, Deputy Secretary

x-absent

Open Session

New Business

- | | | |
|----------|------------------|--|
| 1 | TITLE: | Identification of District Real Property Negotiator |
| | REPORT: | President |
| | PROPOSED ACTION: | Designate District Real Property Negotiator |

Bernardo identified Grenell as the temporary Real Property Negotiator.

Action: Motion by Holsinger, second by Tucker to adjourn to closed session. The motion passed by a roll call vote at 6:02 p.m.

Ayes: Bernardo, Brennan, Holsinger, Tucker

Abstention: Parravano

Closed Session

- 2 TITLE: **Conference with Real Property Negotiator: Pursuant to Government Code Section §54956.8**
- PROPERTY: **Three Captains Sea Products, Inc., Area 2, Johnson Pier, Pillar Point Harbor, El Granada, APN 047-083-060**
- NEGOTIATING PARTIES: San Mateo County Harbor District, Three Captains Sea Products
- UNDER NEGOTIATION: Lease Price, Terms and Conditions

There was no reportable action from closed session.

Open Session, Continued

New Business, Continued

- 3 TITLE: **Reorganization of Harbor Commission: Selection of Officers**
- REPORT: Bernardo
- PROPOSED ACTION: To be determined

Action: Motion by Tucker, second by Holsinger to nominate Parravano for President. The motion passed.

Ayes: Holsinger, Parravano, Tucker

Nays: Bernardo, Brennan

Action: Motion by Holsinger, second by Parravano to nominate Tucker for Vice President. The motion passed.

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

Action: Motion by Tucker, second by Parravano to nominate Holsinger for Treasurer/Secretary. The motion passed.

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

- 4 **TITLE:** **Proclamation for Aaronson Dickerson Cohn & Lanzone**
 REPORT: Grenell, Proclamation
 PROPOSED ACTION: Approve Proclamation

Action: Motion by Tucker, second by Brennan to approve the Proclamation for Aaronson Dickerson Cohn & Lanzone. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

Continued Business

- 5 **TITLE:** **Selection of Law Firm Hanson Bridgett LLP to Provide**
 Legal Counsel Services and Approval of Contract
 REPORT: Grenell, Contract
 PROPOSED ACTION: Select Hanson Bridgett LLP of San Francisco to provide legal
 services to San Mateo County Harbor District and approve
 contract with Hanson Bridgett LLP

Action: Motion by Tucker, second by Parravano to select Hanson Bridgett LLP of San Francisco to provide legal services to San Mateo County Harbor District and approved the contract with Hanson Bridgett LLP. The motion passed.

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

Item 7 was taken up before item 6.

Public Hearing

- 7 TITLE: **Fix and Adopt the Final FY2014/15 Operating and Capital Budget by Resolution 18-14 Pursuant to Harbors and Navigation Code §6093.1**
- A. Declare Hearing Open: President Bernardo
B. Report of Notice Given: Grenell
C. Staff Report and Recommendation: Resolution 18-14, Budget FY2014/15
D. Public Testimony:
E. Harbor Commission Questions:
F. Close Public Testimony: President Bernardo
G. Commission Deliberation:
H. Recommended Commission Action: Adopt Resolution 18-14 to Adopt the Final FY2014/15 Operating and Capital Budget

Bernardo declared the hearing open. Grenell stated notice had been given.

Public Comment: Budd Ratts

Action: Motion by Tucker, second by Parravano to close the public testimony. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

Action: Motion by Tucker, second by Parravano to adopt Resolution 18-14 to adopt the Final FY2014/15 Operating and Capital Budget. The motion passed.

Ayes: Bernardo, Holsinger, Parravano, Tucker

Nays: Brennan

Continued Business, Continued

- 6 **TITLE:** **Renewal of District Insurance Policies**
 REPORT: Harris, Attachment
 PROPOSED ACTION: Approve renewal of District insurance policy package in an amount not to exceed \$408,385.00

Action: Motion by Holsinger, second by Parravano to approve renewal of District insurance policy package in an amount not to exceed \$408,385.00. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

- 11 **TITLE:** **Amendment to Inter-Agency Agreement Between Harbor District and San Mateo County Resource Conservation District**

 REPORT: Grenell, Memo, Attachment
 PROPOSED ACTION: Approve an amendment to Inter-Agency Agreement between the Resource Conservation District (RCD) and San Mateo County Harbor District and amend work scope in the RCD's Water Quality Assistance Proposal attached as Exhibit A

Public Comment: Nicole David

Action: Motion by Brennan, second by Tucker to approve an Inter-Agency Agreement between the RCD and SMCHD with an amended scope of work and the agreement shall be brought back to the Commission for final approval. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

New Business, Continued

- 13 **TITLE:** **Commercial Activity Permit: Deep Reef Charters, Samuel Sigue**
 REPORT: Harris, Memo, Attachment
 PROPOSED ACTION: Approve Commercial Activity Permit

Action: Motion by Tucker, second by Holsinger to approve Commercial Activity Permit for Deep Reef Charters, Samuel Sigue. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

- 8 TITLE: **Bills and Claims in the Amount of \$1,606,668.67**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$1,606,668.67 to cover payment of Bills and Claims

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

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

- 9 TITLE: **Authorization to Pay Bills and Claims Occurring Between June 19, 2014 and July 15, 2014 in an Amount Not to Exceed \$395,000.00**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Authorize payment of Bills and Claims occurring between June 19, 2014 and July 15, 2014 in an amount not to exceed \$395,000.00

Action: Motion by Tucker, second by Parravano to authorize payment of Bills and Claims occurring between June 19, 2014 and July 15, 2014 in an amount not to exceed \$395,000.00. The motion passed.

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

- 10 TITLE: **Bad Debt Write-Offs**
REPORT: Galarza, Memo, Resolution 19-14
PROPOSED ACTION: Adopt Resolution 19-14 to Approve Bad Debt Write-Offs

Action: Motion by Tucker, second by Parravano to adopt Resolution 19-14 to approve bad debt write-offs. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

Public Comments/Questions – None.

Continued Business, Continued

- 12 TITLE: **Harbor District Commissioners Health Care Benefits**
REPORT: Harris, Memo
PROPOSED ACTION: To be determined

Action: Motion by Tucker, second by Holsinger to approve option #3 to alter or discontinue benefits for newly elected Commissioners but maintain the current benefits for reelected Commissioners for as long as they remain in office with no breaks in service. The motion passed.

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

- 14 TITLE: **Surplus Pillar Point Harbor Forklift**
REPORT: Grindy, Memo
PROPOSED ACTION: Authorize General Manager to surplus and dispose of a 1989 Hyster Forklift Hyster Model #H50XL Serial #A177B35162K Year Built 1989

Action: Motion by Tucker, second by Holsinger to authorize the General Manager to surplus and dispose of a 1989 Hyster Forklift Hyster Model #H50XL Serial #A177B35162K Year Built 1989. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

Staff Reports: a) Administration and Finance

- 15 **General Manager – Grenell**

Grenell presented his report.

16 **Director of Finance – Galarza**

Grenell presented Galarza's report.

17 **Human Resources Manager – Harris**

Harris presented her report. She added that the WAP's have arrived and installation will begin over the next few days. She stated she is working on the disclaimer and splash pages for the WiFi.

b) Operations

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

Grindy presented his report.

Board of Harbor Commissioners

19 A. **Committee Reports**

None.

B. **Agenda Setting**

None.

C. **Commission Statements and Requests**

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

Brennan mentioned that the Half Moon Bay Brewing Company is hosting a Brews & Views forum Thursday June 19th from 6pm to 8pm. She stated the guests are Kellyx Nelson and TJ Glauthier.

Holsinger mentioned the Halibut & Stripper Fishing Derby at Oyster Point Marina/Park on Saturday June 21st. He stated the event is hosted by the Coastside Fishing Club.

Bernardo stated it has been a pleasure serving as Board President for the past year and has learned a lot.

Staff Recognition – Grenell commended staff for doing an outstanding job.

Adjournment

Action: Motion by Brennan, second by to adjourn the meeting. The motion passed unanimously at 9:35p.m.

The next scheduled meeting will be held on July 16, 2014 at the Municipal Services Building, 33 Arroyo Drive, South San Francisco at 6:00 p.m.

Debbie Nixon
Deputy Secretary

Pietro Parravano
President

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

**July 16, 2014
6:00 p.m.**

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

Roll Call

Commissioners

Pietro Parravano, President
x 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
Scott A. Grindy, Harbor Master
Steven Miller, District Counsel
Debbie Nixon, Deputy Secretary

x-absent

Brennan entered the room at 6:02 p.m.

Public Comments/Questions – None.

Staff Recognition – Grindy recognized Pillar Point Harbor Deputy Harbor Masters C. Smith and Arington for their rescue efforts on July 5, 2014 of a disabled vessel. He stated that letters of appreciation are included in his manager's report.

Parravano welcomed new District Legal Counsel Steven Miller who works for the firm Hanson Bridgett LLP. Miller introduced colleague Pat Miyaki who was in the audience as an observer.

Brennan requested that item 19 be moved to the beginning on the Agenda because she will be leaving the meeting after item 7 is taken up. Parravano took note of the request.

Continued Business

- 1 **TITLE:** **Second Amendment to Inter-Agency Agreement Between Harbor District and San Mateo County Resource Conservation District: Water Quality Assistance for FY2014-2014; and Amendment to the FY 2014-15 Budget by Resolution**
- REPORT:** Grenell, Memo, Attachment, Resolution
- PROPOSED ACTION:** Approve second amendment to Inter-Agency Agreement between the San Mateo County Harbor District and Resource Conservation District (RCD) to restate and augment the first amendment approved on June 18, 2014 and amend work scope in the RCD’s Water Quality Assistance Proposal attached as Exhibit B; and adopt Resolution 20-14 to augment the FY 2014-15 Budget in the amount of \$18,719.00.

Action: Motion by Holsinger, second by Brennan to approve second amendment to the Inter-Agency Agreement between the San Mateo County Harbor District and Resource Conservation District (RCD) to restate and augment the first amendment approved on June 18, 2014 and amend work scope in the RCD’s Water Quality Assistance Proposal attached as Exhibit B; and to adopt Resolution 20-14 to augment the FY2014/15 budget in the amount of \$18,719.00. The motion passed unanimously.

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

- 2 **TITLE:** **Maritime Legal Services: Cox Wooten Lerner: Additional Task**
- REPORT:** Grenell, Memo
- PROPOSED ACTION:** Approve additional maritime legal services task to be performed by the firm Cow Wooten Lerner Griffin Hansen & Poulos LLP pursuant to Section 4 Additional Services of their contract with the Harbor District, in an amount not to exceed \$5,000.00

Action: Motion by Holsinger, second by Bernardo to approve additional maritime legal services task to be performed by firm Cox Wooten Lerner Griffin Hansen & Poulos LLP pursuant to Section 4 Additional Services of their contract with Harbor District, in an amount not to exceed \$5,000.00. The motion passed.

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

- 3 TITLE: **Augment Contract for Commission Facilitation for BHI Management Consulting**
REPORT: Grenell, Memo, Attachment, Resolution
PROPOSED ACTION: Adopt Resolution 24-14 to augment contract for Commission facilitation for BHI Management Consulting in an amount not to exceed \$15,750.00

Public Comment: John Ullom

Action: Motion by Holsinger, second by Bernardo to adopt Resolution 24-14 to augment contract for Commission facilitation for BHI Management Consulting in an amount not to exceed \$15,750.00. The motion passed.

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

- 4 TITLE: **Amend District Rates and Fees Schedule for Oyster Point Maria/Park for FY2014/15**
REPORT: Galarza, Attachments, Resolution
PROPOSED ACTION: Adopt Resolution 22-14 to amend the Rates and Fees Schedule for Oyster Point Marina/Park for FY2014/15

This item was postponed.

- 5 TITLE: **Amend District Rates and Fees Schedule for Pillar Point Harbor for FY2014/15**
REPORT: Galarza, Attachments, Resolution
PROPOSED ACTION: Adopt Resolution 23-14 to amend the Rates and Fees Schedule for Pillar Point Harbor for FY2014-15

This item was postponed.

New Business

- 6 TITLE: **California Special District Association (CSDA) 2014 Board Elections, Seat C**
REPORT: Grenell, Attachment
PROPOSED ACTION: To be determined

Action: Motion by Brennan, second by Bernardo to nominate Kathryn Slater-Carter for CSDA Seat C. The motion passed.

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

7 TITLE: **Amendment to Harbor Master's Employment Agreement and Increment**

REPORT: Grenell, Memo, Attachments

PROPOSED ACTION: (1) Approve amendment to Harbor Master Scott A. Grindy's employment agreement memorandum of understanding (MOU) Section 4.A to provide for pay steps; and
(2) Approve pay increment to Step E \$133,622.43

Action: Motion by Holsinger, second by Bernardo to approve amendment to Harbor Master Scott A. Grindy's employment agreement memorandum of understanding (MOU) Section 4.A to provide for pay steps. The motion passed.

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

Action: Motion by Holsinger, second by Bernardo to approve pay increment to Step E \$133,622.43. The motion passed.

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

19 B. Agenda Setting

Action: Motion by Brennan, second by Bernardo to agendize an information report on a future agenda to update the Board on the status of the audit regarding the fish buying fees. The motion failed.

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

Action: Motion by Brennan, second by Bernardo to agendize an information report on a future agenda to update the Board regarding the work of Dornbusch Associates who was

hired by the District to analyze fish buying fees and the report should include the cost of their work. The motion failed.

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

Action: Motion by Brennan, second by Bernardo to agendaize an information report from the General Manager to update the Board regarding the California Maritime Infrastructure Authority (CMIA) and why CMIA operates out of the District's Administration office. The motion passed.

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

Brennan left the meeting at 7:09 p.m.

- 8 TITLE: **Removal of Five Vessels from Oyster Point Marina/Park**
 REPORT: Grindy, Memo, Attachment
 PROPOSED ACTION: Authorize General Manager to approve the removal and destruction services from San Diego Boat Movers of five vessels from Oyster Point Marina/Park in an amount not to exceed \$38,000.00

Action: Motion by Holsinger, second by Bernardo to authorize General Manager to approve the removal and destruction services from San Diego Boat Movers of five vessels from Oyster Point Marina/Park in an amount not to exceed \$38,000.00. The motion passed.

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

- 9 TITLE: **Oyster Point Marina/Park Occupancy Increase Incentive Proposal**
 REPORT: Grindy, Memo
 PROPOSED ACTION: Authorize General Manager to issue a notice of the occupancy increase incentive proposal Part A and Part B as noted in memo

Action: Motion by Bernardo, second by Holsinger to authorize General Manager to issue a notice of the occupancy increase incentive proposal Part A and Part B as noted in memo. The motion passed.

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

- 10 TITLE: **Hours of Operation – Oyster Point Marina/Park Closure Time Modification**
REPORT: Grindy, Memo, Resolution
PROPOSED ACTION: Adopt Resolution 21-14 and authorize General Manager to issue a notice of change of hours of operation for Oyster Point Marina/Park

Action: Motion by Holsinger, second by Bernardo to adopt Resolution 21-14 and authorize General Manager to issue a notice of change of hours of operation for Oyster Point Marina/Park. The motion passed.

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

- 11 TITLE: **Informational Report: Pillar Point Harbor Patrol Mid-Year Search and Rescue Count**

Grindy presented the report.

- 12 TITLE: **Status Report: Bills and Claims Paid in the Amount of \$330,664.68 from June 19, 2014 Through July 15, 2014 as Authorized on June 18, 2014 to Cover Payments Due to the Cancellation of the July 2, 2014 Meeting**
REPORT: Bills and Claims detailed summary

No action needed on this item as it was a status report.

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.

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

- 14 TITLE: **Surplus and Disposal of One Dodge Pickup from Pillar Point Harbor**
REPORT: Grindy, Memo
PROPOSED ACTION: Authorize General Manager to surplus and disposal of a 2001 Dodge Dakota vehicle ID #1B7GG26X81S42244 as stipulated in SMCHD Ordinance Code Section 2.7.5 and will be remove from District's fixed asset inventory

Action: Motion by Bernardo, second by Holsinger to approve the consent calendar. The motion passed.

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

Staff Reports: a) Administration and Finance

15 General Manager - Grenell

Grenell presented his report. He gave a brief explanation regarding the status of the emergency permit for repair of the West End Trail.

16 Director of Finance – Galarza

Nothing further to add to written report.

17 Human Resources Manager – Harris

Harris presented her report.

b) Operations

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

Grindy presented his report. He stated that the project to repair the sewer line under the Ketch kitchen will be brought to the Board towards the end of the year instead of July/August like his report states.

Board of Harbor Commissioners

19 A. Committee Reports

None.

B. Agenda Setting

None.

B. Commission Statements and Requests

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

Holsinger congratulated new President Parravano. He also welcomed new District Legal Counsel Steven Miller. Holsinger asked Miller about training programs his firm can provide at no additional cost. Miller stated there were several classes available.

Holsinger stated he attended the Strategic Business Plan meeting on July 10th and stated there were around 70 people in attendance. He stated that his feel from the public was that the District doesn't hear the public.

Bernardo welcomed new District Legal Counsel. He also welcomed new President Parravano and thanked him for the efficiency of the meeting.

Parravano thanked Grindy for his newsletter which was included in his managers report.

Adjournment

Action: Motion by Holsinger, second by Bernardo to adjourn the meeting. The motion passed at 7:40 p.m.

The next scheduled meeting will be held on August 6, 2014 at the Sea Crest School, Think Tank, Room 19, 901 Arnold Way, Half Moon Bay at 6:00 p.m.

Debbie Nixon
Deputy Secretary

Pietro Parravano
President

ITEM 4

Memorandum

TO: Harbor Commissioners

FROM: Debra Galarza & Belen Cruz

RE: Bills & Claims for Period Ending 8/6/14

Total Disbursements being submitted for your review: \$ 416,021.22

These include:

Handchecks in the amount of: \$ 327,612.52

Payables in the amount of: \$ 88,408.70

<u>Dept. Code</u>	<u>Description</u>		<u>Page Reference</u>
101	Harbor Commission	\$ 15,645.28	2
103	Administration	\$ 10,865.33	2
201	Pillar Point Harbor	\$ 155,743.43	2
301	Oyster Point Marina	\$ 153,919.14	2
	Payroll Related	\$ 79,848.04	2
	Total for Review	\$ 416,021.22	2

Notes:

Handchecks Written for:

Payroll Related \$ 30,039.17

Insurance Premiums \$ 256,280.00

Invoices with Due Dates on or Before Board Meeting \$ 41,293.35

Total Handchecks Written: \$ 327,612.52

BILLS CLAIMS FOR 8/6/14 BOARD MEETING

VENDOR	DESCRIPTION	AMOUNT	PAYROLL RELATED	COMM 101	ADMIN 103	PILLAR POINT 201	OYSTER POINT 301
AARONSON, DICKERSON, COHN & LANZONE	LEGAL SERVICES	340.75			48.75	97.50	194.50
ADP, INC.	PAYROLL PROCESSING	1,315.65		199.34	279.08	538.22	299.01
AIRGAS, NCN	CONTRACTUAL SERVICES	106.35				106.35	
ARAMARK UNIFORM SERVICES	UNIFORM SERVICES	449.21					449.21
BLUE RIBBON SUPPLY	OPERATING SUPPLIES	883.36				883.36	
KEN BURAN	REFUND DEPOSIT	51.55				51.55	
TYLER BUTLER	REFUND DEPOSIT	1,856.89				1,856.89	
CALIFORNIA WATER SERVICE	WATER SERVICES	4,268.83					4,268.83
SCOTT EDSON	REFUND DEPOSIT	120.73				120.73	
GHD	CAPITAL PROJECT	15,617.34				15,617.34	
GRAINGER	OPERATING SUPPLIES	274.74				274.74	
FREDERIC HEPP	REFUND DEPOSIT	431.46				431.46	
HOLMAN	EAP SERVICES	289.00		45.16	54.18	103.86	85.80
KASHIWA FUDOSAN AMERICA, INC.	OFFICE RENT	7,350.00			7,350.00		
JOHN KOEPPEN	REFUND DEPOSIT	267.08				267.08	
RICHARD LEFIEF	REFUND LIEN SALE DEPOSIT	1,000.00					1,000.00
LIEBERT, CASSIDY & WHITMORE	LEGAL SERVICES	735.00		735.00			
MISSION UNIFORM SERVICE, INC.	UNIFORM SERVICES	542.74				542.74	
NATIONAL CHEMICAL SERVICE	CONTRACTUAL SERVICES	74.00				74.00	
DEBORAH NIXON	REIMBURSE MILEAGE	106.87			106.87		
OPERATING ENGINEERS TRUST	HEALTH INSURANCE	28,279.00	28,279.00				
OFFICE DEPOT, INC.	OFFICE SUPPLIES	944.28			199.55		744.73
PRINTING SYSTEMS, INC.	OFFICE SUPPLIES	344.85			344.85		
SSF CHAMBER OF COMMERCE	SPECIAL EVENT	250.00				125.00	125.00
STANDARD INSURANCE COMPANY	LIFE & DISABILITY INSURANCE	3,511.87	3,511.87				
STAPLES ADVANTAGE	OFFICE SUPPLIES	414.42			230.67	91.88	91.87
GARY STERN	REIMBURSE UNIFORM EXPENSE	81.73					81.73
TEAMSTERS 856 HEALTH & WELFARE	HEALTH INSURANCE	18,018.00	18,018.00				
JOSEPH WALLACE	REFUND DEPOSIT	483.00				483.00	
SUBTOTAL OF PAYMENTS TO BE PROCESSED 8/6/14		88,408.70	49,808.87	979.50	8,613.95	21,665.70	7,340.68
AARONSON, DICKERSON, COHN & LANZONE	LEGAL SERVICES	195.00		195.00			
ALX TECHNOLOGY	REPAIRS & MAINTENANCE	328.17					328.17
ARROWHEAD MOUNTAIN WATER	WATER SERVICES	56.54					56.54
AT & T LONG DISTANCE	TELEPHONE/COMMUNICATIONS	97.17				68.72	28.45
AT&T	TELEPHONE/COMMUNICATIONS	1,491.95			116.61	500.98	874.36
AT&T	TELEPHONE/COMMUNICATIONS	11.40				11.40	
BLUE RIBBON SUPPLY	OPERATING SUPPLIES	407.90				407.90	
CALPERS	PAYROLL DED PAYABLE	23,677.17	23,677.17				
CALPERS SUPPLEMENTAL INCOME	PAYROLL DED PAYABLE	3,868.00	3,868.00				
CINTAS CORPORATION	OPERATING SUPPLIES	408.46				326.82	81.64
COMCAST	TELEPHONE/COMMUNICATIONS	397.50			397.50		
COX, WOOTON, LERNER, GRIFFIN, HANSEN	LEGAL SERVICES	5,428.49					5,428.49
DMV LIEN SALE SECTION	LIEN SALE PROCEEDS	3,341.03					3,341.03
DORNBUSCH ASSOCIATES	CONTRACTUAL SERVICES	2,950.00				2,950.00	
KHALED ELMARSAFAWI	REFUND LIEN DEPOSIT	1,000.00					1,000.00
FEDERAL EXPRESS CORPORATION	CONTRACTUAL SERVICES	100.20		47.80	52.40		
FIRSTCHOICE	CONTRACTUAL SERVICES	92.70			92.70		
GARDA CL WEST, INC.	CONTRACTUAL SERVICES	214.00				107.00	107.00
GREENLEAF COMPACTION, INC.	DUMPER SERVICE	1,001.46				1,001.46	
MACCORKLE INSURANCE SERVICE	INSURANCE PREMIUMS	256,280.00		14,398.00		120,941.00	120,941.00
MARINE LIEN SALES SERVICE	LIEN FEE	1,480.00				1,000.00	480.00
MRC	REPAIRS & MAINTENANCE	349.42			349.42		
NATIONAL CHEMICAL SERVICE	CONTRACTUAL SERVICES	81.00				81.00	
NEXTEL COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	144.90					144.90
OFFICE DEPOT, INC.	OFFICE SUPPLIES	170.87				170.87	
PG&E	UTILITIES	243.42					243.42
PITNEY BOWES GLOBAL FIN SERVICES	POSTAGE MACHINE LEASE	2,282.46			760.82	760.82	760.82
RELIABLE FIRE EXTINGUISHERS	REPAIRS & MAINTENANCE	859.80					859.80
SAN DIEGO BOAT MOVERS	VESSEL ABATEMENT	9,999.00					9,999.00
SAN MATEO DAILY JOURNAL	ADVERTISING EXPENSE	396.00				396.00	
SCHWAAB, INC	OFFICE SUPPLIES	24.98		24.98			
PAUL SPINALE	REFUND DEPOSIT	288.92				288.92	
COLTON STOCKER	REFUND DEPOSIT	483.00					483.00
TEAMSTERS UNION LOCAL 856	PAYROLL DED PAYABLE	394.00	394.00				
THE WELL CONNECTED OFFICE	CONTRACTUAL SERVICES - PROF	3,078.04			407.10	2,345.94	325.00
TURBO DATA SYSTEMS, INC	CITATION PROCESSING	41.59				39.47	2.12
UNITED SITE SERVICES, INC.	CONTRACTUAL SERVICES	1,340.99				1,340.99	
VANTAGEPOINT TRANSFER AGENTS	PAYROLL DED PAYABLE	2,100.00	2,100.00				
VERIZON WIRELESS	TELEPHONE/COMMUNICATIONS	287.47			74.83	179.16	33.48
SAL VITALE	REFUND DEPOSIT	99.04				99.04	
YE ZOU	PROJECT MANAGER	2,120.48				1,060.24	1,060.24
TOTAL HANDCHECKS		327,612.52	30,039.17	14,665.78	2,251.38	134,077.73	146,578.46
TOTAL BILLS & CLAIMS		416,021.22	79,848.04	15,645.28	10,865.33	155,743.43	153,919.14
			PAYROLL	COMM	ADMIN	PPH	OPM

Staff Report

Proposed Response to the 2013-2014 San Mateo County Grand Jury Report

JULY 29, 2014

Recommendation

Finalize and approve the attached response to findings and recommendations of the 2013-2014 San Mateo County Grand Jury Report.

As discussed below, in order to finalize the District's response, Staff requires Board direction regarding responses to three of the recommendations as follows:

- R4. Districts will complete the District of Distinction program (Attachment A) offered by SDLF by June 30, 2015

Option A: The District will complete the District of Distinction program offered by SDLF by June 30, 2015.

Option B: This recommendation requires further analysis, and consideration of the need to balance the time, effort, and resources required to complete the recommended program with the other important priorities and demands on the District's relatively small staff. This further analysis will be undertaken within six months from the date of the Grand Jury report.

Option C: The District asserts that it is in compliance with all laws and regulations and that the District's operations are well managed without participation in the voluntary recognition programs offered by SDLF.

- R6. Districts currently lacking staff or board members who have achieved the SDLF's Recognition in Special District Governance (Attachment B) will seek the training available under this program by June 30, 2015.

Option A: The District's staff and Board Members will complete the Recognition in Special District Governance of Distinction training program offered by SDLF by June 30, 2015.

Option B: This recommendation requires further analysis, and consideration of the need to balance the time, effort, and resources required to complete the recommended program with the other important priorities and demands on the District's relatively small staff. This further analysis will be undertaken within six months from the date of the Grand Jury report.

Option C: The District asserts that it is in compliance with all laws and regulations and that the District's operations are well managed without participation in the voluntary recognition programs offered by SDLF.

R7. District administrators will seek the SDLF Special District Administrator Certification. (Attachment C)

Option A: District administrators will complete the District of Distinction program offered by SDLF by June 30, 2015.

Option B: This recommendation requires further analysis, and consideration of the need to balance the time, effort, and resources required to complete the recommended program with the other important priorities and demands on the District's relatively small staff. This further analysis will be undertaken within six months from the date of the Grand Jury report.

Option C: The District asserts that it is in compliance with all laws and regulations and that the District's operations are well managed without participation in the voluntary recognition programs offered by SDLF.

Analysis

The 2013-2014 San Mateo County Grand Jury Report (Attachment D) issued May 19, 2014, presents results of the Grand Jury's investigation of the transparency of the websites of all 23 independent special districts in San Mateo County. The report presents a number of findings, along with recommendations for actions to be taken by all of the districts. The District must respond to the report no later than August 18, 2014, indicating whether it agrees or disagrees—in whole or in part—with each finding, and whether it has implemented, has not yet implemented but will implement, will analyze or study further, or will not implement each recommendation. The Board must approve the response at a public meeting. Attachment B presents District staff's proposed response, which the Board may approve, or approve with changes, in order to meet the August 18, 2014 deadline.

Although the focus of the Grand Jury investigations was on website transparency, its findings F5 through F8 go beyond transparency into special district participation in voluntary recognition programs offered by the California Special District Leadership Foundation (SDLF). The Grand Jury recommended that San Mateo County special district governance needs to be improved through participation in SDLF programs. The Grand Jury recommends that every special district participate in specific SDLF programs. Implementing these recommendations would impose an expectation, if not an obligation, of continuing participating in these voluntary programs.

Staff believes that the District's commitment to transparency allows us to readily implement transparency related recommendations R1 -R3 and R5, as we already meet most of the SDLF criteria. Participation in the SDLF programs specified in recommendations R4, R6, and R7, will involve significant commitments of staff and Board member time, as well as program related expenses.

Fiscal Impact

Special District Administrator Certification (for each administrator)	\$300 application fee \$150 exam fee
District of Distinction	\$1,000 Initial Accreditation \$250. Biennial Re-accreditation
Recognition in Special District Governance	\$65 per individual District Recognition: Free of charge

Up to \$225.00 per module, four modules are required and 10 hours of continuing education from CSDA or another statewide association specializing in local government. Cost could be up to \$1,000 per staff or board member that elected to obtain certificate.

Conclusion

Staff recommends approval of the attached grand jury response with the Board electing appropriate responses to recommendation R4, R6 and R7. Once the Board approves a final response, staff will immediately prepare the transmittal to send the response to the Superior Court, as required by law.

ATTACHMENT A



SHOWCASE YOUR COMMITMENT TO EXCELLENCE

Districts Of Distinction Application

The Districts of Distinction program is an accreditation program that enables districts to demonstrate to their communities, the media and legislators their commitment to operate in a sound, responsible manner. Districts apply for designation as a District of Distinction by submitting financial audits, policies and procedures and proof of training received by directors and executive staff.

Requirements:

FINANCIAL AUDITS

Districts must demonstrate they undergo regular financial audits, have no major deficiencies and apply any recommendations to future years.

What to submit:

- Copies of the three most recent district audits, including financial statements and management letters. Each audit, including findings and recommendations, will be reviewed by a member of the Certification & Audit Review Advisory Committee. Committee members are volunteers from the special district community, including district controllers, directors of finance and SDA certified general managers.

POLICIES AND PROCEDURES

Districts must demonstrate that their operations conform to all statutes and regulations under state law as reflected in a policies and procedures manual. Policies and procedures should focus on governance, ethics, board conduct, district finances, reserves, reimbursement/compensation, etc.

What to submit:

- Copy of your district's current approved policies and procedures manual.
- Copy of your district's Board minute action adopting and/or having reviewed the policies and procedures manual within the past year.

Training

Districts must demonstrate that all directors/trustees, general manager and executive staff (as designated by the district) have received training in governance as well as compliance with AB 1234 Ethics Training and AB 1825 Harassment Prevention Training.

What to submit:

Documentation showing class attendance, such as certificate of completion for each board member, general manager and other executive staff members (as identified by the board) in the following areas:

- Governance Training:** Six hours of basic governance training within the past five years. Governance Foundations, offered by CSDA's Special District Leadership Academy, satisfies this requirement. Other courses may qualify as well, however will need to be submitted for review by SDLF.
- Ethics Training:** Documentation verifying completion of AB 1234 ethics compliance training within the last two years.
- Harassment Prevention Training:** Documentation verifying completion of AB 1825 harassment prevention training within the last two years.

Other

Districts must also include the following items with the accreditation/re-accreditation application:

What to submit:

- Board of Directors roster
- List of executive staff, including titles
- Proof of current compliance with CA State Controller reporting requirements including district financial and compensation data
- Completed application for accreditation/re-accreditation
- Accreditation/re-accreditation application fee
- Completed SDLF District Transparency Certificate of Excellence

Frequently Asked Questions (FAQs)

Who should apply to be a District of Distinction?

Any California special district that wants to demonstrate publicly the effectiveness of its operations. Applying for this designation shows that your district understands and respects the responsibilities inherent to providing essential public services in a fiscally responsible manner.

What does a district receive for completing the program?

Districts of Distinction earn the right to use the program’s seal on district materials and a plaque honoring their accomplishment. SDFL will also write and issue press releases and notify legislators on a district’s behalf.

How does a district apply?

Districts interested in earning the Districts of Distinction designation must complete the application and submit it along with the required documentation. Applications must also be accompanied by an application fee.

If my district is a member of the Special District Risk Management Authority (SDRMA), will getting a District of Distinction accreditation save me money on my premiums?

Yes. SDRMA offers Credit Incentive Points (CIPs) if your district earns the District of Distinction accreditation which can provide significant premium discounts. For more information, contact SDRMA at 800.537.7790 or visit www.sdrma.org.

RE-ACCREDITATION

For how long is the designation valid?

The Districts of Distinction designation is valid for two years and a district may be re-accredited by submitting the application and all current required documents for review along with the re-accreditation fee.

Fees

The fees are on a sliding scale, based on a district’s ability to pay:

INITIAL ACCREDITATION		RE-ACCREDITATION	
Annual operating budget	Fee	Annual operating budget	Fee
\$0-299,999	\$200	\$0-299,999	\$125
\$300,000-749,999	\$400	\$300,000-749,999	\$150
\$750,000-999,999	\$600	\$750,000-999,999	\$175
\$1,000,000--2,999,999	\$800	\$1,000,000--2,999,999	\$200
\$3,000,000 or more	\$1,000	\$3,000,000 or more	\$250



Is your district a District of Distinction?

Submit Application

Submit this application along with all required documentation and payment to:

SPECIAL DISTRICT LEADERSHIP FOUNDATION
1112 I Street, Suite 200
Sacramento, CA 95814

Phone: 916-231-2939 • Fax: 916-442-7889 • www.sdlf.org

DISTRICT:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
CONTACT NAME:		
CONTACT TITLE:		
PHONE:	FAX:	
EMAIL:	WEBSITE:	
ASSEMBLY MEMBER(S)*:		
SENATOR*:		
LOCAL NEWSPAPER(S):		
I CERTIFY THAT THE INFORMATION SUBMITTED IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.	SIGNATURE:	

PAYMENT	
TOTAL: \$	<input type="checkbox"/> CHECK <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS
ACCT. NAME:	ACCT. NUMBER:
EXPIRATION DATE:	AUTHORIZED SIGNATURE:

* Include all state legislators representing the district's area of operation.

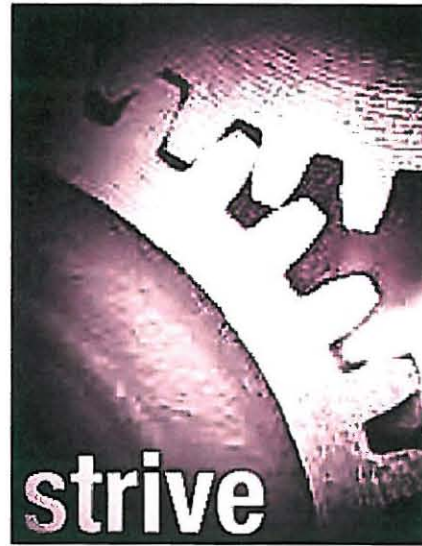
Is your district a District of Distinction?

Showcase Your Commitment to Excellence

Districts of Distinction Accreditation

In a time where proper fiscal management and responsibility in public agencies is paramount and the task of governing these agencies has become even more complex, regulated and costly, it has become increasingly important to demonstrate to constituents that districts have sound fiscal management policies and practices in place among other areas of importance in district operations.

This accreditation is designed as a way for districts to highlight their prudent fiscal practices along with other areas important to effectively operate and govern a special district.



Why Earn It?

- The accreditation criterion gets to the heart of best practices in public agencies. Demonstrate that your district:
- Understands and respects the responsibilities inherent in providing essential public services.
- Has clean financial audits and operates in a fiscally responsible and transparent manner.
- Is conscious of the ever-changing operating environment by having current and relevant policies and procedures in place that conform to all statutes and regulations under state law
- Places an emphasis on continuing education completed by having each of the district's board members and executive staff in ethics, governance and leadership training.
- Focuses on having sound policies in the areas of governance, board conduct, district finances, transparency and reserves.

Requirements

- They undergo regular financial audits, have no major deficiencies and apply any recommendations to future years.
- Their operations conform to all statutes and regulations under state law as reflected in a policies and procedures manual.
- All directors/trustees, general manager and executive staff (as designated by the district) have received training in governance as well as compliance with AB 1234 Ethics Training and AB 1825 Harassment Prevention Training.
- They have completed SDLF's District Transparency Certificate of Excellence

DOD Seal

Districts of Distinction earn the right to use the program's seal on district materials. The District of Distinction seal is visual proof that your special district stands out from others

Application

1. Complete the application
2. Send application and all supporting materials to SDLF.
3. Approval process review performed by SDLF staff
4. Receive your certificate and recognition

Download the application today.

Current Districts of Distinction

See a current list of special district leaders who have accomplished these goals and have been recognized.

ATTACHMENT B



FOR DIRECTORS AND TRUSTEES

Recognition in Special District Governance

This recognition is an opportunity for staff, board members and trustees to demonstrate to their constituents and colleagues the extent of their commitment and dedication to providing the best possible service to the communities they serve.

Requirements

- CSDA SPECIAL DISTRICT LEADERSHIP ACADEMY
Requires completion of all four modules of the California Special Districts Association (CSDA) Special District Leadership Academy within the last two years:
Module 1: Governance Foundations
Module 2: Setting Direction & Community Leadership
Module 3: Board's Role in Finance & Fiscal Accountability
Module 4: Board's Role in Human Resources

- ELECTIVE COURSES
Requires at least 10 hours of continuing education from the California Special Districts Association (CSDA) or another statewide association specializing in local government.

Frequently Asked Questions (FAQs)

What is the Recognition program?

Recognition in Special District Governance was designed to acknowledge special district board members/trustees that have taken the time and made the effort to get core governance training and continuing education. The program is comprised of two distinct parts: the CSDA Special District Leadership Academy, and at least 10 hours of continuing education from the California Special Districts Association (CSDA) or another statewide association specializing in local government.

Who should apply?

This is an individual recognition. Special district board members, trustees and staff are encouraged to apply.

What do you receive?

Upon completion and verification of the application and submission of the one-time fee, you will be recognized by receiving a custom certificate in a beautiful padded folder, along with the recognition at an upcoming event should you be able to attend.

Is there a way for my district to be recognized also?

In addition to recognitions given to individual directors/trustees and staff, there is also a District Recognition. Districts that have a majority of their governing board holding recognitions will receive a Silver Recognition, and districts with their entire board holding recognitions will receive a Gold Recognition. District Recognitions will be presented at an upcoming event should representatives be able to attend.

How long is the recognition good for?

This is recognition for a lifetime. All you need to do is keep SDLF current anytime you change address, jobs, etc.

Fees

Individual Recognition: \$65

District Recognition: free of charge



Submit Application

Submit this application along with all required documentation and payment of \$65 for individual recognition (additional District Recognition is free of charge) to:

SPECIAL DISTRICT LEADERSHIP FOUNDATION
 1112 I Street, Suite 200
 Sacramento, CA 95814
 Phone: 916-231-2939 • Fax: 916-442-7889 • www.sdlf.org

NAME:		
DISTRICT:		
CONTACT NAME:		
CONTACT TITLE:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	
EMAIL:	WEBSITE:	

CSDA SPECIAL DISTRICT LEADERSHIP ACADEMY	
MODULE	DATE TAKEN
MODULE 1: GOVERNANCE FOUNDATIONS	
MODULE 2: SETTING DIRECTION/COMMUNITY LEADERSHIP	
MODULE 3: BOARD'S ROLE IN FINANCE & FISCAL ACCOUNTABILITY	
MODULE 4: BOARD'S ROLE IN HUMAN RESOURCES	

ELECTIVES* (AT LEAST 10 HOURS REQUIRED WITHIN THE LAST TWO YEARS)		
COURSE TITLE & SPONSORING ORGANIZATION	DATE TAKEN	HOURS
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**Please attach any verifying documentation. Use additional pages if necessary.*

PAYMENT	
TOTAL: \$	<input type="checkbox"/> CHECK <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS
ACCT. NAME:	ACCT. NUMBER:
EXPIRATION DATE:	AUTHORIZED SIGNATURE:

ATTACHMENT C



FOR GENERAL MANAGERS AND TOP MANAGEMENT

Special District Administrator Certification

The SDA Certification is a voluntary designation sought by individuals who strive to be the best in their field. Administrators with various academic and professional backgrounds can be candidates for the program.

Qualifying For The Exam

The certification application in special district administration is built around specific categories. These factors include professional special district and related experience; related continuing education; community service and higher education background.

CURRENT EXPERIENCE

In order to earn the SDA Certification, an individual must have:

- Worked three out of the last five years in a position of management in a California special district. Related work experience with other public agencies or private firms may be considered by application to the Certification and Audit Review Advisory Committee. A current resume is required with your application.

ACCEPTED COURSES

All courses offered by the California Special Districts Association (CSDA) or any statewide association specializing in local government are valid for the certification program and can count as continuing education. Applicants submitting course credits from other organizations, academic institutions or private firms, must include:

- General course descriptions for consideration by the Certification and Audit Review Advisory Committee. A written notification will be provided if course work is not accepted. The applicant then has an opportunity to appeal.
- All continuing education submitted for review must be from within the last five years.

Examination

A total of 400 points is required to qualify for the opportunity to take the examination based on the identified categories. The points listed to the right of each section in the application indicate the minimum/maximum points a candidate must have in each area. You can submit excess points for review, however must have at least 400 qualified points to move forward.

Upon determination of eligibility and qualification, an individual will be scheduled for the examination. Qualified applicants will be notified regarding the annual examination schedule. Applicants will also be notified of examination results within 30 days of taking the exam.

The exam consists of 100 total questions across many areas related to special district management, operations and governance and must be completed within two hours. A score of 70 or more is required to pass the exam. If unsuccessful on the first attempt, the exam may be re-taken once at a different time with no additional charge or application.

Fees

All fees are non-refundable.

ONE-TIME APPLICATION FEE

There is a \$300 application fee for the Certification in Special District Administration Program. This fee includes the SDA study guide and review and evaluation of points earned prior to taking the examination. In the event that an applicant does not initially meet the minimum point requirement for taking the examination, the fee submitted remains valid for three years to allow ample time for accumulation of points.

EXAM FEE

The fee for the certification examination is \$150. The exam may be re-taken once at a different time with no additional charge or application.

RE-CERTIFICATION FEE

The fee for recertification is \$50 and must be submitted in accordance with the requirements for maintaining SDA certification as listed below.

Maintaining SDA Certification

The SDA Certification is valid for four years from the date of successfully passing the exam. It can be kept current by completion of 75 continuing education points and a nominal recertification fee submitted to SDLF within each additional four-year period.

Special District Administrator (SDA) Certification Application

Please provide details, dates and appropriate documentation. Use additional pages if necessary.

PROFESSIONAL SPECIAL DISTRICT & RELATED EXPERIENCE				(120 - 200 POINTS)
1. DISTRICT/GENERAL MANAGER EXPERIENCE				
FROM:	TO:	YEARS IN POSITION:	(X) 35 =	
2. ASSISTANT GENERAL MANAGER/SR. MANAGEMENT EXPERIENCE				
FROM:	TO:	YEARS IN POSITION:	(X) 25 =	
3. OTHER RELATED MANAGEMENT EXPERIENCE				
FROM:	TO:	YEARS IN POSITION:	(X) 15 =	
HIGHER EDUCATION BACKGROUND (ONLY HIGHEST DEGREE EARNED MAY BE USED TOWARD YOUR TOTAL SCORE)				(0 - 125 POINTS)
DEGREE	INSTITUTION	LOCATION	DATE	
ASSOCIATE (50 POINTS)				
BACHELOR (75 POINTS)				
MASTER (100 POINTS)				
DOCTORATE (125 POINTS)				
COMMUNITY SERVICE (5 POINTS PER ACTIVITY PER YEAR)				(10 - 25 POINTS)
Service to the community in the spirit of maintaining a connection to special districts and local government. This section was designed to account for volunteer activities outside the scope of your everyday job responsibilities, while still relating specifically to your local community. Please describe your contribution, level of involvement from the experience and the relevancy to special districts, local government and/or the community.				
ACTIVITY	DATE	Briefly describe your contribution and the relevancy to districts, local government and/or community.		
1.				
2.				
3.				
4.				
5.				

**attach additional pages as necessary*



RELATED CONTINUING EDUCATION (8 POINTS - FULL DAY, 4 POINTS - HALF DAY, 1 POINT - PER HOUR)			(160 - 240 POINTS)
<p>All courses offered by the California Special Districts Association, any statewide association specializing in local government and/or an organization with a focus in the areas outlined in the SDA Study Guide (public policy, management, administration, governance, etc.) are valid for the certificate program. Example: Attendance at CSDA's Annual Conference would be worth 20 hours. If you are submitting points outside of these guidelines, please provide an extensive overview of the program with the application. Each program will be evaluated by the Certification and Audit Review Advisory Committee.</p> <p>REQUIREMENTS:</p> <ul style="list-style-type: none"> • At least half (50 percent) of continuing education points submitted are in trainings specifically focused on performance in special district operations and governance. • All continuing education needs to have been completed within five years of application submission. • Continuing education must include current AB 1234 Ethics Training (2 hours) and AB 1825 Harassment Prevention Training (2 hours). This applies to recertification also. 			
SPONSOR & TITLE OF PROGRAM	DATE(S)	NUMBER OF HOURS	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
TOTAL			

Submit Application

Submit this application along with all required documentation and payment to:

SPECIAL DISTRICT LEADERSHIP FOUNDATION
 1112 I Street, Suite 200
 Sacramento, CA 95814
 Phone: 916-231-2939 • Fax: 916-442-7889 • www.sdlf.org

NAME:		
DISTRICT:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	
EMAIL:	WEBSITE:	
<p>In making this application, I fully understand that it an application for enrollment purposes only. In order to complete registration I will submit to an examination and supply further information as required by the Certification and Audit Review Advisory Committee. I further understand and, by my signature, acknowledge that any false statement or misrepresentation I may make in the course of these proceedings and application may result in the revocation of this application.</p>		
APPLICANT'S SIGNATURE:		DATE:
PAYMENT		
TOTAL: \$	<input type="checkbox"/> CHECK <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS	
ACCT. NAME:	ACCT. NUMBER:	
EXPIRATION DATE:	AUTHORIZED SIGNATURE:	

The Special District Administrator Certification does not discriminate on any basis, including race, sex, age, religion, national origin, sexual orientation or disability.



ATTACHMENT D

Partly Cloudy with a Chance of Information: Investigating the Transparency of Independent Special Districts' Websites

[Summary](#) | [Background](#) | [Methodology](#) | [Discussion](#) | [Findings](#) | [Recommendations](#) | [Request for Responses](#) | [Bibliography](#) | [Attachments](#) | [Responses](#)

SUMMARY

The 23 independent special districts within the boundaries of San Mateo County (County) served approximately 739,000 residents and received nearly \$100,000,000¹ in property tax revenue last fiscal year. Each special district provides a specific set of services, such as police and fire protection, harbor management, mosquito abatement, sewer services and garbage collection, water services, recreation services, and open space preservation. A statewide poll² has shown that Californians value local control and local management of these services. That same poll, however, indicates that only a quarter of California's residents are familiar with the work of special districts. Do County residents know who manages these districts, how wisely their money is being spent, and with what efficiency the services are being provided? Each district operates a website, purportedly for the purpose of informing its constituents about the district's business. The 2013-2014 San Mateo County Civil Grand Jury (Grand Jury) investigated the utility and transparency of the County's 23 independent special districts' websites. The Grand Jury found that 15 districts had substantial inadequacies in revealing information regarding finances, staff and Board of Directors' or Commissioners' contacts, and Board or Commission minutes. All 23 districts omitted some transparency regarding financial data, meeting agendas and minutes, election procedures and terms of office, or lists of the compensation of Board or Commission members. For the benefit of their districts' constituents, the Grand Jury believes this information should be easily accessible on all special districts' websites.

BACKGROUND

Special districts are defined as "any agency of the state for the local performance of governmental or proprietary functions within limited boundaries."³ This means that a special district is a form of local government that provides a specific set of services to the public within a geographically limited area. California's first special district was formed in 1887. The Turlock Irrigation District was created to meet the water needs of San Joaquin Valley farmers. Since that time thousands of special districts have been formed and dissolved statewide.

Special districts are formed because counties and cities often cannot provide all of the services

¹ Property tax information provided by the County of San Mateo Controller's Office, March 2014. See Appendix G.

² The Association of California Water Agencies and the California Special Districts Association Poll commissioned the poll in 2004.

³ California Government Code §16271(d)

their constituents demand. They have most of the same basic powers as counties and cities. They can issue bonds, impose special taxes, levy benefit assessments and charge service fees.⁴

With over 2,000 special districts located in California, it is important to recognize the different types of special districts. Approximately two-thirds of the state's special districts are independent districts. They have their own separate governing boards elected by the districts' own voters. The San Mateo County Harbor District is an example of an independent special district. The County's voters elect the five Commissioners who oversee the District. Conversely, city councils or county boards of supervisors govern dependent districts. The Crystal Springs County Sanitation District is a dependent district, governed by the County Board of Supervisors. For the purposes of this report, the Grand Jury investigated only independent special districts.

METHODOLOGY

The Grand Jury adopted a website transparency checklist, created by the Special District Leadership Foundation (SDLF)⁵. The sister organization of the SDLF is the California Special Districts Association (CSDA). The CSDA has been in existence since 1969 to "promote good governance and improve core local services through professional development, advocacy, and other services for all types of independent special districts."⁶ The SDLF was created in 1999 and defines itself as "a 501(c)(3) organization formed to provide educational opportunities to special district officials and employees to enhance service to the public provided by special districts in California."⁷ The Grand Jury reviewed the website of each of the County's independent special districts and evaluated the information provided based on the criteria in the checklist. In addition to simply searching for the requested items in the list, the Grand Jury also evaluated the ease with which a user might find those items.

For true transparency all of the following items should be readily apparent:

- Names of Board or Commission members and their terms of office
- Names of general manager, fire or police chief, and key staff along with contact information for each
- Election procedure and deadlines
- Board meeting schedule (regular meeting agendas must be posted 72 hours in advance)
- District's mission statement
- Description of district's services/functions and service area
- Authorizing statute/enabling act
- Current district budget
- Most recent financial audit
- Archive of Board meeting minutes for at least the last 6 months

⁴ "What's So Special About Special Districts? A Citizen's Guide to Special Districts in California" is an informational paper prepared by the Senate Local Government Committee. It can be found at: www.clerk.calaverasgov.us

⁵ See appendix B for the checklist

⁶ The CSDA can be found at www.csda.net

⁷ The SDLF can be found at www.sdlf.org.

- List of compensation of Board or Commission members and staff and/or link to State Controller's webpage with the data

In addition, the website of each district should include at least 4 of the following:

- Post Board or Commission member ethics training certificates
- Picture, biography and email address of Board or Commission members
- Last 3 years of audits
- Reimbursement and compensation policy
- Financial reserves policy
- Downloadable Public Records Act request form
- Audio or video recordings of Board meetings
- Map of district boundaries/service area
- Most recent Local Agency Formation Commission (LAFCo) Municipal Service Review (MSR) and Sphere of Influence (SOI) studies or link to LAFCo's site⁸

Interviews

After the websites were surveyed, the Grand Jury interviewed board members and key employees from districts whose websites were found to be substandard against the transparency benchmark. The Grand Jury also interviewed professional website developers to gain an understanding of the cost, difficulties and labor intensity of creating and managing a useful and interactive website.

DISCUSSION

The Grand Jury is convinced that taxpayers are best served when they understand who administers their special districts, how each special district is spending their property tax monies and/or the fees for services received for its enterprise activities⁹, and how constituents can make their voices heard.

The Grand Jury's inquiry reveals that only minor impediments exist for a district to provide true transparency. Typical costs for professional website developers range from \$1000 to \$9000 to create a website that can be updated by district in-house staff.¹⁰ A developer can both create the site and provide the training and tools necessary for in-house district employees to manage and update as needed.

The Grand Jury found no attempt to intentionally obfuscate beneficial information. Based on our interviews we found the following to be the common reasons for substandard transparency:

⁸ San Mateo County's LAFCo MSRs and SOIs can be found at <http://www.co.sanmateo.ca.us/portal/site/lafco>

⁹ Enterprise activities are those services for which a fee is paid by the customer i.e. sewer service, water, garbage, etc.

¹⁰ Price ranges are based on input from professional website developers who work with non-profits and government agencies.

FINDINGS

- F1. Some districts are misinformed about the relative affordability of professionally created websites.
- F2. Special districts lack trained in-house staff to regularly update website information.
- F3. Privacy concerns of Boards of Directors or Commissioners result in a lack of readily accessible contact information.
- F4. Not all special districts recognize the benefits of transparency delivered through district websites.
- F5. No County independent special district has completed the District of Distinction¹¹ program offered by Special Districts Leadership Foundation (SDLF).
- F6. No independent special district in the County has yet earned the SDLF Transparency Certificate of Excellence.¹²
- F7. Only 2 of 23 independent special districts in the County have achieved SDLF Recognition in Special District Governance.¹³
- F8. No general manager or top management official of any County independent special district has received SDLF's Special District Administrator Certification.¹⁴

RECOMMENDATIONS

- R1. Each independent special district's website will conform to the accepted criteria listed in the SDLF's transparency checklist on or before May 15, 2015.
- R2. By December 31, 2014, independent special districts will consult with professional website developers if in-house staff is incapable of creating and/or managing their website as described above.
- R3. Each district will take the necessary steps to keep its website current.
- R4. Districts will complete the District of Distinction program offered by SDLF by June 30, 2015.
- R5. Districts will seek to attain the SDLF Transparency Certificate of Excellence by June 30, 2015.
- R6. Districts currently lacking staff or board members who have achieved the SDLF's Recognition in Special District Governance will seek the training available under this program by June 30, 2015.
- R7. District administrators will seek the SDLF Special District Administrator Certification.

¹¹ See Appendix C and <http://sdlf.org/DODprog.htm>

¹² See Appendix D and <http://sdlf.org/transparency.htm>

¹³ See Appendix E and <http://sdlf.org/SDGprog.htm>

¹⁴ See Appendix F and <http://sdlf.org/SDAprog.htm>

REQUEST FOR RESPONSES

Pursuant to Penal code section 933.05, the grand jury requests responses to the foregoing recommendations:

From the following governing bodies:

- Bayshore Sanitary District
- Broadmoor Police Protection District
- Coastside County Water District
- Coastside Fire District
- Colma Fire Protection District
- East Palo Alto Sanitary District
- Granada Sanitary District
- Highlands Recreation District
- Ladera Recreation District
- Los Trancos County Water District
- Menlo Park Fire Protection District
- Midpeninsula Regional Open Space District
- Mid-Peninsula Water District
- Montara Water and Sanitary District
- Mosquito and Vector Control District
- North Coast County Water District
- Peninsula Health Care District
- Resource Conservation District
- San Mateo County Harbor District
- Sequoia Health Care District
- West Bay Sanitary District
- Westborough Water District
- Woodside Fire Protection District

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted subject to the notice, agenda and open meeting requirements of the Brown Act.

BIBLIOGRAPHY

Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury.

Senate Local Government Committee (2010, October), What's So Special About Special Districts?, *Inyo County*, http://www.inyocounty.us/Recorder/Documents/Whats_So_Special.pdf

Nelson, C. (2013, November 21), New transparency portal for special districts launches today, *California Forward*, <http://www.cafwd.org/reporting/entry/new-transparency-portal-for-special-districts-launches-today>

(2008), Special Districts: Compensation for Directors and Trustees, *California Special Districts Association*, <http://www.csda.net/wp-content/uploads/2013/05/Special-Districts-Compensation-for-Directors-and-Trusteesa.pdf>

Jones, J. (2012, September 26), In U.S. Trust in State, Local Governments Up, *Gallup.Com*, <http://www.gallup.com/poll/157700/trust-state-local-governments.aspx>

APPENDIX A



BY THE NUMBERS

Large or small, special districts are responsive to the neighborhoods and regions they serve. Policy addressing special districts should focus on the quality of service delivered to citizens rather than assumptions about quantity or size. The numbers speak volumes to the ability of special districts to meet evolving local needs.

Critical Role for Millions of Californians Daily

- Deliver water and treat wastewater for more than 30 million residents
- Protect 11 million residents from fire and other hazards
- Operate more than half of California's critical access hospitals
- Supply water to 90 percent of California's farmland
- Provide other core services throughout the state: flood defense, mosquito and vector control, trash collection, resource conservation, and airport, port and harbor, and cemetery management.

Created to Serve Local Communities through Voter Approval

- Voters have approved 2,162 independent special districts. It is important to note that while the State Controller's 2010-11 report lists 4,772 "special districts," over half are actually non-profit corporations or components of other governments, such as cities and counties.
- An emphasis on efficient service delivery is why special districts have taken the lead in self-initiating the majority of the more than 150 consolidations and mergers over the last two decades, when and where it was appropriate.
- According to a Senate Local Government Committee report (2010), special districts have consolidated by more than seven percent over the past 20 years.

A Thoughtful, Local Process

- District reorganizations are researched and approved by the Local Agency Formation Commission, whose state mandated goal is to assure that changes in governmental organization occur in a manner which encourages orderly growth, discourages sprawl, preserves agricultural and open space lands and safeguards the delivery of efficient and quality municipal services.
- A one-size-fits-all, top-down approach does not work with core local services. Deliberate study and planning at the local level is necessary to ensure viability and identify efficiencies. Ultimately, the power to reorganize local services should always rest with the local citizens who established and depend on them.

For more information please visit www.csda.net

APPENDIX B



District Transparency Certificate of Excellence *checklist*

Showcase your district's commitment to transparency

BASIC REQUIREMENTS

- Current Ethics Training for all Board Members**
(Government Code Section 53235)
 - Provide copies of training certificates along with date completed
- Compliance with the Ralph M. Brown Act**
(Government Code Section 54950 et. al.)
 - Provide copy of current policy related to Brown Act compliance
 - Provide copy of a current meeting agenda (including opportunity for public comment)
- Adoption of policy related to handling Public Records Act requests**
 - Provide copy of current policy
- Adoption of Reimbursement Policy, if district provides any reimbursement of actual and necessary expenses**
(Government Code Section 53232.2 (b))
 - Provide copy of current policy
- Annual disclosure of board member or employee reimbursements for individual charges over \$100 for services or products. This information is to be made available for public inspection. "Individual charge" includes, but is not limited to: one meal, lodging for one day, or transportation.** *(Government Code Section 53062.5)*
 - Provide copy of the most recent document and how it is accessible
- Timely filing of State Controller's Special Districts Financial Transactions Report - includes compensation disclosure.** *(Government Code Section 53891)*
 - Provide copy of most recent filing
SDLF staff will verify that district is not listed on the State Controller's 'non-compliance list'
- Conduct Annual Audits**
(Government Code Section 26909 and 12410.6)
 - Provide copy of most recent audit and management letter and a description of how/where documents were made available to the public
- Other Policies – have current policies addressing the following areas** *(provide copies of each):*
 - Conflict of Interest
 - Code of Ethics/Values/Norms or Board Conduct
 - Financial Reserves Policy

WEBSITE REQUIREMENTS

- Maintain a district website with the following items**
(provide website link, all are required)
 - Names of Board Members and their terms of office
 - Name of general manager and key staff along with contact information
 - Election procedure and deadlines
 - Board meeting schedule (Regular meeting agendas must be posted 72 hours in advance pursuant to *Government Code Section 54954.2 (a) (1)* and *Government Code Section 54956 (a)*)
 - District's mission statement
 - Description of district's services/functions and service area
 - Authorizing statute/enabling act (Principle Act or Special Act)
 - Current district budget
 - Most recent financial audit
 - Archive of Board meeting minutes for at least the last 6 months
 - List of compensation of Board Members and staff and/or link to State Controller's webpage with the data
- Website also must include at least 4 of the following items:**
 - Post Board Member ethics training certificates
 - Picture, biography and email address of board members
 - Last 3 years of audits
 - Reimbursement and Compensation Policy
 - Financial Reserves Policy
 - Online /downloadable Public Records Act request form
 - Audio or video recordings of board meetings
 - Map of district boundaries/service area
 - Link to California Special Districts Association mapping program
 - Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies *(full document or link to document on another site)*

Continued on reverse



Questions about SDLF or the transparency program? Call us for more information at 916.231.2939

APPENDIX C



SHOWCASE YOUR COMMITMENT TO EXCELLENCE

Districts Of Distinction Application

The Districts of Distinction program is an accreditation program that enables districts to demonstrate to their communities, the media and legislators their commitment to operate in a sound, responsible manner. Districts apply for designation as a District of Distinction by submitting financial audits, policies and procedures and proof of training received by directors and executive staff.

Requirements:

FINANCIAL AUDITS

Districts must demonstrate they undergo regular financial audits, have no major deficiencies and apply any recommendations to future years.

What to submit:

- Copies of the three most recent district audits, including financial statements and management letters. Each audit, including findings and recommendations, will be reviewed by a member of the Certification & Audit Review Advisory Committee. Committee members are volunteers from the special district community, including district controllers, directors of finance and SDA certified general managers.

POLICIES AND PROCEDURES

Districts must demonstrate that their operations conform to all statutes and regulations under state law as reflected in a policies and procedures manual. Policies and procedures should focus on governance, ethics, board conduct, district finances, reserves, reimbursement/compensation, etc.

What to submit:

- Copy of your district's current approved policies and procedures manual.
- Copy of your district's Board minute action adopting and/or having reviewed the policies and procedures manual within the past year.

Training

Districts must demonstrate that all directors, trustees, general manager and executive staff (as designated by the district) have received training in governance as well as compliance with AB 1234 Ethics Training and AB 1825 Harassment Prevention Training.

What to submit:

Documentation showing class attendance, such as certificate of completion for each board member, general manager and other executive staff members (as identified by the board) in the following areas:

- Governance Training:** Six hours of basic governance training within the past five years. Governance Foundations, offered by CSDA's Special District Leadership Academy, satisfies this requirement. Other courses may qualify as well, however will need to be submitted for review by SDLF.
- Ethics Training:** Documentation verifying completion of AB 1234 ethics compliance training within the last two years.
- Harassment Prevention Training:** Documentation verifying completion of AB 1825 harassment prevention training within the last two years.

Other

Districts must also include the following items with the accreditation/re-accreditation application:

What to submit:

- Board of Directors roster
- List of executive staff, including titles
- Proof of current compliance with CA State Controller reporting requirements including district financial and compensation data
- Completed application for accreditation/re-accreditation
- Accreditation/re-accreditation application fees
- Completed SDLF District Transparency Certificate of Excellence

To view district a District of Distinction



Frequently Asked Questions (FAQs)

Who should apply to be a District of Distinction?

Any California special district that wants to demonstrate publicly the effectiveness of its operations. Applying for this designation shows that your district understands and respects the responsibilities inherent to providing essential public services in a fiscally responsible manner.

What does a district receive for completing the program?

Districts of Distinction earn the right to use the program's seal on district materials and a plaque honoring their accomplishment. SDIF will also write and issue press releases and notify legislators on a district's behalf.

How does a district apply?

Districts interested in earning the Districts of Distinction designation must complete the application and submit it along with the required documentation. Applications must also be accompanied by an application fee.

If my district is a member of the Special District Risk Management Authority (SDRMA), will getting a District of Distinction accreditation save me money on my premiums?

Yes. SDRMA offers Credit Incentive Points (CIPs) if your district earns the District of Distinction accreditation which can provide significant premium discounts. For more information, contact SDRMA at 800.537.7790 or visit www.sdrma.org.

RE-ACCREDITATION

For how long is the designation valid?

The Districts of Distinction designation is valid for two years and a district may be re-accredited by submitting the application and all current required documents for review along with the re-accreditation fee.

Fees

The fees are on a sliding scale, based on a district's ability to pay:



Is your district a District of Distinction?

INITIAL ACCREDITATION

Annual operating budget	Fee
\$0-299,999	\$200
\$300,000-749,999	\$400
\$750,000-999,999	\$600
\$1,000,000--7,999,999	\$800
\$3,000,000 or more	\$1,000

RE-ACCREDITATION

Annual operating budget	Fee
\$0-299,999	\$125
\$300,000-749,999	\$150
\$750,000-999,999	\$175
\$1,000,000--2,999,999	\$200
\$3,000,000 or more	\$250

Submit Application

Submit this application along with all required documentation and payment to:

SPECIAL DISTRICT LEADERSHIP FOUNDATION

1112 I Street, Suite 200

Sacramento, CA 95814

Phone: 916 231 2939 • Fax: 916 442 7889 • www.sdif.org

DISTRICT	
MAILING ADDRESS	
CITY	STATE: ZIP:
CONTACT NAME	
CONTACT TITLE	
PHONE	FAX
EMAIL	WEBSITE
ASSEMBLY MEMBER(S)*	
SENATOR*	
LOCAL NEWSPAPERS	
I CERTIFY THAT THE INFORMATION SUBMITTED IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.	SIGNATURE
PAYMENT	
TOTAL \$	<input type="checkbox"/> CHECK <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS
ACCT. NAME	ACCT. NUMBER
EXPIRATION DATE	AUTHORIZED SIGNATURE

* Include all state legislators representing the district's area of operation.

Is your district a District of Distinction?

APPENDIX D



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY District Transparency Certificate of Excellence

Purpose

To promote transparency in the operations and governance of special districts to the public/constituents and provide special districts with an opportunity to showcase their efforts in transparency.

Duration

2 Years

Application Cost

FREE

District Receives

- Certificate for display (covering 2 years)
- Press release template
- Recognition on the SDFL website
- Letter to legislators within the district's boundaries announcing the achievement
- Recognition in CA Special District magazine and the USDA eNews

Basic Requirements

CURRENT ETHICS TRAINING FOR ALL BOARD MEMBERS (*Government Code Section 53735*)

- Provide copies of training certificates along with date completed

COMPLIANCE WITH THE RALPH M. BROWN ACT (*Government Code Section 54950 et. al.*)

- Provide copy of current policy related to Brown Act compliance
- Provide copy of a current meeting agenda (including opportunity for public comment)

ADOPTION OF POLICY RELATED TO HANDLING PUBLIC RECORDS ACT REQUESTS

- Provide copy of current policy

ADOPTION OF REIMBURSEMENT POLICY, IF DISTRICT PROVIDES ANY REIMBURSEMENT OF ACTUAL AND NECESSARY EXPENSES (*Government Code Section 53112.2 (b)*)

- Provide copy of current policy

ANNUAL DISCLOSURE OF BOARD MEMBER OR EMPLOYEE REIMBURSEMENTS FOR INDIVIDUAL CHARGES OVER \$100 FOR SERVICES OR PRODUCTS. THIS INFORMATION IS TO BE MADE AVAILABLE FOR PUBLIC INSPECTION. "INDIVIDUAL CHARGE" INCLUDES, BUT IS NOT LIMITED TO, ONE MEAL, LODGING FOR ONE DAY, OR TRANSPORTATION. (*Government Code Section 53061.5*)

- Provide copy of the most recent document and how it is accessible.

TIMELY FILING OF STATE CONTROLLER'S SPECIAL DISTRICTS FINANCIAL TRANSACTIONS REPORT - INCLUDES COMPENSATION DISCLOSURE (*Government Code Section 53897*)

- Provide copy of most recent filing
- SDLF staff will verify that district is not listed on the State Controller's 'non-compliance list'*

CONDUCT ANNUAL AUDITS (*Government Code Section 26909 and 12410.6*)

- Provide copy of most recent audit and management letter and a description of how/where documents were made available to the public

OTHER POLICIES - HAVE CURRENT POLICIES ADDRESSING THE FOLLOWING AREAS

Provide copies of each:

- Conflict of Interest
- Code of Ethics/Values/Norms or Board Conduct
- Financial Reserves Policy

Approved by the District's Committee on Transparency



Website Requirements

MAINTAIN A DISTRICT WEBSITE WITH THE FOLLOWING ITEMS REQUIRED: *(provide website link)*

Required items available to the public:

- Names of Board Members and their terms of office
- Name of general manager and key staff along with contact information
- Election procedures and deadlines
- Board meeting schedule *(Regular meeting agendas must be posted 72 hours in advance pursuant to Government Code Section 54954.2 (a)(1) and Government Code Section 54956 (a))*
- District's mission statement
- Description of district's services/functions and service area
- Authorizing statute/Enabling Act (Principle Act or Special Act)
- Current District budget
- Most recent financial audit
- Archive of Board meeting minutes for at least the last 6 months
- List of compensation of Board Members and Staff and/or link to State Controller's webpage with the data

ADDITIONAL ITEMS *websites also must include at least 3 of the following items:*

- Past Board Member ethics training certificates
- Picture, biography and e-mail address of board members
- Last (3) years of audits
- Reimbursement and Compensation Policy
- Financial Reserves Policy
- Online/downloadable public records act request form
- Audio or video recordings of board meetings
- Map of district boundaries/service area
- Link to California Special Districts Association mapping program
- Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site)

Outreach/Best Practices Requirements

(Must complete at least 2 of the following items):

REGULAR DISTRICT NEWSLETTER OR COMMUNICATION (PRINTED) AND/OR ELECTRONIC THAT REACHES THE PUBLIC, CONSTITUENTS AND ELECTED OFFICIALS UP-TO-DATE ON DISTRICT ACTIVITIES *(at least twice annually)*

- Provide copy of most recent communication and brief description on the frequency of the communication, how it's distributed and to whom.

COMMUNITY NOTIFICATION THROUGH PRESS RELEASE TO LOCAL MEDIA OUTLET ANNOUNCING UPCOMING HEARING DEADLINE FOR ELECTION AND PROCESS FOR SEEKING A POSITION ON THE DISTRICT BOARD, PRIOR TO THAT ELECTION (OR PRIOR TO THE MOST RECENT DEADLINE FOR CONSIDERATION OF NEW APPOINTMENTS FOR THOSE DISTRICTS WITH BOARD MEMBERS APPOINTED TO FIXED TERMS).

- Provide copy of the press release (and the printed article if available)

COMPLETE SALARY COMPARISON/BENCHMARKING FOR DISTRICT STAFF POSITION USING A REPUTABLE SALARY SURVEY (AT LEAST EVERY 3 YEARS)

- Provide brief description of the survey and process used as well as the general results

SPECIAL COMMUNITY ENGAGEMENT PROJECT

Designed and completed a special project promoting community engagement with the district (potential projects may be broad in nature or focus on specific issues such as rate setting, recycled water, identifying community needs, etc.)

- Submit an overview of the community engagement project reviewing the process undertaken and results achieved

HOLD ANNUAL INFORMATIONAL PUBLIC BUDGET HEARINGS THAT ENGAGE THE PUBLIC (OUTREACH, WORKSHOPS, ETC.) PRIOR TO ADOPTING THE BUDGET

- Provide copy of most recent public budget hearing notice and agenda



COMMUNITY TRANSPARENCY REVIEW

The district *could be* required to obtain a completed review checklist from at least 2 of the following individuals (the district may choose to conduct the review with these individuals simultaneously or separately):

- Chair of the County Civil Grand Jury
- Editor of a reputable local print newspaper (only one may count toward requirement)
- LAFCO Executive Officer
- County Auditor/Controller
- Local Legislator (only one may count toward requirement)
- Executive Director or President of local Chamber of Commerce
- General Manager of a peer agency (special district, city or county)
 - Provide proof of completion signed by individual completing Community Transparency Review



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY
District Transparency Certificate of Excellence

Submit Application

Submit the application along with all required documentation to:

SPECIAL DISTRICT LEADERSHIP FOUNDATION
 1177 L Street, Suite 203
 Sacramento, CA 95814
 Phone: 916-741-2939 • Fax: 916-447-7889

DISTRICT		
MAILING ADDRESS		
CITY	STATE	ZIP
CONTACT NAME		
CONTACT TITLE		
PHONE	FAX	
EMAIL	WEBSITE	
ASSESSOR'S NUMBER*		
SPECIALTY*		
LOCAL NEWSMITHS		
CITY COUNTY DISTRICT INFORMATION SUBMITTED TO AS A REQUIREMENT		SHOW ME THE BEST OF OUR KNOWLEDGE

ANALYSIS OF COMMUNITY FEEDBACK FOR THE FOUNDATION

APPENDIX E



FOR DIRECTORS AND TRUSTEES

Recognition in Special District Governance

This recognition is an opportunity for staff, board members and trustees to demonstrate to their constituents and colleagues the extent of their commitment and dedication to providing the best possible service to the communities they serve.

Requirements

- CSDA SPECIAL DISTRICT LEADERSHIP ACADEMY**
Requires completion of all four modules of the California Special Districts Association (CSDA) Special District Leadership Academy within the last two years:
 - Module 1: Governance Foundations
 - Module 2: Setting Direction & Community Leadership
 - Module 3: Board's Role in Finance & Fiscal Accountability
 - Module 4: Board's Role in Human Resources

- ELECTIVE COURSES**
Requires at least 10 hours of continuing education from the California Special Districts Association (CSDA) or another statewide association specializing in local government.

Frequently Asked Questions (FAQs)

What is the Recognition program?

Recognition in Special District Governance was designed to acknowledge special district board members/trustees that have taken the time and made the effort to get core governance training and continuing education. The program is comprised of two distinct parts: the CSDA Special District Leadership Academy, and at least 10 hours of continuing education from the California Special Districts Association (CSDA) or another statewide association specializing in local government.

Who should apply?

This is an individual recognition. Special district board members, trustees and staff are encouraged to apply.

What do you receive?

Upon completion and verification of the application and submission of the one-time fee, you will be recognized by receiving a custom certificate in a beautiful padded folder, along with the recognition at an upcoming event should you be able to attend.

Is there a way for my district to be recognized also?

In addition to recognitions given to individual directors/trustees and staff, there is also a District Recognition. Districts that have a majority of their governing board holding recognitions will receive a Silver Recognition, and districts with their entire board holding recognitions will receive a Gold Recognition. District Recognitions will be presented at an upcoming event should representatives be able to attend.

How long is the recognition good for?

This is recognition for a lifetime. All you need to do is keep SDLF current anytime you change address, jobs, etc.

Fees

Individual Recognition: \$65
District Recognition: Free of charge

Give Your Commitment To Good Government



Submit Application

Submit this application along with all required documentation and payment of \$65 for individual recognition (additional District Recognition is free of charge) to:

SPECIAL DISTRICT LEADERSHIP FOUNDATION
 1112 I Street, Suite 200
 Sacramento, CA 95811
 Phone: 916-231-2939 • Fax: 916-442-7889 • www.sdif.org

NAME		
DISTRICT		
CONTACT NAME		
CONTACT TITLE		
MAILING ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	
EMAIL	WEBSITE	

SPECIAL DISTRICT LEADERSHIP ACADEMY	
MODULE	DATE TAKEN
MODULE 1: GOVERNANCE FOUNDATIONS	
MODULE 2: SETTING DIRECTION/COMMUNITY LEADERSHIP	
MODULE 3: BOARD'S ROLE IN FINANCE & FISCAL ACCOUNTABILITY	
MODULE 4: BOARD'S ROLE IN HUMAN RESOURCES	

EFFECTIVENESS (AT LEAST 10 HOURS REQUIRED WITHIN THE LAST TWO YEARS)		
COURSE TITLE & SPONSORING ORGANIZATION	DATE TAKEN	HOURS
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

*Please attach any verifying documentation. Use additional pages if necessary.

PAYMENT	
TOTAL \$	<input type="checkbox"/> CHECK <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS
ACCT. NAME:	ACCT. NUMBER:
EXPIRATION DATE:	AUTHORIZED SIGNATURE:

Prove Your Commitment to Good Governance

APPENDIX F



FOR GENERAL MANAGERS AND TOP MANAGEMENT

Special District Administrator Certification

The SDA Certification is a voluntary designation sought by individuals who strive to be the best in their field. Administrators with various academic and professional backgrounds can be candidates for the program.

Qualifying For The Exam

The certification application in special district administration is built around specific categories. These factors include professional special district and related experience, related continuing education, community service, and higher education background.

CURRENT EXPERIENCE

In order to earn the SDA Certification, an individual must have:

- Worked three out of the last five years in a position of management in a California special district. Related work experience with other public agencies or private firms may be considered by application to the Certification and Audit Review Advisory Committee. A current resume is required with your application.

ACCEPTED COURSES

All courses offered by the California Special Districts Association (CSDA) or any statewide association specializing in local government are valid for the certification program and can count as continuing education. Applicants submitting course credits from other organizations, academic institutions or private firms, must include:

- General course descriptions for consideration by the Certification and Audit Review Advisory Committee. A written notification will be provided if course work is not accepted. The applicant then has an opportunity to appeal.
- All continuing education submitted for review must be from within the last five years.

Examination

A total of 400 points is required to qualify for the opportunity to take the examination based on the identified categories. The points listed to the right of each section in the application indicate the minimum/maximum points a candidate must have in each area. You can submit excess points for review, however must have at least 400 qualified points to move forward.

Upon determination of eligibility and qualification, an individual will be scheduled for the examination. Qualified applicants will be notified regarding the annual examination schedule. Applicants will also be notified of examination results within 30 days of taking the exam.

The exam consists of 100 total questions across many areas related to special district management, operations and governance and must be completed within two hours. A score of 70 or more is required to pass the exam. If unsuccessful on the first attempt, the exam may be re-taken once at a different time with no additional charge or application.

Fees

All fees are non-refundable.

ONE-TIME APPLICATION FEE

There is a \$400 application fee for the Certification in Special District Administration Program. This fee includes the SDA study guide and review and evaluation of points earned prior to taking the examination. In the event that an applicant does not initially meet the minimum point requirement for taking the examination, the fee submitted remains valid for three years to allow ample time for accumulation of points.

EXAM FEE

The fee for the certification examination is \$150. The exam may be re-taken once at a different time with no additional charge or application.

RE-CERTIFICATION FEE

The fee for recertification is \$50 and must be submitted in accordance with the requirements for maintaining SDA certification as listed below.

Maintaining SDA Certification

The SDA Certification is valid for four years from the date of successfully passing the exam. It can be kept current by completion of 75 continuing education points and a nominal recertification fee submitted to SDLF within each additional four-year period.

Become a Certified Leader in Special Districts

Special District Administrator (SDA) Certification Application

Please provide details, dates and appropriate documentation. Use additional pages if necessary.

PROFESSIONAL SPECIAL DISTRICT & LOCAL GOVERNMENT EXPERIENCE				(100 - 200 POINTS)
1. DISTRICT/GENERAL MANAGER EXPERIENCE				
FROM:	TO:	YEARS IN POSITION:	(X) 1 -	
2. ASSISTANT GENERAL MANAGER/SR. MANAGEMENT EXPERIENCE				
FROM:	TO:	YEARS IN POSITION:	(X) 1 -	
3. OTHER RELATED MANAGEMENT EXPERIENCE				
FROM:	TO:	YEARS IN POSITION:	(X) 1 -	
EDUCATION (DEGREE OR COLLEGE COURSE CREDIT POINTS EARNED MAY BE CARRIED FORWARD FROM PREVIOUS YEAR)				(10 - 25 POINTS)
DEGREE	INSTITUTION	LOCATION	DATE	
ASSOCIATE (50 POINTS)				
BACHELOR (75 POINTS)				
MASTER (100 POINTS)				
DOCTORATE (125 POINTS)				
COMMUNITY SERVICE (REGISTER WITHIN YEAR)				(10 - 25 POINTS)
Service to the community in the spirit of maintaining a connection to special districts and local government. This section was designed to account for volunteer activities outside the scope of your everyday job responsibilities, while still relating specifically to your local community. Please describe your contribution, level of involvement from the experience and the relevancy to special districts, local government and/or the community.				
ACTIVITY	DATE	Briefly describe your contribution and the relevancy to districts, local government and/or community.		
1.				
2.				
3.				
4.				
5.				

*attach additional pages as necessary

Become a Certified Leader in Special Districts



RELATED CONTINUING EDUCATION POINTS: FULL DAY = 9 POINTS (HALF DAY = 4.5 POINTS PER HOUR)			(90 - 200 POINTS)
<p>All courses offered by the California Special Districts Association, any statewide association specializing in local government and/or an organization with a focus in the areas outlined in the SDA Study Guide (public policy, management, administration, governance, etc.) are valid for the certificate program. Example: Attendance at CSDA's Annual Conference would be worth 20 hours. If you are submitting points outside of these guidelines, please provide an extensive overview of the program with the application. Each program will be evaluated by the Certification and Audit Review Advisory Committee.</p> <p>REQUIREMENTS:</p> <ul style="list-style-type: none"> • At least half (50 percent) of continuing education points submitted are in trainings specifically focused on performance in special district operations and governance. • All continuing education needs to have been completed within five years of application submission. • Continuing education must include current AB 1234 Ethics Training (2 hours) and AB 1825 Harassment Prevention Training (2 hours). This applies to recertification also. 			
SPONSOR & TITLE OF PROGRAM	DATE(S)	NUMBER OF HOURS	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
TOTAL			

Submit Application

Submit this application along with all required documentation and payment to:

SPECIAL DISTRICT LEADERSHIP FOUNDATION
 1112 I Street, Suite 200
 Sacramento, CA 95814
 Phone: 916-731-7939 • Fax: 916-447-7889 • www.sdlf.org

NAME:		
DISTRICT:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	
EMAIL:	WEBSITE:	
<p>In making this application, I fully understand that it is an application for enrollment purposes only. In order to complete registration I will submit to an examination and supply further information as required by the Certification and Audit Review Advisory Committee. I further understand and, by my signature, acknowledge that any false statement or misrepresentation I may make in the course of these proceedings and application may result in the revocation of this application.</p>		
APPLICANT'S SIGNATURE:		DATE:
PAYMENT		
TOTAL \$	<input type="checkbox"/> CHECK <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS	
ACCT NAME:	ACCT NUMBER:	
EXPIRATION DATE:	AUTHORIZED SIGNATURE:	

The Special District Administrator Certification does not discriminate on any basis, including race, sex, age, religion, national origin, sexual orientation or disability.

Become a Certified Leader in Special Districts

APPENDIX G

San Mateo County
Independent Special Districts
Property Tax Revenue
FY 2012-13

Special Districts	RDA - Item 8									
	Secured (a)	Unsecured	Supplemental (c)	Consumption	Direct EBPF	RDA - Residual (d)	RDA - Pass Through Payments (d)	Income Housing Pools (e)	RDA - Other Pools (e)	Total
Bayshore Sanitary District	\$ 61,919.00	\$ 1,542.22	\$ 4,305.64	\$ 1,543.11	\$ 31,301.00	\$ 131,252.00	\$ 29,627.02	\$ 37,935.65		\$ 304,529.00
Broadmoor Police Protection District	1,000,000.95	53,242.16	17,502.00	6,124.90	230,499.00					1,317,369.00
Chimney Rock Water District	629,001.51	36,593.21	11,809.55	4,130.28	311,572.00					993,306.55
Chimney Rock Fire District	6,929,596.15	402,546.40	132,336.26	46,000.00	762,000.00					8,272,478.81
China Fire Protection District	646,955.81	34,625.14	11,214.38	3,908.97						696,702.26
East Palo Alto Sanitary District	290,542.36	13,753.27	10,570.91	3,663.24	140,767.00	50,100.95	143,602.91	119,001.54	95,998.02	682,606.01
Granada Sanitary District	405,200.95	27,406.52	8,893.21	3,123.22	230,201.00					732,824.90
Highlands Recreation District	290,257.02	17,567.97	5,662.20	2,011.66	71,000.00					396,509.25
Ladonia Recreation District	130,677.77	6,915.13	2,291.20	767.97	35,467.00					176,119.00
Los Trancos County Water District	229,622.04	12,142.15	3,931.79	1,304.20	56,401.00					293,561.18
Marina Park Fire Protection District	26,593,330.03	1,250,777.01	392,405.55	106,499.13	2,577,051.00	120,493.00	1,045,903.64	913,102.39	1,500,499.00	34,526,000.31
Midpeninsula Regional Open Space District	8,980,217.77	400,450.91	100,412.85	63,652.99		170,200.73	70,153.17	339,430.39	220,263.02	10,304,065.63
Mid-Peninsula Water District	130,406.53	8,961.68	3,100.71	1,009.91	64,526.00	13,490.52	2,809.51	393.61	519.95	200,740.02
Montara Water and Sanitary District	391,472.96	21,523.65	7,012.20	2,456.46	100,057.00					622,522.27
Mosquitoes and Vector Control District	1,540,630.35	86,381.79	31,279.12	11,000.65	236,011.00	29,499.93	35,468.49	40,702.15	29,648.79	2,010,005.67
North Coast County Water District	446,000.50	24,951.89	4,679.23	2,316.77	212,252.00		507.00	7,403.66	1,031.38	776,522.02
Peninsula Health Care District	4,039,657.20	240,245.08	82,119.20	20,930.94		136,546.77	30,010.10	100,774.53	40,573.40	4,710,306.04
Resource Conservation District	42,200.39	2,512.91	823.75	280.46	1,936.00	893.00		1,146.25	652	52,465.30
San Mateo County Harbor District	3,429,139.27	179,120.32	72,462.42	25,520.99	830,021.00	201,987.04	32,451.30	206,007.00	59,465.46	5,000,500.02
Sepulveda Health Care District	8,400,000.15	441,790.61	155,229.02	54,710.66		167,212.04	10,916.62	47,249.02	16,777.63	9,126,005.15
West Bay Sanitary District (d)										
Windsor Water District	230,673.34	12,776.40	4,176.26	1,456.26	130,022.00					382,028.26
Woodside Fire Protection District	12,302,773.36	683,310.30	223,420.40	70,957.96	1,302,130.00					15,000,990.02
Totals	\$ 72,668,019.25	\$ 4,079,729.93	\$ 1,365,063.02	\$ 520,816.26	\$ 2,205,225.00	\$ 1,040,642.00	\$ 1,403,016.00	\$ 1,620,404.00	\$ 1,916,620.20	\$ 92,110,700.22

(a) West Bay Sanitary District does not receive property tax revenues. They have special charges which generated \$17,353,961 in revenues for the taxing entity in FY 2012-2013.
 (b) Secured revenues exclude unitary property tax. All property tax revenues are net of refunds.
 (c) Supplemental revenues represent current secured supplemental revenues only. This does not include unsecured supplemental and redemption supplemental.
 (d) RDA Residual and Pass Through Payments are ongoing until completion of RDA bond draw. Amounts may vary from year due to various factors (refunds, revenue amounts, retirement of obligations).
 (e) These are one-time monies being received as a result of the RDA dissolution.



San Mateo County Harbor District

ITEM 6

Board of Harbor
Commissioners

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

Peter Grenell, General Manager

NO WRITTEN REPORT

Resolution 23-14
To
Amend the Fiscal Year 2014-2015
Rates and Fees Schedule
of the
San Mateo County Harbor District
For
Pillar Point Harbor

Whereas, the Board of Harbor Commissioners pursuant to Section §6079 of the Harbors and Navigation Code of the State of California and Section 5.3 of the San Mateo County Harbor District's Ordinance Code of 1996 as amended, have established a Rates and Fees Schedule.

Whereas, the Board of Harbor Commissioners, through Resolution 15-14 adopted the Fiscal Year 2014-2015 Rates and Fees Schedule for Pillar Point Harbor on May 21, 2014.

Therefore, be it resolved, that the Amended Rates and Fees Schedule for Pillar Point Harbor for Fiscal Year 2014-2015 as set forth in Exhibit A, attached hereto and by reference incorporated herein, be adopted.

Therefore, be it further resolved, that the Board shall direct the posting of the Rates and Fees Schedule – Fiscal Year 2014-2015 at Pillar Point Harbor, and at the District's Administrative Office, and the inclusion of the Schedule as an exhibit in the Final Operating and Capital Budget for Fiscal Year 2014-15.

Approved this 6th day of August, 2014 at a regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

For:

Against:

Absent:

Abstaining:

Attested

BOARD OF HARBOR COMMISSIONERS

Debbie Nixon
Deputy Secretary

Pietro Parravano
President

Exhibit A
San Mateo County Harbor District
Pillar Point Harbor Rates and Fees Schedule

~~Effective: July 1, 2014 – June 30, 2015~~
 Effective: July 17, 2014 – June 30, 2015

Service	Pillar Point Harbor																														
Berth Transfer Fee – Customer Initiated	\$30.00 fee per vessel transferred																														
Berth Waiting List - Must be paid annually to maintain position on wait list	\$25.00 annual fee																														
Berthing – Monthly Rates Vessels will be charged based on the size of the berth unless the vessel exceeds the length of the berth, in which case the vessel will be charged the fee for a berth that is large enough to fully accommodate the vessel.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Berth Size</th> <th style="text-align: center;">Dock D-H</th> <th style="text-align: center;">Dock A-C</th> </tr> </thead> <tbody> <tr> <td>30'</td> <td style="text-align: right;">273.00</td> <td style="text-align: right;">278.25</td> </tr> <tr> <td>35'</td> <td style="text-align: right;">315.00</td> <td style="text-align: right;">320.25</td> </tr> <tr> <td>40'</td> <td style="text-align: right;">357.00</td> <td style="text-align: right;">362.25</td> </tr> <tr> <td>45'</td> <td style="text-align: right;">404.50</td> <td style="text-align: right;">409.50</td> </tr> <tr> <td>50'</td> <td style="text-align: right;">441.00</td> <td style="text-align: right;">446.25</td> </tr> <tr> <td>55'</td> <td style="text-align: right;">483.00</td> <td style="text-align: right;">488.25</td> </tr> <tr> <td>65'</td> <td style="text-align: right;">567.00</td> <td style="text-align: right;">572.25</td> </tr> <tr> <td>65' +</td> <td style="text-align: right;">\$8.80/ft</td> <td style="text-align: right;">\$8.90/ft</td> </tr> <tr> <td>Skiffs*</td> <td style="text-align: right;">52.50</td> <td style="text-align: right;">78.75</td> </tr> </tbody> </table> <p style="font-size: small;">* and watercraft 16' and under in approved areas only. No charge for skiff 12' or less owned by the berth renter and contained totally within the berth renter's berth. Multi-hull rate is 150% of the single hull rate.</p>	Berth Size	Dock D-H	Dock A-C	30'	273.00	278.25	35'	315.00	320.25	40'	357.00	362.25	45'	404.50	409.50	50'	441.00	446.25	55'	483.00	488.25	65'	567.00	572.25	65' +	\$8.80/ft	\$8.90/ft	Skiffs*	52.50	78.75
Berth Size	Dock D-H	Dock A-C																													
30'	273.00	278.25																													
35'	315.00	320.25																													
40'	357.00	362.25																													
45'	404.50	409.50																													
50'	441.00	446.25																													
55'	483.00	488.25																													
65'	567.00	572.25																													
65' +	\$8.80/ft	\$8.90/ft																													
Skiffs*	52.50	78.75																													
Berthing – Discount	1 Month free with 1 year paid in advance Berth Discount for Full Time Commercial and Sport fishing Vessels (applies to monthly and transient):15%. Not retroactive and requires annual application.																														

Exhibit A
San Mateo County Harbor District
Pillar Point Harbor Rates and Fees Schedule

~~Effective: July 1, 2014 – June 30, 2015~~
 Effective: July 17, 2014 – June 30, 2015

Service	Pillar Point Harbor
Berthing – Long term Transient (guarantee of 2 weeks minimum and maximum of 90 days – (with live aboard privileges) greater than 90 requires Harbor Master pre-approval)	\$0.75 per foot of boat per day – multi-hulled rate is 150%.
Berthing – Short Term Transient (less than 2 weeks – with live aboard privileges)	\$0.85 per foot of boat per day – multi-hulled rate is 150%. Vessels anchoring in the outer harbor in excess of 4 hours will be subject to the daily rate.
Bid Package	District cost – non refundable
Boat Wash	\$1.25 per 5 minutes – coin operated – quarters only
CEQA Review – Initial Study	Base fee = \$150.00 Plus District in-house and out-of pocket costs
CEQA Review – Negative Declaration	Base fee = \$100.00 Plus District in-house and out-of pocket costs
Collections	District costs
Commercial Activity Permit	\$250.00 annual fee Veterans may be eligible for waiver of fee, subject to documentation acceptable to District. No retroactivity available. Other fees may apply.
Commercial Services Activity Permit	\$50.00 annual fee

Exhibit A
San Mateo County Harbor District
Pillar Point Harbor Rates and Fees Schedule

~~Effective: July 1, 2014 – June 30, 2015~~

Effective: July 17, 2014 – June 30, 2015

Service	Pillar Point Harbor
Crab Pot Storage Deposit	Single Stall - \$200 deposit Double stall - \$300 deposit; Deposits of \$300 for single stall and \$450 for double stall for transient vessels of less than 6 months. If pallets used NO REFUND of deposit.
Credit Check/ Tenant Screening	District cost – not to exceed \$50.00 per name
Day Use Parking	As designated at specific locations
Dock Box Rental	Not available
Electricity	Amount, adjusted monthly, equal to amount paid by District for the electricity (including all associated charges and fees).
Emergency Pump Out Dockside	Actual labor (see Labor Charges) - \$100.00 minimum
Events	See Events Policy
Faxing Service	\$0.25 per page in/out – minimum \$1.00 fee
Fish Sales Permit – Retail	\$250.00 annual fee
Hoist – Public	\$40.00 per hour. Fees are prorated for partial hours with a \$10.00 minimum
Key Sale	\$10.00 per key
Labor Charge	\$100.00 per hour – regular time \$150.00 per hour – overtime

Exhibit A
San Mateo County Harbor District
Pillar Point Harbor Rates and Fees Schedule

~~Effective: July 1, 2014 – June 30, 2015~~
 Effective: July 17, 2014 – June 30, 2015

Service	Pillar Point Harbor
Late Charge – Monthly Berth Rentals	Interest charged at 0.834% per month (10% per annum) on all balances not paid by the 10 th of the month
Launch Ramp – Commercial Use Only	Commercial Activity Permit required
Launch Ramp – Recreational Use Only	\$13.00 per launch, in and out. - Annual permit \$200.00 valid at all District operated launch ramps. - 20% discount on annual permit to Senior owner over 65 years of age or 20% discount on annual permit to person with disability displaying disabled placard or plate on towing vehicle.
Live Aboard Permit	\$350.00 monthly fee \$350.00 security deposit - 1 Month Free with 1 year paid in advance. - Senior (age 65 and older) discount of \$35.00. Discount available at time of request and eligibility confirmation, and is not retroactive.
Mailed Notices, including: - Postage - Individual notices - Agendas - Minutes - Audio Recording	District cost \$.050 per page - \$5.00 minimum Payable in advance by cash, check or credit card. Refund with mailing, if applicable
Memorial Bench	General public - \$3,500.00 5-year berth holders or fishers taken by the sea - \$2,500.00

Exhibit A
San Mateo County Harbor District
Pillar Point Harbor Rates and Fees Schedule

~~Effective: July 1, 2014 – June 30, 2015~~

Effective: July 17, 2014 – June 30, 2015

Service	Pillar Point Harbor
Mooring Fee for Active Privately Owned Mooring	\$1.60 per foot per month – \$48.00 minimum
Mooring Fee for District-Owned Mooring	Monthly: \$4.25 per foot (LOA) per month – \$105.00 per month minimum with signed agreement Transient: \$10.50 per day
Mooring Permit – Initial One-Time Fee for Issuance of Private Mooring Permit	Governed by District Mooring Policy
NEPA Review – Initial Study	Base fee = \$150.00 Plus District in-house and out-of-pocket costs
NEPA Review – Negative Declaration	Base fee = \$100.00 Plus District in-house and out-of-pocket costs
Oil Absorbent Pads (Heavy Weight)	Free – limit of six (excluding emergencies)
Passenger Fee – Commercial Sport Fishing and Other Charters	\$2.25 per passenger
Photocopy	Paper copy - \$0.25 per page – counter or meter used to determine usage. Electronic copy – \$1.00 per document
Plaque on Existing Bench	General public - \$500.00 5-year berth holders or fishers taken by the sea – optional donation
Proposals, Filing and Evaluation of Proposers, Proposers Credit Check	District cost – minimum \$500.00 per proposal
Recreational Vehicle Parking (only for Commercial Fishermen)	\$45/ day or \$450/ month All RV's must be self-contained

Exhibit A
San Mateo County Harbor District
Pillar Point Harbor Rates and Fees Schedule

~~Effective: July 1, 2014 – June 30, 2015~~

Effective: July 17, 2014 – June 30, 2015

Service	Pillar Point Harbor
Recreational Vehicle Parking (only for Recreational Fishermen)	\$45/ day includes launch ramp fee for recreational fishermen. All RV's must be self-contained
Refloating Sunken Vessels	Minimum fee \$450.00 – actual costs at District rates or, if using outside salvage company, at salvage company rates.
Returned Checks (Non-Sufficient Funds)	\$30.00 per item
Security Deposit – monthly vessel berthing	Fee equal to 1 month's berthing
Temporary Vessel Storage Fee – Up to 30 days – no live aboard privileges	Equivalent to monthly berth rental fee for the appropriately sized berth.
Towing – Applicable for all towing services except for towing that is required by the District to enable the District to perform maintenance or other necessary harbor operations.	\$200.00 per hour. Equipment fuel surcharge may be applied.
Trash Compactor – Use of	\$100 for use of compactor. In addition, labor charge of at least one hour will apply for drop off and pick up of compactor. \$100/hr for regular time \$150/hr for overtime
Vehicles – Use of	\$85 per hour. Personnel charges additional.

Exhibit A
San Mateo County Harbor District
Pillar Point Harbor Rates and Fees Schedule

~~Effective: July 1, 2014 – June 30, 2015~~

Effective: July 17, 2014 – June 30, 2015

Service	Pillar Point Harbor
Vessel Removal Fees	Actual costs incurred for staff time, equipment and materials. Cost recovery for District staff time associated with removing vessel from assigned berth and/or from the facility as a result of non-payment of fees which results in cancellation of the berth rental agreement or failure to pay transient dockage as charged.

Resolution 22-14
To
Amend the Fiscal Year 2014-2015
Rates and Fees Schedule
of the
San Mateo County Harbor District
For
Oyster Point Marina/Park

Whereas, the Board of Harbor Commissioners pursuant to Section §6079 of the Harbors and Navigation Code of the State of California and Section 5.3 of the San Mateo County Harbor District's Ordinance Code of 1996 as amended, have established a Rates and Fees Schedule.

Whereas, the Board of Harbor Commissioners, through Resolution 14-14 adopted the Fiscal Year 2014-2015 Rates and Fees Schedule for Oyster Point Marina on May 21, 2014.

Therefore, be it resolved, that the Amended Rates and Fees Schedule for Oyster Point Marina/Park for Fiscal Year 2014-2015 as set forth in Exhibit A, attached hereto and by reference incorporated herein, be adopted.

Therefore, be it further resolved, that the Board shall direct the posting of the Rates and Fees Schedule – Fiscal Year 2014-2015 at Oyster Point Marina/Park, and at the District's Administrative Office, and the inclusion of the Schedule as an exhibit in the Final Operating and Capital Budget for Fiscal Year 2014-15.

Approved this 6th day of August, 2014 at a regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

For:

Against:

Absent:

Abstaining:

Attested

BOARD OF HARBOR COMMISSIONERS

Debbie Nixon
Deputy Secretary

Pietro Parravano
President

Exhibit A
San Mateo County Harbor District
Oyster Point Marina Park Rates and Fees Schedule

~~Effective: July 1, 2014 – June 30, 2015~~
 Effective: July 17, 2014 – June 30, 2015

Service	Oyster Point Marina/Park																														
Berth Transfer Fee – Customer Initiated	\$30.00 fee per vessel transferred																														
Berth Waiting List - Must be paid annually to maintain position on wait list	\$25.00 annual fee																														
Berthing – Monthly Rates Vessels will be charged based on the size of the berth unless the vessel exceeds the length of the berth, in which case the vessel will be charged the fee for a berth that is large enough to fully accommodate the vessel.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Berth Size</th> <th style="text-align: center;">Single Finger</th> <th style="text-align: center;">Double Finger</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">26'</td> <td style="text-align: center;">n/a</td> <td style="text-align: center;">210.00</td> </tr> <tr> <td style="text-align: center;">30'</td> <td style="text-align: center;">231.00</td> <td style="text-align: center;">241.50</td> </tr> <tr> <td style="text-align: center;">36'</td> <td style="text-align: center;">278.50</td> <td style="text-align: center;">288.75</td> </tr> <tr> <td style="text-align: center;">40'</td> <td style="text-align: center;">320.25</td> <td style="text-align: center;">330.75</td> </tr> <tr> <td style="text-align: center;">45'</td> <td style="text-align: center;">357.00</td> <td style="text-align: center;">372.75</td> </tr> <tr> <td style="text-align: center;">50'</td> <td style="text-align: center;">399.00</td> <td style="text-align: center;">414.75</td> </tr> <tr> <td style="text-align: center;">55'</td> <td style="text-align: center;">n/a</td> <td style="text-align: center;">456.75</td> </tr> <tr> <td style="text-align: center;">60'</td> <td style="text-align: center;">477.75</td> <td style="text-align: center;">498.75</td> </tr> <tr> <td style="text-align: center;">Skiffs*</td> <td style="text-align: center;">52.50</td> <td style="text-align: center;">78.75</td> </tr> </tbody> </table> <p>*and watercraft 16' and under in approved areas only. No charge for skiff 12' or less owned by the berth renter and contained totally within the berth renter's berth. Multi-hull rate is 150% of the single Hull rate.</p>	Berth Size	Single Finger	Double Finger	26'	n/a	210.00	30'	231.00	241.50	36'	278.50	288.75	40'	320.25	330.75	45'	357.00	372.75	50'	399.00	414.75	55'	n/a	456.75	60'	477.75	498.75	Skiffs*	52.50	78.75
Berth Size	Single Finger	Double Finger																													
26'	n/a	210.00																													
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50'	399.00	414.75																													
55'	n/a	456.75																													
60'	477.75	498.75																													
Skiffs*	52.50	78.75																													
Berthing – Discount	1 Month free with 1 year paid in advance																														
Berthing – Incentive	Part A: A new tenant to Oyster Point Marina/Park who maintains in good payment standing for 12 continuous months will receive the 13 th month for \$1. This would apply only for the first year as a new tenant, and the new tenant must not have been a tenant for a minimum of 6 months prior.																														

Exhibit A
San Mateo County Harbor District
Oyster Point Marina Park Rates and Fees Schedule

~~Effective: July 1, 2014 – June 30, 2015~~
Effective: July 17, 2014 – June 30, 2015

Berthing – Incentive	Part B: If an existing tenant in good standing sponsors a new tenant to sign up at Oyster Point Marina/Park, and if the new tenant (see part A conditions) meets the criteria of "Part A" for 12 continuous months, the existing sponsoring tenant will also receive the 13 th month for \$1. The existing tenant must remain in good standing for the 12 month period to receive the incentive.
Berthing – Long term Transient (guarantee of 2 weeks minimum and maximum of 90 days – (with live aboard privileges) – greater than 90 days requires Harbor Master approval	\$0.60 per foot per day – multi-hulled rate is 150%
Berthing – Short Term Transient (less than 2 weeks – with live aboard privileges)	\$0.80 per foot per day – multi-hulled rate is 150%. Vessels using the guest dock in excess of 4 hours will be charged the daily rate.
Bid Package	District cost – non refundable
Boat Wash	\$1.25 per 5 minutes – coin operated – quarters only
CEQA Review – Initial Study	Base fee = \$150.00 Plus District in-house and out-of pocket costs
CEQA Review – Negative Declaration	Base fee = \$100.00 Plus District in-house and out-of pocket costs
Collections	District costs

Exhibit A
San Mateo County Harbor District
Oyster Point Marina Park Rates and Fees Schedule

~~Effective: July 1, 2014 – June 30, 2015~~
 Effective: July 17, 2014 – June 30, 2015

Commercial Activity Permit	\$250.00 annual fee Veterans may be eligible for waiver of fee, subject to documentation acceptable to District. No retroactivity available. Other fees may apply.
Commercial Services Activity Permit	\$50.00 annual fee Additional license agreement may be required
Crab Pot Storage Deposit	Not available
Credit Check/ Tenant Screening	District cost – not to exceed \$50.00 per name
Day Use Parking	As designated in specific locations
Dock Box Rental	\$10.00 monthly fee
Electricity	Amount, adjusted monthly, equal to amount paid by District for the electricity (including all associated charges and fees).
Emergency Pump Out Dockside	Actual labor (see Labor Charges) - \$100.00 minimum
Events	See Events Policy
Faxing Service	\$0.25 per page in/out – minimum \$1.00 fee
Fish Sales Permit – Retail	\$250.00 annual fee
Hoist – Public	Not available
Key Sale	\$10.00 per key
Labor Charge	\$100.00 per hour – regular time \$150.00 per hour – overtime

Exhibit A
San Mateo County Harbor District
Oyster Point Marina Park Rates and Fees Schedule

~~Effective: July 1, 2014 – June 30, 2015~~
 Effective: July 17, 2014 – June 30, 2015

Late Charge – Monthly Berth Rentals	Interest charged at 0.834% per month (10% per annum) on all balances not paid by the 10 th of the month
Launch Ramp – Commercial Use Only	Commercial Activity Permit required
Launch Ramp – Recreational Use Only	\$11.00 per launch, in and out. <ul style="list-style-type: none"> - Annual permit \$200.00 valid at all District operated launch ramps. - 20% discount on annual permit to Senior owner over 65 years of age or 20% discount on annual permit to person with disability displaying disabled placard or plate on towing vehicle.
Live Aboard Permit	\$350.00 monthly fee \$350.00 security deposit <ul style="list-style-type: none"> - 1 Month Free with 1 year paid in advance. - Senior (age 65 and older) discount of \$35.00. Discount available at time of request and eligibility confirmation, and is not retroactive.
Mailed Notices, including: <ul style="list-style-type: none"> - Postage - Individual notices - Agendas - Minutes - Audio Recording 	District cost \$.050 per page - \$5.00 minimum Payable in advance by cash, check or credit card. Refund with mailing, if applicable
Memorial Bench	General public - \$3,500.00 5-year berth holders or fishers taken by the sea - \$2,500.00
Mooring Fee for Active Privately Owned Mooring	Not available

Exhibit A
San Mateo County Harbor District
Oyster Point Marina Park Rates and Fees Schedule

~~Effective: July 1, 2014 – June 30, 2015~~
 Effective: July 17, 2014 – June 30, 2015

Mooring Fee for District Owned Mooring	Not available
Mooring Permit – Initial One-Time Fee for Issuance of Private Mooring Permit	Not available
NEPA Review – Initial Study	Base fee = \$150.00 Plus District in-house and out-of-pocket costs
NEPA Review – Negative Declaration	Base fee = \$100.00 Plus District in-house and out-of-pocket costs
Oil Absorbent Pads (Heavy Weight)	Free – limit of six (excluding emergencies)
Passenger Fee – Commercial Sport Fishing and Other Charters	\$2.25 per passenger
Photocopy	Paper copy - \$0.25 per page – counter or meter used to determine usage. Compact Disc (CD) – \$1.00 per document
Plaque on Existing Bench	General public - \$500.00 5-year berth holders or fishers taken by the sea – optional donation
Proposals, Filing and Evaluation of Proposers, Proposers Credit Check	District cost – minimum \$500.00 per proposal
Recreational Vehicle Parking (only for Commercial Fishermen)	Not permitted
Refloating Sunken Vessels	Minimum fee \$450.00 – actual costs at District rates or, if using outside salvage company, at salvage company rates.
Returned Checks (Non-Sufficient Funds)	\$30.00 per item

Exhibit A
San Mateo County Harbor District
Oyster Point Marina Park Rates and Fees Schedule

~~Effective: July 1, 2014 – June 30, 2015~~

Effective: July 17, 2014 – June 30, 2015

Security Deposit – monthly vessel berthing	Fee equal to 1 month's berthing
Temporary Vessel Storage Fee – Up to 30 days – no live aboard privileges	Equivalent to monthly berth rental fee for the appropriately sized berth.
Towing – Applicable for all towing services except for towing that is required by the District to enable the District to perform maintenance or other necessary marina operations.	\$200.00 per hour. Equipment fuel surcharge may be applied.
Vehicles – Use of	\$85 per hour. Personnel charges additional.
Vessel Removal Fees	Actual costs incurred for staff time, equipment and materials. Cost recovery for District staff time associated with removing vessel from assigned berth and/or from the facility as a result of non-payment of fees which results in cancellation of the berth rental agreement or failure to pay transient dockage as charged.

Staff Report

SPECIAL USE PERMIT FOR GRAYS HARBOR HISTORICAL SEAPORT AUTHORITY TO VISIT PILLAR POINT HARBOR NOVEMBER 6, 2014 – NOVEMBER 20, 2014

Recommendation

Approve the Special Use Permit for Grays Harbor Historical Seaport Authority for November 6 through November 20, 2014, with a fee waiver in exchange for inclusive marketing activities advertising San Mateo County Harbor District for its west coast ship visitations.

Analysis

The Grays Harbor Historical Seaport Authority has requested a Special Use Permit for November 6 through November 20, 2014 to bring the Tall Ship *Lady Washington* to Pillar Point Harbor and its shipboard education programs to youth and the general public in our community.

The *Lady Washington* offers walk-on tours at no charge, and will offer three sailing tours during the weekend of their stay. There is a fee for these sailing tours.

The Grays Harbor Historical Seaport Authority is a non-profit organization under IRS 501 (c)(3). Staff recommends a Special Use Permit fee waiver to obtain three plus weeks of advertising both in website applications and in print, as compensation for dockage and estimated passenger sail tour fees.

Fiscal Impact

Application and Permit fee waiver in the amount of \$370. Dockage fee waiver at \$95.20 per day for a total of \$1,618.40 for the duration of their stay. Passenger Service Fees are \$2.25 per passenger; however there is no way to estimate that cost. This would be in exchange of revenue to District for marketing activities via the Grays Harbor Historical Seaport Authority.

Conclusion

Tall Ship *Lady Washington* has annually visited Pillar Point Harbor offering the local community the opportunity to visit and enjoy this historic vessel. Staff recommends approval of this Permit.



San Mateo County Harbor District

400 Oyster Point Blvd., Suite 300,
 South San Francisco, CA 94080
 (650) 583-4400 T
 (650) 583-4611 F
 www.smharbor.com

Please supply the information requested below. Please remit this application at least 21 days prior to your event. Attach additional sheets if necessary, to provide required information. A non-refundable application fee of should accompany this application. You will be notified of the disposition of the application and the necessary steps to secure your final permit. A permit fee, signed permit agreeing to reimburse District for any costs incurred by damages and proof of liability insurance named the San Mateo County Harbor District as also insured will be required. See Event Policy, Permit Fee Schedule and Category Definitions.

APPLICATION FORM – Special Use Permit		
Applicant Name:	Joe Follansbee	
Organization Name:	Grays Harbor Historical Seaport Authority	
Address:	PO Box 2019	
City, State, Zip Code	Aberdeen, WA 98520	
Telephone	Day: 360-589-0766 Cell	Fax: 360-533-9384
Alternate Contact Person (s) and Phone Number	800-200-5239	
San Mateo County Resident:	Yes	No: XX
Non- Profit:	Yes: XX	No
Commercial:	Yes	No: XX
Type of Event:	Visit by tall ship Lady Washington	
Description of Proposed Activity:	K-12 education programs, public excursions, public tours	
Event Date (s)	November 6-20, 2014	
Number of Events per year:		
Event Hour:	Start: Varies	End: Varies
Set up Time:		
Exit Time:		
Number of Participants/Guests:	Varies	
Maximum number of vehicles/parking requirements for the event: (provide parking plan)	N/A	



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Equipment to be used: (Chairs, tables, tents, microphones, speakers)	N/A
Individual in charge on event day (include name, address and contact number on the day of the event)	Vessel cell: 360-280-3980 (not for publication)

Information will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee based on the Permit Fee Schedule. The District may require additional information.

Request for fee waiver:	Yes: <input checked="" type="checkbox"/>	No
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Reason for request of fee waiver: We are a non-profit organization with a public education mission. A fee waiver greatly helps us reduce our costs and encourages us to return.

Are you familiar with/have you visited the requested area?	Yes: <input checked="" type="checkbox"/>	No
Do you plan to advertise or issue a press release before the event?	Yes: <input checked="" type="checkbox"/>	No
Is there any reason to believe there will be attempts to disrupt, protect or prevent your event? (If yes, please explain on a separate page.)	Yes	No: <input checked="" type="checkbox"/>
Do you intent to solicit donations or offer items for sale?	Yes: <input checked="" type="checkbox"/>	No



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Applicant is required to comply with all Federal, State, Local and District laws and ordinances, and represents as part of this permit application that he/she reviewed the Ordinance Code of the San Mateo County Harbor District and is fully familiar with the restrictions and laws stated therein.

Applicant is required to submit with this application any permit or license if required by the governing local jurisdiction (e.g. San Mateo County, City of South San Francisco, or City of Half Moon Bay wherein the event or activity will take place.) The Event Permit issued by the San Mateo County Harbor District will be null and void if applicant is required to have San Mateo County, City of South San Francisco, or City of Half Moon Bay permit or license and does not obtain said permits or license.

Prior to commencing any activities hereunder, applicant shall furnish to District satisfactory evidence of insurance written upon a form and by a company acceptable to the District, insuring District, its directors, officers, agents and employees against any losses or liabilities which may arise out of applicant's use of the facilities, including all costs of defending any action. Said insurance shall consist of a Comprehensive General Liability policy with a Broad Form Endorsement that provides coverage for bodily injury and property damage in the amount of \$1,000,000 per occurrence and \$2,000,000 in aggregate. Said policy shall be in favor of, and name applicant and District, its directors, officers, agents and employees as additionally insured and shall be maintained in full force and effect during the term of the permit.

Absence of insurance makes the Event Permit null and void.

In signing this application, and accepting the permit issued thereby, the undersigned certifies under penalty of perjury that any and all events or activities will be attended by the applicant personally or by individuals known to the applicant, the names of whom must be provided in advance to the District on this application, or on any future amendment to this application, to enable the District to monitor the use of their facilities.

The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given.

Signature *JRC. [Signature]* Date 7/15/14

Note: This is an application only, and does not serve as permit to conduct any use of the Harbor or Marina. If your request is approved, a permit containing applicable terms and conditions will be sent to the person designated on the application. The permit must be signed by the responsible person and return to the San Mateo County Harbor District prior to the event for final approval by the General Manager or his/her designee.

**SAN MATEO COUNTY HARBOR DISTRICT
QUARTERLY INVESTMENT BALANCES REPORT**

ITEM 10



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 June 30, 2014:

<u>CASH</u>	<u>AMOUNT</u>	<u>AVERAGE FY RATE</u>
Petty Cash	\$ 2,300.00	-
US Bank - Operations	2,127,468.18	-
US Bank - Payroll	0.00	-
Total Cash	2,129,768.18	-
 <u>INVESTMENTS</u>		
Local Agency Investment Fund (LAIF)	6,885.25	0.24%
San Mateo County Investment Pool	11,459,819.47	0.75%
San Mateo County Investment Pool - Restricted	1,775,629.08	0.75%
Total Investments	13,242,333.80	
 Total Cash and Investments	 \$ 15,372,101.98	

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.

<u>Category</u>		
Restricted	Reserved for Debt Service - DBW Loan Collateral	\$ 1,701,349.00
Committed	Emergency Reserve	1,619,464.00
Committed	Reserve for District Office	1,526,217.72
Committed	Capital Improvements Reserves	586,500.00
Assigned	Payables Liability	140,631.67
Assigned	Unfunded Health Insurance Termination Benefit Liability	2,909,875.00
Assigned	Encumbrances for Capital Projects	1,223,749.93
Assigned	Customer Deposits Liability	289,743.08
Assigned	Customer's Prepayments Liability	185,157.80
Unassigned		5,189,413.78
 Total All Categories		 \$ 15,372,101.98

Category Descriptions:

Restricted:

Amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers or enabling legislation.

Committed:

Amounts that can be used for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Committed amounts can be changed by formal action of the decision making authority if necessary.

Assigned:

Amounts that are intended to be used by government for specific purposes but do not meet the criteria to be classified as restricted or committed.

Unassigned:

Residual classification and includes all spendable amounts not contained in other classifications.

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.

Debra Galarza  Date 7/30/14

Reviewed By:  Date 8/1/14

William Holsinger
Treasurer - San Mateo County Harbor District

Memo

Date: 7/28/2014

To: Board of Harbor Commissioners

From: Peter Grenell 
General Manager

Re: Informational Report: CA Maritime Infrastructure Authority

BACKGROUND

CA Maritime Infrastructure Bank: In 1994, the California Maritime Infrastructure Bank was formed as a non-profit organization at the request of the CA Marine Affairs and Navigation Conference and the suggestion of the CA State Legislature. The Bank, which is not a commercial bank, was formed to service the financing needs of projects not funded by the State of California or the private sector. Once capitalized, the Bank's potential tools for financing would include long-term, low interest loans and taxable and tax-exempt bonds.

Formation of CA Maritime Infrastructure Authority: In 1995, the Bank (CMIB) established a joint powers authority under State law (Chapters 1 and 2 of Part 1 of Division 6 of the Harbors and Navigation Code and Chapter 5 of Division 7 of Title 1 of the Government Code). The Authority (CMIA) was created to provide a mechanism for financing of port and harbor infrastructure.

CMIA Membership: The CMIA presently has nine members:

Humboldt Bay Harbor District
Noyo Harbor District
Port of Stockton

Port of San Diego
Port of Sacramento
Port of Hueneme

The initial members were the Humboldt Bay Harbor, Recreation and Conservation District, the Stockton Port District, the Sacramento-Yolo Port District, and the San Diego Unified Port District.

The San Mateo County Harbor District (SMCHD) joined the CMIA in February, 2000. The Harbor Commission adopted Resolution 04-00, a precondition for membership.

The Port of Hueneme and the Noyo Harbor District joined the CMIA within the past year.

There is no charge for membership in the CMIA.

CMIA Organization: As the CMIA presently has nine members, the CMIA Board is comprised of chief executives of Authority members, who serve *ex officio*. If and when membership is ten or more members, the Board will consist of six members, each representing a different Membership Category. These categories refer to sizes of harbors ranging from Large Deep Draft Harbors (harbors handling 3 million tons of cargo or more annually) to Small Shallow Draft Harbors (harbors or marinas having less than 1,000 berths).

The CMIA's present Executive Director is David Hull, formerly director of the Humboldt Harbor District. The Executive Director administers the CMIA from his office in Eureka, CA.

What Can Be Financed: The CMIA can finance general port and marina infrastructure improvements and capital projects. These include port and harbor-owned improvements available to the public, private activity improvements, and tenant-specific improvements. These assets can be financed by public offerings, private placements, bank loans, grants, and public agency loans; these options are not mutually exclusive. Bond-funded projects through CMIA have ranged from a \$115 million power plant acquisition by the Port of San Diego as part of a waterfront redevelopment effort, to a \$2,9 million Humboldt Harbor District dredging project.

Getting Started and Technical Assistance: The CMIA, through its executive director and financial advisor, work with Authority members on project identification and development, including dealing with legal requirements and financing alternatives, and feasibility analysis. CMIA provides valuable technical assistance to Authority members and also promotes the advantages of membership to other potential port and harbor members.


SMCHD received CMIA technical assistance in evaluating the potential feasibility and financing terms of a privately proposed four-star hotel at Oyster Point Marina/Park in South San Francisco. SMCHD worked with the City of South San Francisco on this project. The project proponent ultimately withdrew from the project, as it declined to provide necessary front end financing.

CMIA and Harbor District Strategic Business Plan: As part of SMCHD's Strategic Business Plan finance and revenue component, the District and its consultant will explore use of CMIA as a possible financing mechanism for District facilities improvement and development, and for augmenting and diversifying the District's economic base.



San Mateo County Harbor District

Memo

DATE: July 28, 2014
TO: Board of Harbor Commissioners
FROM: Peter Grenell 
 General Manager
SUBJECT: General Manager's Report: Update on Priority Items for August 6, 2014
CC: Managers
 District Counsel

REPAIR AND IMPROVEMENT PROJECT UPDATES

Pillar Point Harbor

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): Permit process underway for Phase I immediate repairs. Permit application for full project including restroom and parking lot improvements will proceed for Phase II. A public update meeting is to be scheduled for the near future.

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 new assistant city manager following initial on site meeting with city staff to clarify project concept and approach. Preparation of MOU covering District role and cost recovery for provision and maintenance of facility will then be drafted for District and City review.



San Mateo County Harbor District

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.

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, Lisa Williams Consulting, convened an initial public meeting on July 10 in Princeton to introduce the Strategic Business Plan process. The meeting was well-attended. Numerous members of the public urged that the community engagement and outreach process should provide for more public workshop-type activity, to enlarge scope for more discussion and interchange of ideas. The consultant took note of this concern and is revising the outreach process to provide for such workshop activity in addition to the extensive interview and survey activity already planned.

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

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

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

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



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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 exemplified the concern which the grant application seeks to address.

Possible Romeo Pier Demolition: Winter and early spring storm and wind activity have 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.

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

PPH Surfers Beach Shoreline Improvement (U. S. Army Corps of Engineers lead agency): The Corps is proceeding with its next task of modeling alternative possible solutions to the beach erosion problem.

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

County Plan Princeton Process: A combined consultant report on Existing Conditions has been issued by the County and is now available on the County's project website: www.PlanPrinceton.com.

San Mateo County Sea Level Rise Conference II: A second sea level rise conference was hosted by Congressional Representative Jackie Speier, Assemblyman Rich Gordon, and Supervisor Dave Pine on June 27 in Foster City. The County will now seek funding from the State to support activities such as public education and outreach, risk assessment, and adaptation planning for sea level rise impacts. The County is also forming three working groups as an outgrowth of the conference 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.**

District staff has indicated interest in participating in the next round of activity.

Coastal Commission (CCC) Draft Sea-Level Rise Policy Guidance: Nothing further to report at this time.

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



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Free WiFi at District Harbors: Following Harbor Commission approval to proceed, staff is taking steps to implement the Commission's decision.

Harbor Commission Facilitation Update: Commissioner interviews took place on June 9th and 10th pursuant to the consulting facilitator's program. Facilitator is proceeding with the second phase of his work program, which will include some follow-up interviews, eliciting responses from the general public, and organizing a public Harbor Commission workshop.

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
Johnson Pier sewer line replacement

Oyster Point Marina/Park

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