

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

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

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

All Harbor District Commission meetings are recorded.

Roll Call

Commissioners

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

Staff

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

Public Comments/Questions -

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

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

Staff Recognition-

Consent Calendar

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

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

Commissioner Requests

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

Continued Business

- 2 **TITLE:** **Change “Commissioner Requests” to “Agenda Setting”**
 REPORT: Tucker, Draft Minutes of December 4, 2013
 PROPOSED ACTION: Discussion and possible action to rename Board agenda item for “Commissioner Requests” to “Agenda Setting”, and to change the paragraph below to read: “Board of Harbor Commissioners may make requests to have future items placed on the agenda.”
- 3 **TITLE:** **Records Disposal**
 REPORT: Memo, Resolution
 PROPOSED ACTION: Adopt Resolution 01-14 and Approve Destruction of District Records

New Business

- 4 **TITLE:** **Request for Proposals-Vessel Pump Out Services Oyster Point Marina/Park and Pillar Point Harbor**
 REPORT: Grindy, Memo, Attachment
 PROPOSED ACTION: Approval for Request for Proposals-Vessel Pump Out Services at Oyster Point Marina/Park and Pillar Point Harbor
- 5 **TITLE:** **City of San Carlos Request For Support And Compensation Agreement**
 REPORT: Grenell, Letter, Report Resolution, Attachments
 PROPOSED ACTION: Adopt Resolution 03-14 for support and compensation agreement

- 6 TITLE: **Local Agency Formation Commission (LAFCo) Call For Nominations: Special District Selection Committee to Elect Special District Member On San Mateo LAFCo Pursuant Section 56332**
REPORT: LAFCo Memo, Attachment
PROPOSED ACTION: To be determined
- 7 TITLE: **Bills and Claims in the Amount of \$337,653.90**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of bills and claims for payment and a transfer in the amount of \$337,653.90 to cover payment of bills and claims
- 8 TITLE: **Informational Report: District Commissioners Health Care Benefits**
REPORT: Grenell, Harris, Memo
- 9 TITLE: **Informational Report: Use of CAL-Cards**
REPORT: Grenell, Memo
- 10 TITLE: **Informational Report: Environmental Management System (EMS) Update**
REPORT: Grindy, Memo

Staff Reports: a) Administration and Finance

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

b) Operations

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

Board of Harbor Commissioners

- 15 A. Committee Reports
- B. Commission Statements
The Board of Harbor Commissioners may make public statements.

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

Closed Session

17 TITLE: **Conference with Real Property Negotiator Peter Grenell:
Pursuant to Government Code Section 54956.8**

PROPERTY: Pillar Point Seafood (McHenry), Three Captains Sea Products, Inc. (Fortado), Morning Star Fisheries (Mallory), Johnson Pier, Pillar Point Harbor, El Granada, San Mateo County, APN 047-083-060

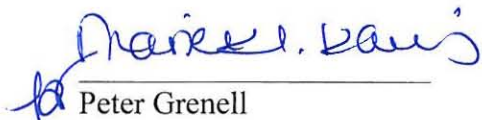
NEGOTIATING PARTIES: Pillar Point Seafood (McHenry), Three Captains Sea Products, Inc. (Fortado), Morning Star Fisheries (Mallory)

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

Adjournment

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

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


Peter Grenell
Acting Deputy Secretary

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

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

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

Roll Call

Commissioners

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

Staff

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

x= Absent

Public Comments/Questions –

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

Staff Recognition- None

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

Rendon presented the Resolution to the Commissioners.

Bernardo accepted the Resolution for the Commission.

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.

Public Comment: Leonard Woren

Brennan asked to remove Items 2-6 from the Consent Calendar. She stated since there was public comment for Item 6, it should be discussed first.

- 7 **TITLE:** **Resolution 02-14 Authorizing the General Manager to Execute a Grant Agreement with the Division of Boating and Waterways not to exceed \$53,000 from the Abandoned Watercraft Abatement Fund for Oyster Point Marina/Park**
- REPORT:** Memo, Resolution 02-14
- PROPOSED ACTION:** Adopt Resolution 02-14 to authorize the General Manager to execute a grant agreement not to exceed \$53,000 with the Division of Boating and Waterways under the Abandoned Watercraft Abatement Fund

Item 7 in the Consent Calendar was approved.

Action: Motion by Holsinger, second by Brennan to adopt Resolution 02-14 to authorize the General Manager to execute a grant agreement not to exceed \$53,000 with the Division of Boating and Waterways under the Abandoned Watercraft Abatement Fund. The motion passed by roll call vote.

Ayes: 4

Nays: 0

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

Grenell introduced Item 6.

Public Comment on Item 6: Leonard Woren, John Ullom

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

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

Ayes: 4

Nays: 0

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

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

Ayes: 3

Nays: 1 (Brennan)

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

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

Ayes: 3

Nays: 1 (Brennan)

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

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

Ayes: 4
Nays: 0

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

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

Ayes: 4
Nays: 0

Commissioner Requests

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

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

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

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

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

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

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

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

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

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

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

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

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

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

level as the new State policy. Bernardo stated Brennan’s request for the Lifetime Commissioners Health Care Benefit Policy was more of a review; whereas, his was a proposal.

Grenell suggested providing an informational report which states the overall situation with District policies and other relative subjects, and follow with the proposal.

New Business, Cont’d.

- 8 TITLE: **Selection of Lowest Responsible Bidder: Pillar Point Harbor Concession Building Sewer Line Replacement**
REPORT: Grindy, Memo, Attachment
PROPOSED ACTION: Accept the bid of NorCal Pipeline Services in the amount of \$163,250 as lowest responsible bidder and authorize the General Manager to execute a contract with NorCal Pipeline Services in an amount not to exceed \$187,738 (\$163,250 bid amount plus 15% contingency of \$24,487).

Public Comment on Item 8: Leonard Woren

Action: Motion by Holsinger, second by Parravano to accept the bid of NorCal Pipeline Services in the amount of \$163,250 as lowest responsible bidder and authorize the General Manager to execute a contract with NorCal Pipeline Services in an amount not to exceed \$187,738 (\$163,250 bid amount plus 15% contingency of \$24,487). The motion passed by roll call vote.

Ayes: 4

Nays: 0

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

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

Ayes: 4

Nays: 0

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

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

Grenell spoke on Item 11.

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

Grenell and Grindy spoke on the memo.

Public Comment on Item 12: Porter McHenry

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

Grenell and Grindy spoke on the memo.

Public Comment on Item 13: John Ullom

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

Harris spoke on the memo and attachments.

Continued Business

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

Harris spoke on the memo.

Staff Reports: a) Administration and Finance

- 16 **General Manager – Grenell**

Grenell spoke on his report.

Public Comment on Item 16: Brian Rogers, John Ullom

- 17 **Director of Finance – Galarza**

Harris stated she would take questions on behalf of Galarza.

- 18 **Human Resources Manager – Harris**

Harris spoke on her report.

b) Operations

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

Grindy spoke on his report.

Board of Harbor Commissioners

20 A. Committee Reports- None

B. Commission Statements

The Board of Harbor Commissioners may make public statements.

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

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

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

Adjournment

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

Ayes: 4

Nays: 0

The meeting adjourned at 10:00 p.m.

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

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

Peter Grenell
Acting Deputy Secretary

Robert Bernardo
President

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

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

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

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

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

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

Respectfully submitted,

Dr. Mary Larenas
Moss Beach, CA

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

- 1 TITLE: **Minutes of Meeting November 6, 2013**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

Brennan asked to remove Item 1: Minutes of Meeting November 6, 2013 from the consent calendar for discussion.

Action: Motion by Parravano, second by Holsinger to approve the the Minutes of November 6, 2013. The motion passed by roll call vote.

Ayes: 3

Nays: 1 (Brennan)

Abstain: 1 (Parravano)

Commissioner Requests

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

Brennan asked Grenell when the Johnson Pier hoist item would be agendized. Grenell stated it would be added to the January 15, 2014 Agenda.

Brennan asked what the status was on the revisions to the Wi-Fi report. Harris stated the report would be provided as soon as the General Manager informed her when it would be on the higher priority list. Brennan asked Grenell when the report would be provided. Grenell stated it would be on the January 15, 2014 Agenda.

Bernardo asked for the informational item for liens and evictions. Grenell stated it would be on the January 15, 2014 Agenda.

Bernardo asked for an informational item on the alcohol policy. Harris stated it would be on the January 15, 2014 Agenda.

Tucker moved that the Agenda item referred to as "Commissioner Requests" be renamed as "Agenda Setting" and the paragraph below state that "Board of Harbor Commissioners may make requests to have future items placed on the agenda".

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

Ayes: 4

Nays: 1 (Brennan)

Item 4 was moved up.

- 4 TITLE: **Request for Approval of Outside Investigators’ Contracts and Authorization and Approval for Board President to Sign Both Contracts**
REPORT: Arlin B. Kachalia, Memo
PROPOSED ACTION: Authorize Robert Bernardo, President, to execute contracts for Karen Kramer and Amy Oppenheimer

Savaree spoke on the report.

Action: Motion by Tucker, second by Brennan to authorize Robert Bernardo, President, to execute contracts for Karen Kramer and Amy Oppenheimer. The motion passed by roll call vote.

Ayes: 5

Nays: 0

New Business

- 2 TITLE: **Audited 2012-13 Financial Statements and Recommendations to Management**
REPORT: Galarza, Memo, Attachments
PROPOSED ACTION: Accept audited FY2012-13 financial statements and recommendations to management

Galarza and the Auditor, Joe Arch spoke on the report.

Public Comment on Item 2:



STAFF REPORT

TO: San Mateo County Harbor District Commissioners

VIA: Peter Grenell, General Manager

FROM: Marietta Harris, Human Resource Manager

DATE: January 28, 2014

SUBJECT: **Resolution 01-14**
RECORDS MANAGEMENT: DESTRUCTION OF RECORDS

STAFF RECOMMENDATION

- 1) Adopt Resolution 01-14 to authorize destruction of the records of the San Mateo County Harbor District as listed on Exhibit A – Records for Destruction.

EXECUTIVE SUMMARY

Background

Most government agencies routinely dispose of documents no longer needed or required to be permanently retained according to law or established policy. This is done periodically as needed. The Harbor District has done this in the past (see below) and it is now time for another round of document disposal.

On July 17, 1996 the Board of Harbor Commissioners approved a Records Management Policy by adopting Resolution 19 – 96. This Policy contains a listing of records and their retention requirements.

Most recent destructions of records by the San Mateo County Harbor District occurred in February 2007 and October 2011. Exhibit A's listing items disposal in both of those periods are attached.

Government Code, Section 14740, California's Records Management Program is designed to "...apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposal of state records." Standardized guidelines for retention of certain records were established in 1999 by the legislature by adding to Section 12236 of the Government Code, which states "The Secretary of State shall establish the Local Government Records Program to be administered by the State Archives to establish guidelines for local government retention and to provide archival support to local agencies in this state."

These guidelines state that when records no longer fulfill the value for which they were created, they should be destroyed unless they also have some historic or research significance and that an effective records management program is not only cost effective, and that "records retained beyond their value "just in case" only extend the agency's legal liability in the event of adverse litigation."

Analysis

The recommended Records listed in Exhibit A – Records for Destruction have been compared to the District's Records Management Policy. The Records in Exhibit A – Records for Destruction have all reached their required retention date. There is no direct fiscal impact of this action. Disposal of these Records will free up space in the storage room and allow other records to be transferred to the storage room. This, in turn, will limit the need to purchase additional filing cabinets for the Administration Office.

Conclusion

Staff has reviewed these Records and the Records Management Policy carefully and recommends that the Board of Harbor Commissioners authorize destruction of the Records listed in Exhibit A – Records for Destruction.

Alternatives

1. Authorize destruction of the Records listed in Exhibit A – Records for Destruction.
2. Authorize destruction of some of the Records listed in Exhibit A – Records for Destruction.
3. Do not authorize destruction of the Records listed in Exhibit A – Records for Destruction.

ATTACHMENTS

- Resolution 01-14, Exhibit A
- Policy 2.1.4
- Local Government Records Management Guidelines

Resolution 01—14
of the
San Mateo County Harbor District
To
Authorize the Destruction of Records

Whereas, the Board of Harbor Commissioners approved the Records Management Policy by adopting Resolution 19 — 96 on July 17, 1996, and

Whereas, a list of records for destruction has been compiled and approved by the General Manager and the District Counsel.

Therefore, be it resolved that the records listed in the Exhibit A - Records for Destruction, incorporated by reference herein, may be disposed of in any manner determined by the General Manager, consistent with all relevant regulations. The destruction of these records will not adversely affect any interest of the District or the public.

Further, be it resolved that the Board of Harbor Commissioners does hereby adopt this Resolution 01-14.

Approved at the regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

For:

Against:

Abstaining:

Absent:

Attested

BOARD OF HARBOR COMMISSIONERS

Peter Grenell
Acting Deputy Secretary

Robert Bernardo
President

Revised List of Records for Destruction

SMCHD Policy 2.1.4

# OF BOX	YEAR	DESCRIPTION		KEEP FOR
BOX #1	2005-2006	Accounts Payable	A-C	5
BOX #2	2005-2006	Accounts Payable	CIG-H	5
BOX #3	2005- 2006	Accounts Payable	I-N	5
BOX #4	2005- 2006	Accounts Payable	O-SBC (Partial)	5
BOX #5	2005-2006	Accounts Payable	S-Z	5
BOX#6	2006-2007	Accounts Payable	A-C	5
BOX #7	2006-2007	Accounts Payable	C-H	5
BOX #8	2006-2007	Accounts Payable	I-N	5
BOX #9	2006-2007	Accounts Payable	O-S	5
BOX#10	2006-2007	Accounts Payable	T-Z	5
BOX #11	2007-2008	Accounts Payable	A-B	5
BOX #12	2007-2008	Accounts Payable	C-G	5
BOX #13	2007-2008	Accounts Payable	H-N	5
BOX #14	2007-2008	Accounts Payable	O-S	5
BOX #15	2007-2008	Accounts Payable	T-Z	5
BOX #16	2005-2006	Ledgers	Box #1 of 2	7
BOX #17	2005- 2006	Ledgers	Box #2 of 2	7

# OF BOX	YEAR	DESCRIPTION	KEEP FOR
BOX #18	May 2007- August 2007	Cash Receipts/Stubs/Daily	5
BOX #19	June 2008- October 2008	Cash Receipts/Stubs/Daily	5
Box #20	November 2006- April 2007	Cash Receipts/Stubs/Daily	5

San Mateo County Harbor District

Policies and Procedures	Number: 2.1.4	Approved Date: 7/17/96	Effective Date: 7/17/96
Title: Records Management Policy	Prepared By: Stilwell	Approved By: Resolution 19—96	Page: Page 1 of 4
Purpose: To establish a comprehensive written Records Management Policy.			

Objective

This section contains instructions for the establishment and administration of the San Mateo County Harbor District's Records Management Policy. The policy contains basic procedures to be used in the retention, maintenance, and disposition of all District records.

The overall objective of this policy is to protect and preserve the District's records. Our goals include:

1. Continual transfer of inactive records to Records Storage thereby avoiding purchase of new filing equipment.
2. Assisting in maintaining and updating the filing system.

Records eligible for destruction may be destroyed with the approval of the Board of Harbor Commissioners by resolution and the written consent of the District Counsel. The person in charge of the destruction of records must send lists of records eligible for destruction to the District Counsel and the Board of Harbor Commissioners for approval for destruction, or have each schedule approved in advance by those two offices, and also forward any changes to them for prior approval.

Section §6200 of the Government Code stipulates it is illegal to destroy any record filed in a public office.

Section §34090 of the Government Code establishes exceptions to the above rule: department heads may destroy any record over two years old, with the Commission and District Counsel approval as long as it is not one of the following:

The following are considered permanent records and under no circumstances may be destroyed:

- a) Records affecting the title to real property or liens thereon
- b) Court Records
- c) Records required to be kept by statute
- d) The minutes, ordinances, or resolution of the legislative body or of any board or commission.

For those records that cannot be destroyed a procedure described in Government Code Section §34090.5 allows copies to be retained in lieu of originals:

1. Documents must be photographed or micro photographed on film approved by the National Bureau of Standards.
2. Reproduction must be accurate and legible.
3. Reproduction must be as accessible to the public as the original.
4. A true copy of archival quality of film reproduction must be kept in a secure place.

Policies and Procedures	Number: 2.1.4	Approved Date: 7/17/96	Effective Date: 7/17/96
Title: Records Management Policy	Prepared By: Stilwell	Approved By: Resolution 19—96	Page: Page 3 of 4

RECORDS TITLE	RETENTION	KEPT BY
Financial Statements	Permanent	Finance
Fixed Assets	Permanent	Finance
Grants	Life of the grant plus 10 years	Finance
Grievances	3 years after case closed	Admin.
Historical (District)	Permanent	Admin.
Incident Reports	Permanent	Operations
Insurance Policies	Life of the policy plus 7 years	Admin.
Interoffice (Memos)	4 years	Each Dept.
Job Descriptions	5 years after termination	Admin.
Labor Relations	50 years	Admin.
Leases	7 years	Admin.
Ledgers	7 years	Finance
Ledgers (Payroll)	25 years	Finance
Lien Sales	10 years	Operations
Liens	Permanent	Finance
Litigation	Permanent	Admin.
Log Books	Permanent	Harbormaster
Maintenance Records (Repairs)	Life of equipment	Harbormaster
Maps	12 years	Admin.
Meeting Packets	12 years	Admin.
Memorandums of Understanding	50 years	Admin.
Minutes	Permanent	Admin.
Notice of Completion	Permanent	Admin.
Ordinances	Permanent	Admin.
Payroll (Including W-2 Forms)	50 years	Finance
Payroll Deductions Records	7 years	Finance
Payroll Distribution	7 years	Finance
Payroll Employee Reference Reports	7 years	Finance
Payroll Recaps	7 years	Finance
Permits	7 years	Admin.
Personnel Exams	50 years	Admin.

EXHIBIT A

General Correspondence for Destruction

SMCHD Policy 2.1.4

RECORDS TITLE	RETENTION	KEPT BY
Correspondence- General	4 years	Each Dept.

Box #1 2000-2001 General Manager Handwritten Correspondence

Box #2 1995- 1997 - General
 1997-1999- General
 1998 - General Manager
 1999 - General
 2001 - General
 2002 - General

Box #3 1995-2002 Miscellaneous Correspondence

Box #4 January 2000- January 2002 GM Letterhead Correspondence

Box #5 1996-2000 Correspondence
 -Commissioners
 -General Manager
 -Director of Finance
 -Accountant
 -Harbormasters

Box #6 1998-2000 General Manager Correspondence

Box #7 1970's and 1980's- General Correspondence. Received by a member of the public.
 Reviewed by General Manager

Box #8 1970's and 1980's- General Correspondence. Received by a member of the public.
 Reviewed by General Manager

LIST OF RECORDS FOR DESTRUCTION

2011

EXHIBIT A

FY= Fiscal Year
CY= Calendar Year

# OF BOXES		YEAR	DESCRIPTION	DESTROY YEAR	KEEP FOR
1	FY	1989-1990	Accounts Payable	1995	5
4	FY	2000-2001	Accounts Payable	2006	5
4	FY	2001-2002	Accounts Payable	2007	5
5	FY	2002-2003	Accounts Payable	2008	5
6	FY	2003-2004	Accounts Payable	2009	5
5	FY	2004-2005	Accounts Payable	2010	5
1	FY	1991-1992	Accounts Receivable	1997	5
1	FY	1988-1994	Accounts Receivable	1999	5
1	FY	2001-2002	Accounts Receivable	2007	5
1	FY	1998-2004	Accounts Receivable	2009	5
1	FY	2002-2004	Accounts Receivable	2009	5
1	FY	2005-2006	Accounts Receivable	2011	5
1	FY	95/96, 96/97	Bank Reconciliation	2002	5
1	FY	2000-2001	Bank Reconciliation	2006	5
1	FY	2005-2006	Bank Reconciliation	2011	5
1	FY	2/97-6/01	Cancelled Checks	2011	10
1	CY	1970-1972	General Correspondence	1977	4
1	CY	1984-1988	General Correspondence	1993	4
1	CY	1994	General Correspondence	1999	4
1	FY	1958-1966, 1969-1973, 1974-1981	Ledgers	1988	7
1	FY	1980-1986	Ledgers	1993	7
1	FY	1993-1995	Ledgers	2002	7
1	FY	1997-1999	Ledgers	2006	7
1	FY	8/1999-11/1999	Ledgers	2006	7
1	FY	1999	Ledgers	2006	7
1	FY	1999-2000	Ledgers	2007	7
1	FY	2002-2003	Ledgers	2010	7
1	CY	1/95-12/95	Meeting Packets	2008	12
1	CY	1/96-5/96	Meeting Packets	2009	12
1	CY	6/96-10/96	Meeting Packets	2009	12
1	CY	10/96-12/96	Meeting Packets	2009	12
1	CY	1/97-6/97	Meeting Packets	2010	12
1	CY	7/97-12/97	Meeting Packets	2010	12
1	CY	1997	Meeting Packets	2010	12
1	CY	1998	Meeting Packets	2011	12

LIST OF RECORDS FOR DESTRUCTION

2011

EXHIBIT A

FY= Fiscal Year

CY= Calendar Year

# OF BOXES		YEAR	DESCRIPTION	DESTROY YEAR	KEEP FOR
1	FY	1981-1995	Payroll Employee Reference Report	2002	7
1	FY	1988-1994	Payroll Employee Reference Report	2001	7
1	CY	1991	Purchase Orders	1997	5
1	FY	2002	Receipts	2007	5
1	FY	2005	Receipts	2010	5
1	FY	07/05-10/05	Receipts	2010	5
1	FY	1/02-6/30/02	Receipts	2007	5
1	FY	1/04-6/04	Receipts	2009	5
1	FY	11/04, 12/04, 1/05, 2/05	Receipts	2010	5
1	FY	3/05-6/05	Receipts	2010	5
1	FY	7/01-6/02	Receipts	2007	5
1	FY	7/04-10/04	Receipts	2009	5
1	FY	1981-1982	Timesheets	1987	5 years after Term
1	FY	1985-1986	Timesheets	1991	5 years after Term
1	FY	1986-1991	Timesheets	1996	5 years after Term
1	FY	1992-1995	Timesheets	2000	5 years after Term
1	FY	1997-1998	Timesheets	2003	5 years after Term



San Mateo County Harbor District

TO: San Mateo County Harbor District Commissioners

FROM: Scott Grindy, Harbor Master

DATE: December 19, 2013

SUBJECT: Request For Proposals for Harbor And Marina Pump-Out Services

BACKGROUND: Staff will distribute a Request for Proposals (RFP) to solicit proposals from firms that have demonstrated experience and have met federal and state standards for boat pump-out services. RFP would be for a 5-year contract with a 30 day termination clause. Board action for award of contract to recommended firm would be scheduled to enable services to begin July 1, 2014.

Proposals will be based on and provided in the following criteria:

1. Required Commercial Activity Permit.
2. Cost of vendor to the District for providing one pump out per month at no direct charge to the boats that are listed as "live aboard boats and selected transient vessels".
3. Scheduling would be via the vendor and tenant as part of the business coordination.
4. Cost will be based on a range of District-determined total of approximately up to 100 vessels.
5. Price of an emergency service pump out daytime hours (district and or customer).
6. Price of an emergency service pump out nighttime hours (district and or customer)
7. Price of a non-regular customer (guest boater, transient boater) for a single service.
8. Monthly reports to the Harbor Master which would include tasks performed, any visible violations noted for action by Harbor District staff, general monthly waste volumes in gallons for a District annual report.
9. Annual price inflation factor adjustment for each of the 5 years.
10. 3 quarterly meetings per year minimum with District Environmental Management System harbor staff for purpose of service quality review with an annual written report to the Harbor Master.
11. Service will include at minimum, pump-out, visual vessel and harbor equipment inspection report, volume report, installation of monthly die tablet(s) in each vessel.
12. Standard required coverage of insurance and business permits.



San Mateo County Harbor District

13. 5 letters of service recommendation from the harbor master regarding pump-out services from 5 separate harbor or marinas where firm has had a minimum of one year of ongoing business as a service provider.
14. No California Clean Marina-type violations for services provided.
15. Demonstrated business experience of more than two years.
16. A resume of each staff person performing services proposed.
17. Specifications of vessel to be used and where to be stored.
18. Marketing Plan and Proposal to increase pump out use and services at both District facilities.
19. Monthly service inspection of pump out units, hoses and related equipment for proper operation. This will include a monthly vacuum pressure test, with monthly readings provided in volume report with minimum and maximum ranges.
20. Ability to provide repair services for district fixed pump out services at a time and material rate with a fixed level of mark up on materials.
21. Attendance at all tenant type boater events for purpose of marketing services.
22. Coordination of grant activities for related pump out services, repairs, and replacements of equipment.

RECOMMENDATION: Authorize General Manager to issue a Request for Proposals for a provision of Pump-Out Services for Oyster Point Marina/Park and Pillar Point Harbor.

FINANCIAL IMPACT: Staff will be able to provide an annual cost estimate to the board based on proposals submitted, and if required a recommendation for an environmental boat slip fee to offset overall District environmental costs.

CITY COUNCIL

MARK OLBERT, MAYOR
RON COLLINS, VICE MAYOR
ROBERT GRASSILLI
MATT GROCCOTT
CAMERON JOHNSON

CITY MANAGER

600 ELM STREET
SAN CARLOS, CALIFORNIA 94070-3085

TELEPHONE: (650) 802-4228
FAX: (650) 595-6729
<http://www.cityofsancarlos.org>

January 21, 2014

Peter Grenell, General Manager
San Mateo County Harbor District
400 Oyster Point Blvd. Suite 300
South San Francisco, CA 94080

RE: San Carlos Wheeler Plaza Project – Request for Support and Compensation Agreement

Dear Mr. Grenell:

In early 2013, the City of San Carlos negotiated a Disposition and Development Agreement (“DDA”) with Silverstone Development for the development of a mixed-use project, including residential and commercial condominiums and a public parking garage in downtown San Carlos, commonly referred to as the Wheeler Plaza Project (“Project”). The Project, including the transfer of five parcels, has been approved to the extent applicable by the City of San Carlos (“City”), the San Carlos Successor Agency and the San Carlos Oversight Board. The development of the Project has been a vision of the City for more than a decade and was chosen as one of the top five priorities in the Economic Development Plans adopted in 2007 and 2010. The City believes the development of the Project will not only enhance downtown San Carlos, but will produce significant revenues for all affected taxing entities.

Prior to the transfer of one particular property (1245 San Carlos Avenue) under the approved DDA, the State Department of Finance (“DOF”) requires approval of a Compensation Agreement by each of the 17 affected taxing entities. This requirement applies to taxing entities that share in any future residual property tax revenue generated by the former San Carlos Redevelopment Agency, including proceeds from the disposition of assets. Exhibit A to the attached Resolution shows the percentage share of property tax revenue to all 17 taxing entities. Exhibit B shows that revenue to all 17 taxing entities will be greater with the development of the Project than would occur by the sale of the property.

To complete the additional requirement imposed by the DOF, we respectfully request that your agency consider and adopt a resolution at its next meeting that indicates both support for the Project and constitutes a “Compensation Agreement”. A draft resolution and sample staff report are enclosed for your use. Time is of the essence, as we need to receive all approved resolutions no later than February 20, 2014 to respond to the DOF in a timely manner.

Please let me know if you have any questions or if there is any additional information I or my staff can provide. We would be happy to meet with you and attend your Board meeting if necessary. Please contact my Assistant, Tara Peterson, at (650) 802-4230 with any questions or to arrange a meeting. She will be contacting you in a few days to follow up.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Jeff Maltbie".

Jeff Maltbie
City Manager

STAFF REPORT

ITEM TITLE: Consideration of a Resolution Expressing Support for the Wheeler Plaza Project in the City of San Carlos and Approving a Compensation Agreement with the City and San Carlos Successor Agency

RECOMMENDATION:

Staff recommends that the Board of Commissioners Adopt the Resolution expressing support for the Wheeler Plaza Project in the city of San Carlos and approving a Compensation Agreement with the City and San Carlos Successor Agency.

FISCAL IMPLICATIONS:

The San Mateo County Harbor District receives a portion of the property tax revenue generated from real property in the city of San Carlos. With the dissolution of Redevelopment Agencies, the San Mateo County Harbor District receives a one-time payment of its share of any proceeds from the sale of Redevelopment Agency owned property. The Wheeler Plaza Project will result in net revenue to the San Mateo County Harbor District well in excess of what the San Mateo County Harbor District will receive from the liquidation of the property. This Project will provide long-term revenue to the San Mateo County Harbor District.

BACKGROUND:

The City of San Carlos entered into a Disposition and Development Agreement (DDA) with Silverstone Development for the development of a mixed-use project, including residential and commercial condominium spaces and a public parking garage, in downtown San Carlos, commonly referred to as the Wheeler Plaza Project ("Project"). The Project, including the transfer of five properties, has been approved to the extent applicable by the City of San Carlos, the San Carlos Successor Agency and the San Carlos Oversight Board (which represents all 17 taxing entities). Prior to the transfer of one particular property (1245 San Carlos Avenue), the State Department of Finance is requiring approval of a Compensation Agreement by each of the affected taxing entities

ANALYSIS:

The development of the Project will result in net revenue increase for the San Mateo County Harbor District when compared to the liquidation of the property. The percentage share of property tax revenue by taxing entity is shown in Exhibit A of the attached Resolution. The detailed net revenue is outlined in Exhibit B of the attached Resolution and shows a net fiscal benefit not only to San Mateo County Harbor District, but all affected taxing entities. The Project will also provide much needed local housing, updated commercial space and additional public parking that will not only benefit downtown San Carlos, but the greater regional community.

To proceed with the Project, the State Department of Finance requires that each affected taxing entity approve a Compensation Agreement. The Compensation Agreement is outlined in the attached Resolution. It provides for the sale of the property to the developer for \$1 and compensation to the San Mateo County Harbor District from the contribution of the property, consisting of the revenues to be derived from the development of the Project (as described in

Exhibit B to the Resolution).

Environmental Review:

As no specific project is being approved, the California Environmental Quality Act does not apply.

Attachment:

1. Resolution

RESOLUTION NO. 03-14

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE
SAN MATEO COUNTY HARBOR DISTRICT EXPRESSING
SUPPORT FOR CONTRIBUTION OF THE PROPERTY AT 1245 SAN
CARLOS AVENUE TO THE WHEELER PLAZA PROJECT IN THE
CITY OF SAN CARLOS AND APPROVING A COMPENSATION
AGREEMENT WITH THE CITY AND SAN CARLOS SUCCESSOR AGENCY**

WHEREAS, the City of San Carlos (the “City”) and Silverstone Development--Northern California, LLC (the “Developer”) entered into a Disposition and Development Agreement (the “DDA”) providing for the development by the Developer of a mixed-use project, including residential and commercial condominium spaces and a public parking garage, commonly referred to as the “Wheeler Plaza Project”; and

WHEREAS, development of the Wheeler Plaza Project has been a vision of the City for more than a decade and was chosen as one of the top five priorities in the Economic Development Plans adopted in 2007 and 2010; and

WHEREAS, the Wheeler Plaza Project cannot proceed without the inclusion of property owned by the San Carlos Successor Agency (the “Successor Agency”) identified as 1245 San Carlos Avenue; and

WHEREAS, in order to provide for contribution of the 1245 San Carlos Avenue property to the Wheeler Plaza Project, the City and the Successor Agency entered into a Cooperation Agreement providing for the sale of that property to the Developer pursuant to the DDA for the sum of \$1, which represents the fair reuse value of the property in light of the covenants, conditions and development costs required by the DDA; and

WHEREAS, the transactions contemplated by the DDA and the Cooperation Agreement are contingent upon approval by the State of California Department of Finance (“DOF”); and

WHEREAS, the Wheeler Plaza Project presents a unique catalyst development opportunity for the continuing success and vitality of downtown San Carlos; and

WHEREAS, development of the Wheeler Plaza Project will not only enhance downtown San Carlos, but will produce significant revenues for all affected taxing entities; and

WHEREAS, the taxing entities that will benefit from the development of the Wheeler Plaza Project (the “affected taxing entities”) are listed, together with their respective property tax shares, in Exhibit A, attached hereto and incorporated herein by this reference; and

WHEREAS, the San Carlos Oversight Board, which represents the affected taxing entities, initially reviewed the Wheeler Plaza Project at its meeting on April 30, 2013, and reviewed a slightly modified proposal at its meeting on September 9, 2013, and at both meetings approved the contribution of the 1245 San Carlos Avenue property to the Wheeler Plaza Project; and

WHEREAS, DOF, by letters dated July 25, 2013, and November 1, 2013, objected to the approvals by the San Carlos Oversight Board authorizing contribution of the 1245 San Carlos Avenue property to the Wheeler Plaza Project without obtaining compensation agreements with all the affected taxing entities; and

WHEREAS, in order to satisfy the requirement presented by DOF, the City and the Successor Agency are requesting approval of a compensation agreement by each of the affected taxing entities; and

WHEREAS, the compensation to be derived by each of the affected taxing entities from the contribution of the 1245 San Carlos Avenue property to, and the development of, the Wheeler Plaza Project is described in Exhibit B, attached hereto and incorporated herein by this reference;

NOW, THEREFORE, the Board of Commissioners of the San Mateo County Harbor District does hereby resolve as follows:

Section 1. The Board of Commissioners hereby finds that the Wheeler Plaza Project will be of substantial benefit to the City of San Carlos, the regional community and all of the affected taxing entities, will provide revenues to the San Mateo County Harbor District greater than would be generated by a liquidation sale of the 1245 San Carlos Avenue property, and does hereby express its support for contribution of such property to the Wheeler Plaza Project.

Section 2. The Board of Commissioners hereby finds and determines: (a) that the sale of the 1245 San Carlos Avenue property to the Developer for the Wheeler Plaza Project for the sum of \$1 (“disposition price”) is approved; (b) that the compensation to the San Mateo County Harbor District from the contribution of such property, consisting of the revenues to be derived from development of the Wheeler Plaza Project (as described in Exhibit B), is approved; and (c) that if, for any reason, Developer and City determine to increase the disposition price for the sale of the 1245 San Carlos Avenue property to an amount greater than the stated disposition price (“alternate disposition price”), such alternate disposition price is approved, subject to City’s and Successor Agency’s agreement that the San Mateo County Harbor District shall receive a pro rata share of the net proceeds, if any, resulting from sale of such property at the alternate disposition price.

Section 3. The Board of Commissioners hereby determines that this resolution shall constitute the compensation agreement between the City, the Successor Agency and the San Mateo County Harbor District, to the extent required by Health and Safety Code Section 34180(f), and directs that a copy of this resolution be provided to the City and the Successor Agency. The Board of Commissioners further authorizes and directs the General Manager to execute on behalf of the San Mateo County Harbor District, if necessary and appropriate, a separately prepared form of compensation agreement, consistent with the terms set forth in this resolution.

PASSED AND ADOPTED by the Board of Commissioners of the San Mateo County Harbor District this _____ day of _____, 2014, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

APPROVED:

TAXING ENTITY BREAKDOWN/SAN CARLOS RDA

Account Number	Account Description	2013-14 Factors
000100	San Mateo County (General)	0.2710544582
001001	San Mateo County (Library)	0.0395124575
018601	City of San Carlos	0.1325095278
030070	Belmont-Redwood Shores School District	0.0069359804
030840	Redwood City School District	0.0043003091
030860	San Carlos School District	0.2027190562
040890	Sequoia Union High School District	0.1786053592
060870	San Mateo County Community College District	0.0775593444
071070	Belmont Fire District	0.0000000000
072450	Harbor Industrial Sewer Maintenance District	0.0000521107
077070	Mid-Peninsula Water District	0.0000313257
078560	Midpeninsula Regional Open Space District	0.0210011640
079020	Bay Area AQMD	0.0023900414
079450	San Mateo County Harbor District	0.0040318776
079600	San Mateo County Mosquito & Vector Control District	0.0021948474
079890	Sequoia Healthcare District	0.0167391555
079994	San Mateo County Office of Education	0.0403629850
		1.0000000000

COUNTY HARBOR DISTRICT / 0.403% SHARE					
Net Impact of Wheeler Plaza Project					
Year	If Property Sold / No Wheeler Plaza		If Wheeler Plaza Project Developed		
	\$2.0M Land Sale \$0 Development		\$1 Land Sale \$72M Development		
Year 1	\$	8,064	\$	364	\$ (7,700)
2		82		462	380
3		84		1,431	1,347
4		86		2,918	2,832
5		87		2,991	2,904
6		89		3,066	2,977
7		91		3,142	3,052
8		93		3,221	3,128
9		94		3,301	3,207
10		96		3,384	3,288
11		98		3,469	3,370
12		100		3,555	3,455
13		102		3,644	3,542
14		104		3,735	3,631
15		106		3,829	3,722
16		109		3,924	3,816
17		111		4,022	3,912
18		113		4,123	4,010
19		115		4,226	4,111
20		117		4,332	4,214
Total		9,942		63,139	53,197
NPV					36,381
Return					28%

SAN MATEO

**LOCAL AGENCY FORMATION COMMISSION**

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

01-23-14 P01:42 IN

January 21, 2014

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

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

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

The purpose of this letter is to call a meeting of the Special District Selection Committee for the purpose of filling the current vacancy created by the retirement of David Altsher. This term expires May, 2014. Attached is the agenda, which also includes election of the alternate special district commissioner with the term ending May, 2016, in the event a vacancy occurs. The meeting is scheduled to be held on Tuesday, March 4, 2014 at 7:00 p.m. at the Sequoia Health Care District Office, 525 Veterans Boulevard, Redwood City.

Government Code Section 56332 directs that the LAFCo Executive Officer shall call a meeting to fill a vacancy of the special district term whenever a vacancy occurs. Voting members of the Special District Selection Committee are chair or president of an independent special district included on the attached roster. If the board chair or president is not able to attend the meeting, the board of that district may appoint an alternate board member to do so. In summary, voting members shall only be the Chair or President of the board, or a Board appointed alternate board member. Alternates should bring a minute order or letter from the District documenting they have been authorized to act on behalf of the district.

Please also note that while your district may participate in the local chapter of the California Special Districts Association ("Association"), the LAFCo Special Districts Selection Committee and the Association are not affiliated. While you may receive correspondence from the Association, questions or correspondence about the Special District Selection Committee should be directed to the LAFCo Office. If you have questions concerning this process, please contact me directly.

Sincerely,

A handwritten signature in black ink that reads "Martha Poyatos".

Martha Poyatos
Executive Officer

cc: General Managers

SAN MATEO LOCAL AGENCY FORMATION COMMISSION

455 County Center, 2nd Floor
Redwood City, California 94063

Martha Poyatos
Executive Officer
(650) 363-4224

PURPOSE

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

1. To discourage urban sprawl and encourage the orderly growth and development of local government agencies;
2. To prevent premature conversion of agricultural and open space lands;
3. To review and approve or disapprove proposals for changes in the boundaries and organization of the 20 cities, 22 independent special districts and 33 county-governed special districts plus incorporations of cities and formations of special districts;
4. To conduct municipal service reviews and establish and periodically update spheres of influence--future boundary, organization and service plans--for the county cities and special districts; and
5. To perform and assist in studies of local government agencies with the goal of improving efficiency and reducing costs of providing urban services.

THE COMMISSION

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

LAFCo Member

		<u>Term</u>
Vacant	Special District Member	May, 2014
Linda Craig	Public Member, Vice Chair	May, 2014
Don Horsley	Board of Supervisors	May, 2016
Rich Garbarino	City Member, Chair	May, 2017
Allan Alifano	City Member	May, 2014
Joseph Sheridan	Special District Member	May, 2016
Adrienne Tissier	Board of Supervisors	May, 2016
Warren Slocum	Alternate for Supervisors	May, 2016
Michael O'Neill	Alternate for City Member	May, 2015
Joshua Cosgrove	Alternate Special District Member	May, 2016
Jayne Herman	Alternate for Public Member	May, 2014

COMMISSION MEETINGS:

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

For more information about San Mateo LAFCo: www.sanmateolafco.org

Peter Grenell

From: Joshua Cosgrove <joshua.cosgrove@gmail.com>
Sent: Monday, January 27, 2014 8:15 AM
To: smcharborcommissioner@yahoo.com
Cc: Peter Grenell
Subject: Joshua Cosgrove for LAFCo Special District Representative

Hello Commission President Bernardo,

My name is Joshua Cosgrove and I am writing this message to ask you to vote for me to be the Special District Representative to the Local Agency Formation Commission (LAFCo) of San Mateo County. There will be an evening meeting March 4th at the Sequoia Healthcare District offices to select the representative and each board and commission President of an independent special district has one vote. I am the Board Vice President of the North Coast County Water District in Pacifica as well as the LAFCo Special District Alternate Representative and I would appreciate an opportunity to discuss this with you and provide my background and qualifications. Please feel free to contact me at any time and thanks for the consideration.

Joshua Cosgrove

Member, Board of Directors North Coast County Water District


Email – joshua.cosgrove@gmail.com

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

ITEM 7

Memorandum

TO: Harbor Commissioners

FROM: Debra Galarza 

RE: Bills & Claims for Period Ending 2/5/14

Total Disbursements being submitted for your review: \$ 337,653.90

These include:

Handchecks in the amount of: \$ 173,617.51
 Payables in the amount of: \$ 164,036.39

<u>Dept. Code</u>	<u>Description</u>		<u>Page Reference</u>
101	Harbor Commission	\$ 96,628.14	2
103	Administration	\$ 12,061.84	2
201	Pillar Point Harbor	\$ 131,187.31	2
301	Oyster Point Marina	\$ 38,671.29	2
	Payroll Related	\$ 59,105.32	2
	Total for Review	\$ 337,653.90	2

Notes:

Handchecks Written for:

Payroll \$ 55,787.70
 Capital Project \$ 47,049.61
 Insurance \$ 27,647.00
 Utilities \$ 19,972.50
 Invoices with Due Dates on or Before Board Meeting \$ 23,160.70

Total Handchecks Written: \$ 173,617.51

BILLS CLAIMS FOR 2/5/13 BOARD MEETING

VENDOR	DESCRIPTION	AMOUNT	PAYROLL RELATED	HARBOR COMM 101	ADMIN 103	PILLAR POINT 201	OYSTER POINT 301
ACCOMTEMS	CONTRACTUAL SERVICES	1,023.36					1,023.36
ADP, INC.	CONTRACTUAL SERVICES	681.07		109.85	131.82	274.63	164.77
ARAMARK UNIFORM SERVICES	CONTRACTUAL SERVICES	412.63					412.63
AT & T LONG DISTANCE	COMMUNICATIONS	106.59				70.22	36.37
AT&T	COMMUNICATIONS	11.40				11.40	
BLUE RIBBON SUPPLY	OPERATING SUPPLIES	1,837.20				1,837.20	
COMCAST	COMMUNICATIONS	397.50			397.50		
COUNTY OF SAN MATEO ELECTIONS OFFICE	FINAL PAYMENT ELECTION 2012	94,243.69		94,243.69			
COUNTY OF SAN MATEO PUBLIC SAFETY	COMMUNICATIONS	61.65				61.65	
DOODYCALLS, LLC	OPERATING SUPPLIES	660.70				660.70	
GHD, INC.	CAPITAL PROJECT	10,599.23				10,599.23	
GRAINGER	REPAIRS & MAINTENANCE	704.38					704.38
HALF MOON BAY HIGH SCHOOL	CHOIR-BOAT LIGHTING	500.00				500.00	
HALF MOON BAY REVIEW	ADVERTISING	899.00		99.66		399.67	399.67
HOLMAN PROFESSIONAL COUNSELING CTR	EMPLOYEE ASSISTANCE PROGRAM	289.00		45.16	54.18	103.86	85.80
KASHIWA FUDOSAN, INC.	OFFICE RENT	7,903.43			7,903.43		
KELLY MOORE PAINT CO.	REPAIRS & MAINTENANCE	84.89				84.89	
MISSION UNIFORM SERVICE, INC.	UNIFORM SERVICES	533.47				533.47	
MOSS RUBBER COMPANY	REPAIRS & MAINTENANCE	1,460.02				1,460.02	
OFFICE DEPOT, INC.	OFFICE SUPPLIES	546.80			293.40	51.56	201.84
PACIFIC COLOR GRAPHICS	OPERATING SUPPLIES	1,360.24					1,360.24
PACIFIC GAS & ELECTRIC	UTILITIES	18,918.99				11,348.00	7,570.99
PARKER DIVING SERVICE	CONTRACTUAL SERVICES	380.00					380.00
PURCHASE POWER	POSTAGE	500.00			500.00		
RUSSELL BISNONNETTE	CONTRACTUAL SERVICES	300.00				300.00	
SAN MATEO DAILY JOURNAL	ADVERTISING	330.00		330.00			
STANDARD INSURANCE	INSURANCE	3,317.62	3,317.62				
THE TIDEBOOK COMPANY	OPERATING SUPPLIES	3,228.75				1,614.38	1,614.37
THOMAS REUTERS-WEST	OFFICE SUPPLIES	33.25			33.25		
VALENTINE CORPORATION	JOHNSON PIER SEWER RPLCMNT	11,987.83				11,987.83	
VERIZON WIRELESS	COMMUNICATIONS	723.70			82.34	590.19	51.17
SUBTOTAL OF PAYMENTS TO BE PROCESSED 2/5/14		164,036.39	3,317.62	94,828.36	9,395.92	42,488.90	14,005.59
3 E COMPANY	CONTRACTUAL SERVICES	460.00					460.00
ACCOMTEMS	CONTRACTUAL SERVICES	2,866.76					2,866.76
ADP, INC.	CONTRACTUAL SERVICES	548.14		83.05	116.27	215.94	132.88
AIRGAS, NCN	REPAIRS & MAINTENANCE	103.97				103.97	
ALLEN PALMER	REFUND DEPOSIT	218.40				218.40	
ARAMARK UNIFORM SERVICES	UNIFORM SERVICES	313.56					313.56
ARROWHEAD MOUNTAIN WATER	CONTRACTUAL SERVICES	56.50					56.50
AT&T	COMMUNICATIONS	1,327.22			100.04	812.22	414.96
CALIFORNIA WATER SERVICE	UTILITIES	1,745.34					1,745.34
CALPERS	PAYROLL DED PAYABLE	42,306.70	42,306.70				
CALPERS SUPPLEMENTAL INCOME	PAYROLL DED PAYABLE	8,386.00	8,386.00				
CINTAS FIRST AID & SAFETY	OPERATING SUPPLIES	333.12				294.29	38.83
CITY OF SOUTH SAN FRANCISCO	CONTRACTUAL SERVICES	243.75		243.75			
CLARK PEST CONTROL	CONTRACTUAL SERVICES	75.00					75.00
COASTSIDE.NET	COMMUNICATIONS	399.00				399.00	
DAVID MCMASTERS	CONTRACTUAL SERVICES	320.00					320.00
EDWARD SCHACH	REFUND DEPOSIT	278.25				278.25	
ELISE MC CLURE	REFUND DEPOSIT	61.00					61.00
EMILY COOPER	EXPENSE REIMBURSEMENT	26.72			26.72		
FEDERAL EXPRESS CORP.	CONTRACTUAL SERVICES	72.80			72.80		
GARDA CL WEST, INC.	CONTRACTUAL SERVICES	214.00				107.00	107.00
GOPHER BUSTERS	CONTRACTUAL SERVICES	1,995.00				1,995.00	
GREENLEAF COMPACTION, INC.	UTILITIES	1,001.46				1,001.46	
JACOB GEERLINGS	REFUND DEPOSIT	427.23				427.23	
JAKE MANISCALCO	REFUND DEPOSIT	362.25				362.25	
JOHN DRAPER	EXPENSE REIMBURSEMENT	185.62				185.62	
KEN LUNDIE	REFUND DEPOSIT	1,000.00				1,000.00	
MARINE LIEN SALES SERVICE	COLLECTION EXPENSE	160.00					160.00
MATT SALMON	REFUND DEPOSIT	283.51				283.51	
MATTHEW SUMMER	CONTRACTUAL SERVICES	400.00				400.00	
MRC	REPAIRS & MAINTENANCE	376.16			304.82		71.34
NATIONAL CHEMICAL SERVICE	CONTRACTUAL SERVICES	162.00				162.00	
NEXTEL COMMUNICATIONS	COMMUNICATIONS	150.42					150.42
OPERATING ENGINEERS LOCAL NO.3	PAYROLL DED PAYABLE	1,062.00	1,062.00				
OPERATING ENGINEERS TRUST	HEALTH INSURANCE	27,647.00				17,580.00	10,067.00
PETTY CASH	REPLENISH PETTY CASH	382.30				382.30	
PG&E	UTILITIES	7,028.00				2,213.85	4,814.15
PITNEY BOWES GLOBAL FIN SVCS	POSTAGE LEASE	2,282.46			760.82	760.82	760.82
PRINT SOLUTIONS NORTHWEST	ADVERTISING	1,472.98		1,472.98			
PURCHASE POWER	POSTAGE	50.00					50.00
RANDY BANKORD	EXPENSE REIMBURSEMENT	120.45				120.45	
RECOLOGY OF THE COAST	UTILITIES	9,139.50				9,139.50	
RUDOLPH MAGGIO	REFUND DEPOSIT	41.98				41.98	
SOUTH SAN FRANCISCO SCAVENGER	UTILITIES	1,058.20					1,058.20
STEVE FOSMARK	REFUND DEPOSIT	438.09				438.09	
STEVEN GOULARTE	REFUND DEPOSIT	254.80				254.80	
SUZANNE WALKER	EXPENSE REIMBURSEMENT	263.95				263.95	
TEAMSTERS UNION LOCAL 856	PAYROLL DED PAYABLE	333.00	333.00				
THE MERCURY NEWS	ADVERTISING	75.00				75.00	
THE WELL CONNECTED OFFICE	CONTRACTUAL SERVICES-IT	2,617.20			1,284.45	1,220.25	112.50
TURBO DATA SYSTEMS, INC	CITATION PROCESSING	82.23				82.23	
VALENTINE CORPORATION	JOHNSON PIER SEWER RPLCMNT	47,049.61				47,049.61	
VANTAGEPOINT TRANSFER AGENTS	PAYROLL DED PAYABLE	3,700.00	3,700.00				
YE ZOU	PROJECT MANAGER	1,658.88				829.44	829.44
TOTAL HANDCHECKS		173,617.51	55,787.70	1,799.78	2,665.92	88,698.41	24,665.70
TOTAL BILLS & CLAIMS		337,653.90	59,105.32	96,628.14	12,061.84	131,187.31	38,671.29
			PAYROLL	COMM	ADMIN	PPH	OPM

Memo

DATE: January 27, 2014

TO: Board of Harbor Commissioners

THRU: Peter Grenell
General Manager

FROM: Marietta Harris
Human Resources Manager

RE: Informational Report on Harbor Commissioners Benefits

Currently, San Mateo County Harbor District Commissioners are eligible for health benefit coverage through Operating Engineers Public Employees Health & Welfare Trust Fund, Local Union No. 3, and Teamsters Local Union 856.

The District does not and has never provided lifetime health benefits.

Commissioners are eligible for the following benefits:

District Policy 6.4.1 - Offers Harbor Commissioners and all eligible dependents group health and medical insurance.

District Policy 6.4.2 – Offers Harbor Commissioners and their dependents group dental coverage.

District Policy 6.4.3 – Offers Harbor Commissioners and their dependents group optical benefits.

District Policy 6.4.4 – Pays for life insurance and AD&D coverage for Harbor Commissioners

District Policy 6.4.5 – Group Health and medical insurance pay out program for Harbor Commissioners

For Harbor Commissioners who would like to opt out of the coverage offered by the Harbor District, District Policy 6.4.5 allows Harbor Commissioners to either receive a payout of fifty percent of the cost of coverage or \$400.00, whichever is less, or upon receipt of evidence of the Commissioner's payment of his or her own health and medical insurance premiums, deductibles, and/or co-payments, the District shall reimburse the Commissioner the amount the Commissioner paid for said insurance premiums, deductibles and/or co-payments up to the same level of coverage under the District's health and medical insurance program

District Policy 6.4.6 – Retirement System - San Mateo County Harbor Commissioners appointed or elected prior to 1/1/1994 or later are not eligible to participate under CalPERS.

District Policy 6.4.7 – Board of Harbor Commissioners appointed or elected after January 1, 1995 are not eligible to participate in the Longevity Health Insurance Program.

To be eligible for the longevity benefit, Commissioners appointed or elected prior to January 1, 1995, provided that the individual met all of the following conditions:

- A. The individuals total service at the time of termination or leaving office, for any reason, is not less than twelve (12) years, even if service occurred prior to January 1, 1981;
- B. The individual was an employee or served in office after January 1, 1981;
- C. In the case of an employee, the individual's employment was not terminated for good cause; and
- D. In the case of a Commissioner, he/she shall be deemed to have fulfilled the requisite twelve (12) years of service if he/she was appointed or elected to serve three (3) terms in office and actually served at least eleven (11) years and six (6) months in office.

Attached are copies of all policies pertaining to these benefits.

Current Harbor District Commissioners who receive any of the above-listed benefits are as follows:

- Commissioner Holsinger – Receives group health, dental, optical benefits.
- Commissioner Parravano – Receives group health, dental and optical benefits.
- Commissioner Tucker – Receives the payout option of \$400.00 per month.

Both Commissioner Bernardo and Commissioner Brennan have not chosen any of the options available to them.

Former Harbor District Commissioners who receive or have received benefits:

- Former Commissioner Campbell – through the Longevity Health Insurance Program her dependent is eligible for paid health, dental and vision and life insurance benefits for 9.5 years (114 months) or when he ceases to be eligible upon his turning 26 years old.
- Former Commissioner Lee - through the Longevity Health Insurance Program his dependent was eligible for paid health, dental and vision and life insurance benefits was eligible and received benefits through June 2011.

San Mateo County Harbor District

Policy	Number: 6.4.1	Date of Approval: 4/5/2006	Adopted By: Resolution 39-97
Title: Group Health and Medical Insurance	Prepared By: P. Grenell E. Wilkerson	Approved By: Resolution 09-06	Page: Page 1 of 1
Purpose: To establish procedures for the administration of the District's personnel health and medical program and to establish guidelines for eligibility.			

1. STATEMENT OF POLICY

The San Mateo County Harbor District offers to all regular full-time employees and Harbor Commissioners and all eligible dependents group health and medical insurance. Coverage for regular full-time employees becomes effective the first day of the month following the date of employment and coverage for Harbor Commissioners becomes effective the first day of the month following the official swearing in ceremony. Medical coverage may be continued during an approved leave of absence at the employee's own expense.

The District reserves the right to seek out and obtain comparable coverage on an annual basis in order to effect cost savings to the District.

2. DESCRIPTION OF PROCEDURES

During the in-processing of regular, full-time employees and Harbor Commissioners, the Human Resource Manager shall provide the eligible employee and/or Commissioner with enrollment forms for the District's health and medical insurance carrier.

Enrollment forms should be completed in the following instances:

- 1) New regular, full-time employees or Harbor Commissioners beginning service with the District.
- 2) Adding an eligible dependent.
- 3) Deleting a dependent.
- 4) Change in marital status.
- 5) Dependent reaching maximum age for coverage.

Enrollment cards are available from the Administration office. It is the employee's responsibility to notify the Administration of any change in dependent status by completing updated enrollment cards.

A regular, full-time employee on an approved leave of absence may continue health and medical insurance coverage under the same basis by paying the full cost to the District in advance for each month or portion thereof of which he or she is absent, subject to limitations set by the insurance carrier.

Employees on Family Federal Leave Absence (FMLA) shall be entitled to maintain group health and medical coverage on the same basis as if he/she had continued to work at the District. The District shall continue paying the employee's benefits during the FMLA leave.

Upon termination of employment with the District, the employee may elect to continue health and medical insurance coverage under the Consolidated Omnibus Budget Reconciliation Act (R.L. 99-272) (COBRA). The Administration or their designee provides eligible employees with information on COBRA.

San Mateo County Harbor District

Policy	Number: 6.4.2	Date of Approval: 4/5/2006	Adopted By: Resolution 10-06
Title: Group Dental Plan	Prepared By: E. Wilkerson	Approved By: Resolution 10-06	Page: Page 1 of 1
Purpose: To establish procedures for the administration and eligibility of the group dental plan.			

1. STATEMENT OF POLICY

The San Mateo County Harbor District offers to all its regular full-time employees, Harbor Commissioners and their eligible dependents group dental coverage. Coverage is currently available through Operating Engineers Public Employees Health & Welfare Trust Fund and Teamsters Local Union No. 856.

Specific benefits of the plans are described in insurance brochures provided to each new employee by the Human Resource Manager.

The District reserves the right to seek out and obtain comparable coverage on an annual basis in order to effect cost savings to the District.

San Mateo County Harbor District

Policy	Number: 6.4.3	Date of Approval: 4/5/2006	Adopted By: Resolution 11-06
Title: Employee Optical Benefit Program	Prepared By: E. Wilkerson	Approved By: Resolution 11-06	Page: Page 1 of 1
Purpose: To establish guidelines pertaining to the eligibility, application and administration of employee vision care.			

1. STATEMENT OF POLICY

The San Mateo County Harbor District offers to all its regular full-time employees, Harbor Commissioners and their eligible dependents group optical coverage. Current coverage is available through Operating Engineers Public Employees Health & Welfare Trust Fund and Teamsters Local Union No. 856.

Specific benefits of the plans are described in insurance brochures provided to each new employee by the Human Resource Manager.

Optical benefits for represented employees shall be administered in accordance with current labor agreements.

The District reserves the right to seek out and obtain comparable coverage on an annual basis in order to effect cost savings to the District.

San Mateo County Harbor District

Policy	Number: 6.4.4	Date of Approval:	Adopted By: Resolution 12-06
Title: Life Insurance	Prepared By: E. Wilkerson	Approved By: Resolution 12-06	Page: Page 1 of 1
Purpose: To define policy for District personnel relative to life insurance.			

1. STATEMENTS OF POLICY

The District recognizes and appreciates its employees and to that end, pays premiums for life insurance and accidental death and dismemberment (AD&D) for those employees who are classified as full-time and for Harbor Commissioners. Paying for life insurance coverage and AD&D coverage to District employees and Commissioners, the District recognizes the importance of financial security to employee's family and loved ones in case of accidental death or dismemberment.

The District reserves the right to seek out and obtain comparable coverage on an annual basis in order to effect cost savings to the District.

2. LIFE INSURANCE

Coverage for life insurance is effective the first day of the month following the first day of employment. Changes in coverage amounts will become effective the first day of the month following the date of change. Coverage will terminate upon the employee or Commissioner leaving District employment, the employee moves to a part-time status, or the policy is discontinued completely by the District.

Specific benefits and terms of the policy are provided each new employee by the Human Resource Manager. It is the employee's individual responsibility to keep information on file related to this policy up-to-date as to name, address, and beneficiary(s).

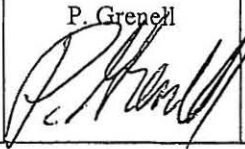
3. ACCIDENTAL DEATH AND DISMEMBERMENT

Accidental death and dismemberment (AD&D) is also proved to full-time employees and Harbor Commissioners.

Coverage for accidental death and dismemberment is effective the first day of the month following the first day of employment. Changes in coverage amounts will become effective the first day of the month following the date of change. Coverage will terminate upon the employee or Commissioner leaving District employment, the employee moves to a part-time status, or the policy is discontinued completely by the District.

Specific benefits and terms of the policy are provided each new employee by Human Resource Manager. It is the employee's individual responsibility to keep information on file related to this policy up-to-date as to name, address, and beneficiary(s).

San Mateo County Harbor District

Policy	Number: 6.4.5	Date of Approval: 09/21/2011	Adopted By: Resolution 39-97
Title: Group Health and Medical Insurance Pay Out Program	Prepared By: P. Grenell 	Revised By: Resolution 04-02 Resolution 25-06 Resolution 19-11	Page: Page 1 of 1
Purpose: To establish policy guidelines on District's personnel health and medical insurance pay out program and to establish guidelines for eligibility.			

1.0 Statement of Policy

The San Mateo County Harbor District offers to all regular full-time employees and Harbor Commissioners and all eligible dependents group health and medical insurance, inclusive of medical, dental and vision. For those employees and Commissioners who provide evidence of alternative health and medical insurance, the District offers a Health and Medical Insurance Pay Out Program.

The District's Pay Out Program is available for health and medical insurance, dental insurance, and vision insurance. If the District is contracting with a carrier for a package of insurance, the payout is based on the package and the employee or Commissioner must show alternative evidence of coverage for all insurances in the package. If the District is contracting with individual carriers the payout may be on one or all of the eligible insurance (e.g. health and medical, dental and vision.)

The District reserves the right to seek out and obtain comparable coverage on an annual basis in order to affect cost savings to the District.

2.0 Pay Out

A. Employees

Any regular, full-time employee who provides evidence of alternative health and medical insurance may opt to withdraw from the District's health and medical insurance program. If the District will affect savings as a result of not having to pay premiums for these employees who withdraw from the program, fifty percent (50%) of such savings shall be returned to the individual in the form of a bonus payable concurrent with regular payroll. For employees who are eligible for single plan coverage but opt out, they shall receive fifty percent (50%) of District savings from the premiums for the single rate. Likewise for employees eligible for the family plan but opt out, they shall receive fifty percent (50%) of District savings from the premiums for the family rate. Employees hired after July 1, 2009, shall receive 50% of the aforementioned applicable rate or \$400.00 whichever is less.

B. Commissioners

Any Harbor Commissioner who provides evidence of alternative health and medical insurance may opt to withdraw from the District's health and medical insurance program. Upon receipt of evidence of the Commissioner's payment of his or her own health and medical insurance premiums, deductibles, and/or co-payments, the District shall reimburse the Commissioner the amount the Commissioner paid for said insurance premiums, deductibles and/or co-payments for him/herself and his/her dependents up to the amount the District currently pays for the same level of coverage (e.g. single or family) under the District's health and medical insurance program; or as an alternative if the Commissioners prefers and is eligible for family plan coverage, the Commissioner shall received fifty percent of \$400.00, whichever is less. Under no circumstances shall the total reimbursement exceed the District payment for the same level of coverage under the District health and medical insurance program.

San Mateo County Harbor District

Policy	Number: 6.4.6	Date of Approval: 4/19/2006	Adopted By: Resolution 26-06
Title: Retirement System	Prepared By: E. Wilkerson	Approved By: Resolution 26-06	Page: Page 1 of 1
Purpose: To outline procedures for the administration of the District's Retirement System.			

1. STATEMENT OF POLICY

All regular full-time San Mateo County Harbor District employees shall participate under the California Public Employees' Retirement System (CalPERS). Commissioners appointed or elected prior to 1/1/1994 shall participate under CalPERS. Commissioners appointed or elected on 1/1/1994 or later are not eligible to participate under CalPERS (See Policy 6.4.8 Social Security).

Part-time employees working over 1000 hours in a year are required to participate in the CalPERS retirement system based on CalPERS retirement law.

Retirement benefits accrue from both employee and employer contributions. Contributions to the retirement system are mandatory for eligible positions and are deducted from the member's salary each payroll period.

The Retirement System provides for retirement benefits and disability protection when a member meets the plan requirements. Employer contributions are not refundable under any circumstance. Employees are vested with a minimum of five years of service under the plan.

If a member terminates service without retiring, accumulated contributions, with earned interest, are refundable upon request through CalPERS. Annual benefit statements are provided by the Retirement System to participating members. Employees may request an estimate of benefits from the retirement system at any time to obtain an approximate projected retirement benefit figure.

Enrollment and benefits forms are available through the District and CalPERS. It is the employee's individual responsibility to keep information on file up to date related to their retirement account as to name, address and beneficiary(s).

Employees who plan to retire from the system are encouraged to contact the Retirement System at least 90 days in advance of the anticipated retirement date to secure estimate of benefits information and to finalize the retirement date. This action should also be coordinated with the Administration.

San Mateo County Harbor District

Policy	Number: 6.4.7	Date of Approval: 06/07/2006	Adopted By: Resolution 27-06
Title: Longevity Health Insurance Program	Prepared By: E. Wilkerson	Approved By: Resolution 38-06	Page: Page 1 of 2
Purpose: To establish procedures for the administration of the District's longevity health insurance program and to establish guidelines for eligibility.			

1. STATEMENT OF POLICY

The San Mateo County Harbor District has established the longevity health insurance program to recognize and benefit those long time employees who have worked for the harbor district not less than twelve (12) years. Commissioners appointed or elected after January 1, 1995 are not eligible to participate in the longevity health insurance program (G.C. §53201).

Resolution 28-87 was adopted July 15, 1987 and provided for the following:

Any employee, officer, or official of the San Mateo County Harbor District, including members of the Board of Harbor Commissioners, (all hereinafter referred to as the "individual") and any of their eligible dependents, shall be entitled to continue the individual's and dependent's then existing health, dental and vision benefits, and life insurance, at District expense, upon leaving District employment, or leaving office, provided that the individual meets all of the following conditions:

- A. the individuals total service at the time of termination or leaving office, for any reason, is not less than twelve (12) years, even if said service occurred prior to January 1, 1981;
- B. the individual was an employee or served in office after January 1, 1981;
- C. in the case of an employee, the individual's employment was not terminated for good cause; and
- D. in the case of a Commissioner, he/she shall be deemed to have fulfilled the requisite twelve (12) years of service if he/she was appointed or elected to serve three (3) terms in office and actually served at least eleven (11) years and six (6) months in office.

The District shall pay the premiums or other charges for qualifying individual's continuing coverage for health, dental, vision and life insurance benefits pursuant to the following formula: for each two months of service of an individual, the District will pay one month's premium for said life insurance. The premium paid shall be that to provide, at the minimum, the standard health, dental, and vision and life insurance benefits provided to the individual and/or his/her dependents at the time the individual leaves District employment, or leaves office, plus any additions to coverage or increased policy limits provided to continuing employees, or Board members, subject to the provisions of the insurance itself which may limit the level of continuing benefits or coverage. Thereafter, the individual may continue the health and welfare or insurance benefits by personal payment if authorized by the respective carriers. If a qualified individual dies before the District's obligation to pay premiums expires, the District will continue to pay the applicable premiums for the individual's and/or dependents, if any, until the District's obligation under this resolution expires.

If any individual who is otherwise eligible for these continuing benefits obtains similar (not necessary comparable) benefits through any new employment or service with a public or private entity, other than

Policy	Number: 6.4.7	Date of Approval: 06/07/2006	Adopted By: Resolution 27-06
Title: Longevity Health Insurance Program	Prepared By: E. Wilkerson	Approved By: Resolution 38-06	Page: Page 2 of 2

benefits provided as a self-employed individual, the premiums paid by District for said benefit shall cease permanently, regardless of the cessation of said secondary employment benefit(s).

Any qualified individual has the right to demand that the District make direct payment of the cost of the then applicable health and welfare or life insurance premiums to any other carrier or provider of the individual's choosing. Such payments shall not exceed that which the District would have paid had the individual remained in the District's available program(s).

Memo

DATE: January 26, 2014

TO: Board of Harbor Commissioners

FROM: Peter Grenell
General Manager

RE: Informational Report: Harbor District Use of CAL-Cards

CC: Managers
District Counsel

BACKGROUND

In 2001 the Board of Harbor Commissioners adopted Resolution 20-01 to authorize the General manager and District Counsel to sign the Addendum to the State Master Services Agreement, and authorize the District's participation in the CAL-Card Program. CAL-Card is a program of the State Department of General Services Procurement Division. Its numerous benefits include:

- Ability to obtain goods and services when needed, including for emergencies.
- Flexibility in purchases, e. g., fuel from vendors without accounts.
 - Fuel is required for equipment, motor vehicles, boats, TWC's (rescue water craft) and emergency generators for Harbor Operations.
Equipment includes:
 - Work trucks
 - Go work carts (golf carts)
 - Lawn mowers
 - Weed eaters
 - Edgers
 - Chainsaws
 - Patrol boats
- Elimination of use of petty cash and related emergency purchase orders.
- Ability to provide prompt payment to vendors.
- Streamlining of the accounts payable process by reducing the number of checks issued.
- No membership or administrative fees.

- Prompt payment rebates.
- Improving efficiency of accounting and administrative functioning and reducing inconvenience to staff regarding sanctioned employee travel for training purposes, such as Boating and Waterways boating safety and other required training classes.

2010 HACKING OF CREDIT CARDS AND FRADULENT CHARGES

In the March 31, 2010, Harbor District Finance Department Report to the Harbor Commission, staff reported that several CAL-cards had erroneous and fraudulent charges. Staff filed fraud protection reports with U.S. Bank. It appeared based on discussions with U.S. Bank that the credit card system had been hacked and nine credit cards had fraudulent charges in an amount totaling over \$4,700. All cards were cancelled and reissued by U.S. Bank, charges were reversed by U.S. Bank, and there was no loss of public funds.

The below listed employees and Commissioners have been issued credit cards. Providing each employee with their own credit card provides the District with more control over employee purchases.

SMCHD Commissioners

None

SMCHD Admin

Grenell, Peter
 Galarza, Debra J.
 Harris, Marietta
 Doyle, David
 Nixon, Deborah
 Grindy, Scott

Oyster Point Marina

Gubser, Greg
 Hoff, Matt
 McGeehan, Neal
 Merlo, James
 Smith, James
 Stern, Gary
 White, Charles

Pillar Point Harbor

Arrington, David
 Bankord, Randy
 Chang, Christopher

Coats, Donald
Draper, John
Mickelson, Katherine
Madrigal, Dante
Pemberton, Jerry
Smith, Cary
Walding, Jacob
Walker, Suzanne
Williams, Michael

Employees are required to sign a Code of Ethics and Cardholder and approving official acknowledgement and responsibility forms upon receipt of their CAL-Cards.

San Mateo County Harbor District

CODE OF ETHICS

This Code of Ethics establishes a foundation for attitude and behavior of all those involved in the acquisition process which includes purchasing and materials management. Each individual should strive to honor the Code in all aspects of activity relating to his or her professional responsibilities.

1. Rigorously uphold the public trust with honesty and accountability, keeping public and agency interest paramount. Be scrupulous in your use of public money, property and services, and do not condone misuse by others.
2. Seek to obtain maximum value for each dollar expended and use sound business judgment, always making decisions that are in the best interest of the District.
3. Perform your duties impartially, with utmost dignity and integrity, uninfluenced by prejudice, fear or favor. Be fair and even-handed in your interactions with coworkers, customers, and suppliers.
4. Promote positive supplier relationship through courtesy, impartiality and fair practices in all phases of the acquisition cycle.
5. Avoid unethical acts or omissions and even the appearance of impropriety in relationship, actions and communications with others. Do not accept, directly or indirectly, gifts, hospitality or gratuities that would influence or could be perceived as influencing your acquisition decisions.
6. Identify and eliminate situations where real or apparent conflict of interest may be involved, including soliciting or accepting any benefit, advantage, or promise of future advantage, whether for yourself, an immediate family member or any business concerns or trust with which you are associated.
7. Protect confidential information and proprietary data from unauthorized or improper disclosure to those who do not have a need to know, and never use it for personal gain.
8. Take prompt action to report known or suspected unethical behavior. Cooperate fully with any reviews, audits or investigations into acquisition policies and practices.
9. Seek to maintain and continuously improve your professional knowledge, skill and abilities.
10. Know the laws, regulations, policies and procedures governing purchasing and materials management and approval requirements, and remain alert to the legal ramifications of all your decisions.
11. Be frank and honest in your interactions with coworkers, be receptive to their advice, promote a spirit of teamwork and unity, and actively participate in improving the acquisition process.

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

Date: February 1, 2014
To: Board of Harbor Commissioners
From: Scott Grindy, Harbor Master
Re: “Informational Report”
Environmental Management System *(EMS)* 2013

Background

In mid-2012 District staff moved forward with efforts to begin a program called Environmental Management System (EMS). The EMS program is an overarching program to many present and past efforts underway to meet and or exceed standards in the environmental area of a public agency performing its regular business activities. *{EMS follows ISO 14001: Environmental Management Systems (EMS) An Environmental Management System (EMS) is a set of processes and practices that enable an organization to reduce its environmental impacts and increase its operating efficiency.}*

District staff continues improvement in “Green” type activities including: emergency response, public outreach and education, testing and research and moving towards future EMS goals to further improve sustainability, reduce pollution, improve air and water quality and natural habitat while reducing invasive species.

A prime initial focus of the EMS program was to become certified as a “Clean Marina” which has occurred at both District harbors.

The Board of Harbor Commissioners has an Environment Committee that oversees District environment-related activities and provides liaison, advice, and recommendations to the full Commission for policy and action is (presently Commissioners Bernardo and Brennan).

Operations members responsible for “Clean Marina Activities” and related tracking and monitoring of Clean Marina & EMS assignments:

Oyster Point Marina: Clean Marina Point of Contact is Deputy Harbormaster Gary Stern.

Pillar Point Harbor: Clean Marina Point of Contact is Deputy Harbormaster Jacob Walding.

Project EMS-Related Activities:

Tracking and modifying projects to be effectively more “green” when possible. EMS grant writing and support is Linda Ye Zou, Project Manager.

EMS Actions and Activities in 2013

Emergency Response

- Oil/Spill Kits have been placed in accessible locations for quick response to small spills at both the harbor and marina.
- Steps to improve correct and update contact lists for reporting spills, and other hazmat situations.
- Started in 2013 with completion in 2014 development and placement of wall mounted emergency flip charts for numerous emergency response activities with noted first steps, phone contact lists, and situational reporting actions.

Construction Actions and Activities

- Initial application of requiring contractors performing work for the district to demonstrate and track all recycling activities of demolished materials.
- Application of using recycled materials for construction materials where possible.
- Product change where possible and allowable to reduce chemical preservatives and treatments. (ex. recycled plastic wood vs treated wood)
- Design and replacement of under pier sewer line with C900 materials, with completion in early 2014. C900 is a heavy wall plastic pipe type product much better suited for the environment.
- Painting of Johnson Pier buildings with non-toxic paints and primers.
- Design and installation of sewer pipe liner materials in the concessionaires building to reduce impact of costs and down time of tenant operations.

Water Quality Activities

- At PPH, the water quality testing by San Mateo County Resource Conservation District by request of harbor district staff has added 5 additional sampling locations for boat contamination fecal spill potential. Outfall testing to develop a baseline of other possible contaminants that potentially entering the harbor via local streams, these include zinc, copper and other metals.
- At PPH staff in process for 2013-14 of installation of storm catch basin collection filtering systems.
- 2013-14 at OPM and PPH storm drains are being marked for no dumping due to flows to bay and or ocean.
- Boater Education efforts towards boat oil and fuel leaks, and prevention of
- Spill supplies provided at specific events for boaters.
- Beach clean-up activities and events at PPH and OPM.
- Water quality has been added to discussed topics with tour groups, staff surf safety, and other similar public presentations.
- Changed 2 yard dumpsters at PPH to plastic so as to contain liquid wastes versus leak to bay.
- New signage coming during the 2013-14 year for boat ramp and invasive species control.

Water Quality Activities-Continued

- Oyster Point Marina/Park: On-going annual testing with reports occurs for the Oyster Point Marina/Park by a City of South San Francisco selected consulting firm. Includes water and soils testing as the major component of the annual work.
- Vessel inspections for both pollution checks and seaworthiness regularly occurring with new tenant pre-arrival inspections of boats when possible.
- Regular testing and inspections of pump out systems and exposed service lines.
- District Ordinance Code updates with emphasis on pollution have been drafted and are in review presently.
- Invasive Species Control: General inspections by Fish and Game, United States Coast Guard for boat ramp activities, where proper boat rinsing when leaving the water occurs regularly.

Air Quality

- ❖ *Presently no activity for improvement in 2013.*

Educational & Public Outreach Activities

There are at least two focus areas under this area, first is district staff provide educational research for water safety where EMS topics are included, and provide tours to children at the Pillar Point Harbor who are interested in both the operations and what goes on in a working harbor. Additionally, staff provides information on district environmental activities when at events such as Pumpkin Fest, Rock the Block, Tenant Events, and the recent Kite Festival.

Secondly, below is a short list of the many groups who regularly visit, study, and research the many environmental activities of Pillar Point Harbor where staff are either involved or provide support at various levels.

- University of California Berkley
- Smithsonian Environmental Research Center and UC-Davis Romberg Tiburon Center
- Monterey Sanctuary Group
- Stanford Dive Group
- Taft Community School
- South San Francisco School District and Marine Science Institute
- King Middle School, Berkeley
- MPA Collaborative Implantation Project, Ca. Government
- NOAA
- Resources California
- Monterey Bay & Channel Islands Sanctuary Foundation
- Gulf of the Farallones National Marine Sanctuary
- NOAA-Seabird Protection Network

EMS Long Term Planning Activities for Upcoming Budget Years

2014-15 proposed

- Pillar Point Harbor and Oyster Point Marina/Park interior camera inspection of all storm and sewer lines in the district boundaries. With outcomes to provide maintenance and or repair planning (if required) for 2015-16 budget year
- Action Items Corrections List for storm water correctional improvements (if required)
- Pump Out Service for Live a Boards, 1 x per month inclusive with LAB fee
- Development of district construction standards manual for contractors for improved “Green” construction activities. Sustainable methods to manage construction projects
- Boater Awareness Program on Bottom Paint
- Development of a “Sustainability Policy” a balance among economy, ecology and social equity.
- Energy and Resource Use Study with Action Plan for District
- Apply for grant on 2nd Bilge Water Pump System at PPH, and one for OPM
- Apply for grant to install a 2nd pump out at PPH
- Tenant Focus Activities on EMS Compliance and Improvement
- Tenant Spill Packet Program (oils/fuels)
- Apply for Whale Tale Grant for Marine educational materials for school age children
- Co-Sponsor a Salmon Watch Program at Pillar Point Harbor
- Air Quality Improvement Program at Pillar Point Harbor
- Grant Applications for EMS items and activities if available
- Staff will be soon presenting to the board for approval various grants that assist in the area of Environmental including educational media for the school children the district staff works with, as well as for additional pump out equipment and related services. Additionally research is in process for a multi-agency grant request for spill trailers for placement at harbors and marinas in San Mateo County.

2015-16 proposed

- Habitat Study, small animal and waterfowl/bird at Pillar Point Harbor
- Bio-Swale Project (from stream and storm water study in 2014)
- Air Quality Improvement Program at Oyster Point Marina/Park
- Air Quality on Equipment Rolling Stock Reduce NOX by 20% on Pier
- Storm and Sewer Design and Repairs from findings in camera study 2014
- Grant Applications for EMS items and activities if available
- A Business Continuity Plan (disaster planning)
- Grow and expand in a sustainable way across the board:
- Green and sustainable dredging practices
- Carbon efficient district equipment, and tenant fish loading and handling facilities & infrastructure
- Green and carbon efficient buildings






San Mateo County Harbor District

Memo

DATE: January 26, 2014

TO: Board of Harbor Commissioners

FROM: Peter Grenell
General Manager 

SUBJECT: General Manager's Report: Update on Priority Items for February 5, 2014

CC: Managers
District Counsel

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

REPAIR AND IMPROVEMENT PROJECT UPDATES**Pillar Point Harbor**

Johnson Pier Repairs: Continuing including sewer line replacement

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

Dock fingers replacement: Permit process underway

West Trail (PPH marsh to Mavericks beach): Staff will be meeting with Coastal Commission staff regarding progress on the permit process

Oyster Point Marina/Park

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

OTHER TOP PRIORITIES

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

SECOND LEVEL PRIORITIES



San Mateo County Harbor District

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

PROGRESS REPORTS ON ITEMS OF BOARD AND PUBLIC INTEREST

NOTE: These reports are provided at Commission request to update these items of interest.

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

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

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

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

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

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

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

The draft CCC guidance references the National Research Council's 2012 report on sea-level rise's regional sea-level rise projections for California south of Cape Mendocino (includes San Mateo County) for 2000-2030 (up to 12 inches), 2000-2050 (up to 24 inches), and 2000-2100 (up to 66 inches); (these track closely with more localized projections, including one at San Francisco.) It also discusses in detail the relationships of sea-level rise with tidal action, storm surges, and other influences.



San Mateo County Harbor District

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

OPM Ferry Terminal (Water Emergency Transportation Authority lead): The City of South San Francisco has requested Harbor District assistance in providing an additional public restroom to serve ferry boat riders and users of the Bay Trail at OPM. The City has received grant funding for this project. District staff awaits allocation of city staff to proceed with the project.

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

Free WiFi at District Harbors: The Harbor Commission will continue consideration of this item at its Feb. 19 meeting.

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

COMPLETED PROJECTS DURING 2013-2014

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

Pillar Point Harbor

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

Oyster Point Marina/Park

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



San Mateo County Harbor District

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

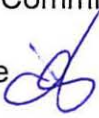
The Harbor Commission instructed the General Manager (GM) several years ago to prepare regular update reports for the Commission on District Priorities established and updated at the Commission's annual Finance and Priorities workshops. At these workshops, the Commission has identified and updated top and secondary priorities for action. The Commission also requested progress reports on other items of interest that were not considered for priority action by the District but arose from time to time.

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

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

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

Memo

TO: San Mateo County Harbor District Commissioners
FROM: Debra Galarza, Director of Finance 
DATE: February 5, 2013
SUBJECT: Finance Department Report to the Commission

Accounting and operations

- Completed Ipod meter reading implementation for Oyster Point Marina. This replaces manual meter readings and data entry.
- Completed Annual Use Tax Report to the State Board of Equalization.
- Assisted with PRA requests.
- Continue with collection efforts at both facilities.
- Work with operations on coordination of activities that overlap finance and operations.
- Ongoing review of the General Ledger, general journal entries, cash deposits, accounts receivable, deposit accounts, customer account adjustments.
- Expense management through ongoing detailed review of bills and claims.
- Bi-weekly payroll processing and review.

Memo

TO: San Mateo County Harbor District Commissioners

FROM: Marietta L. Harris, Human Resource Manager

DATE: January 28, 2013

SUBJECT: Report to the Commission

Activities:

January 9, 2014 – Public Records Act – Webinar – CSDA
Management meeting – January 27, 2014

Human Resource Services:

- Working with employees with personnel and HR questions.
- Health benefits changes
- Health benefits discussion with employee
- Interviews for Certificate List for Accounting Technician position – January 13, 2014
- Offer letter for Accounting Technician position – waiting on pre-employment paperwork to be completed.
- Contacted Liebert Cassidy regarding Longevity Healthcare benefits for Harbor Commissioners
- Working on changes to Policy 6.1.13 and 6.5.5

Administrative Services:

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

Information Technology:

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

Memo

To: Board of Harbor Commissioners
From: Scott Grindy, Harbor Master
CC: Peter Grenell, General Manager
Date: January 30, 2014
Re: February 5, 2014 Meeting Report

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

- Facility Condition Survey (FCS) meeting with consultant and staff

OPM Miscellaneous

- Tenant meeting Feb 4

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

- Under pier sewer line replacement project underway, delay on some materials.
- Harbor Moorings maintenance service to start soon.
- Concession Building pre-construction meeting completed 1/28 with contractors, design team and tenant business's
- Dock Finger replacement project, designs reviewed and approved. Awaiting Coastal Commission permit approval.

PPH Miscellaneous

- Mavericks Surfing Event went well with no on the water injuries.

Occupancy Overview (January 2014)**PPH**

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

OPM

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

Search and Rescue Activity Highlights & Urgent Need Activities**PPH: (1-16-14 thru 1-27-14)**

- Responded to a water Rescue off Venice Beach
- Responded to a call of oil discharge from F/V Major Steppen Stone
- Removed M/V Laura Anchored outside of harbor and towed to outer harbor and put on district mooring
- Responded to a medical call in front of Ketch Joanne

OPM: (1-16-14 thru 1-27-14)

No emergency tows or water emergency responses for this report period

EMS-Clean Marina Activities-District Wide

- Grant research in process on spill trailers and other related improvements
- Annual report for February 2014

Calendar Reminder Items of Events and Activities

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



San Mateo County Harbor District

Board of Harbor
Commissioners

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

TO: John Draper Michael Williams
 Cary Smith Dante Madrigal
 Dave Arington Jerry Pemberton
 Charli Micallef Abby Dometita
 Emily Cooper Don Coats
 Matt Hoff Suzanne Walker
 Randy Bankford Jacob Walding

FROM: Scott Grindy, Harbor Master

DATE: January 25, 2014

SUBJECT: Letter of Appreciation
 Team Effort In Support of the Mavericks Event

With much gratitude and sincere appreciation I am sending each of you this "Letter of Appreciation" for your major efforts, actions and support both on land and water for being one of the lead agencies for the Mavericks event.

The teamwork, passion and demonstrated skills along with strong training efforts and experience have made you into a winning, unbeatable team of water safety professionals.

This year's Mavericks event was a great success and the team was commended by many of those involved for the water safety activities performed and observed.

Scott Grindy
Harbor Master

CC: Peter Grenell General Manager
Employee Files
Jeff Clark-Mavericks

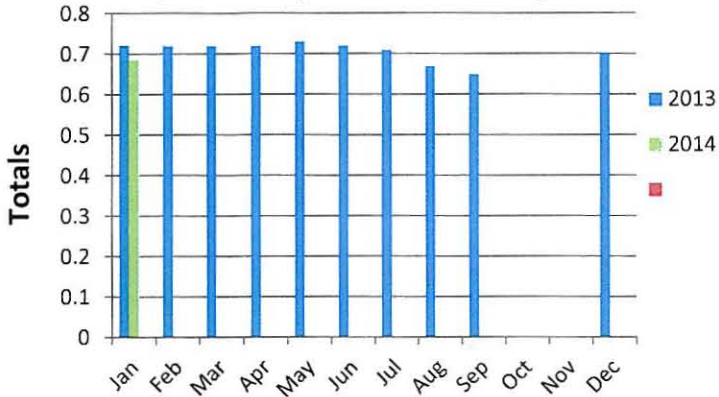
*Congratulations
Harbor Patrol Team
Mavericks 2014*



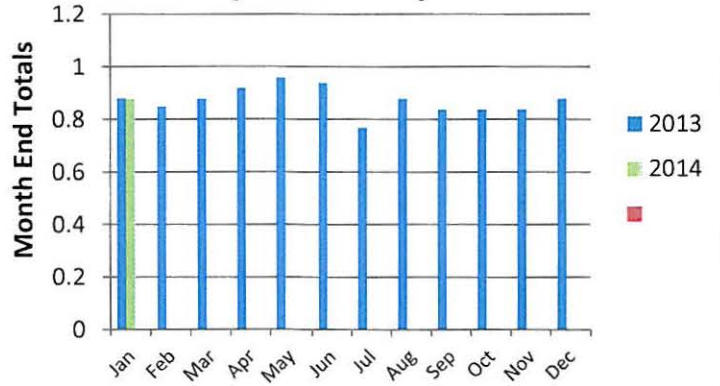
Oyster Point Marina

Monthly Marina Activity Report - January 2014

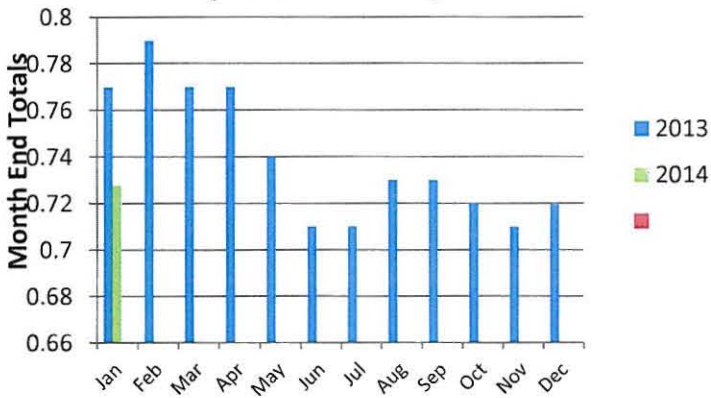
Overall Occupancy (428 Slips Available)



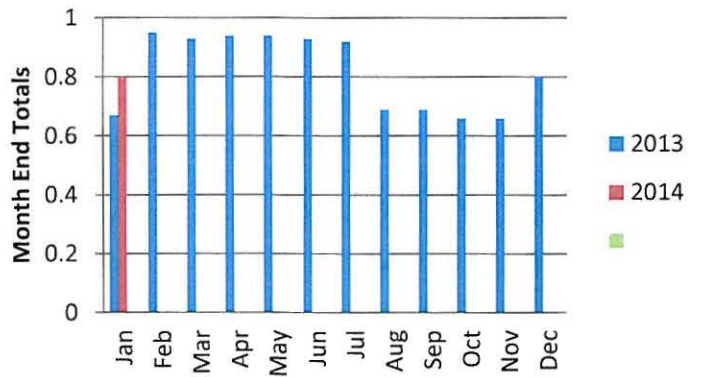
26 ft Slips (Total: 25)



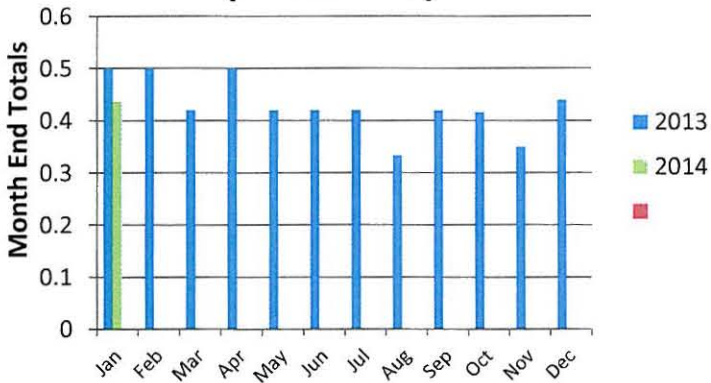
30 ft Slips (Total: 158)



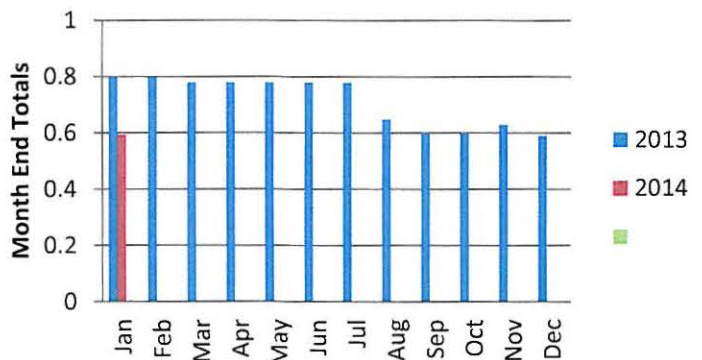
36 ft Slips (Total: 99)



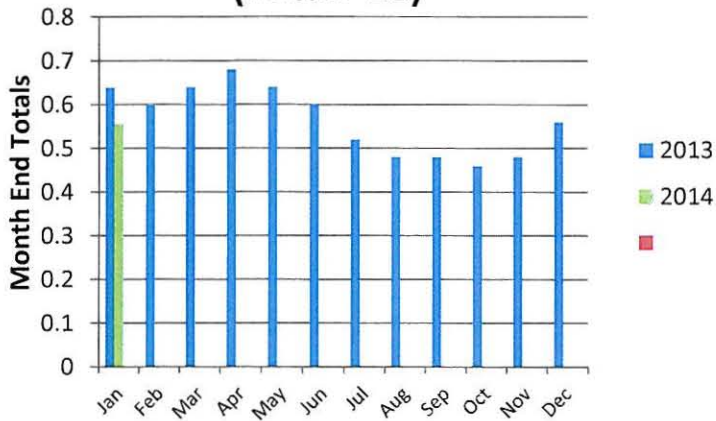
40 ft Slips (Total: 16)



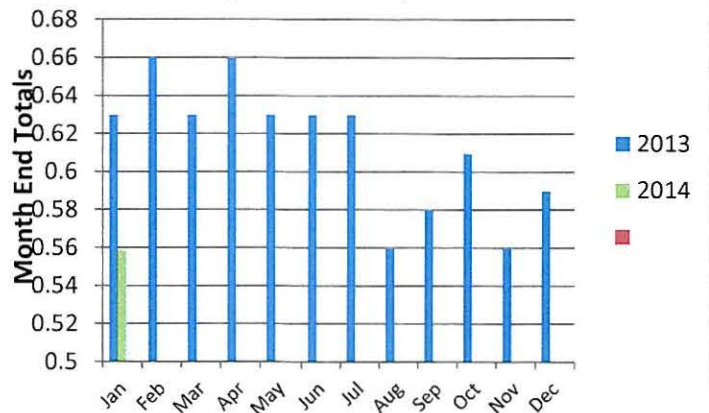
45 ft slips (Total: 64)



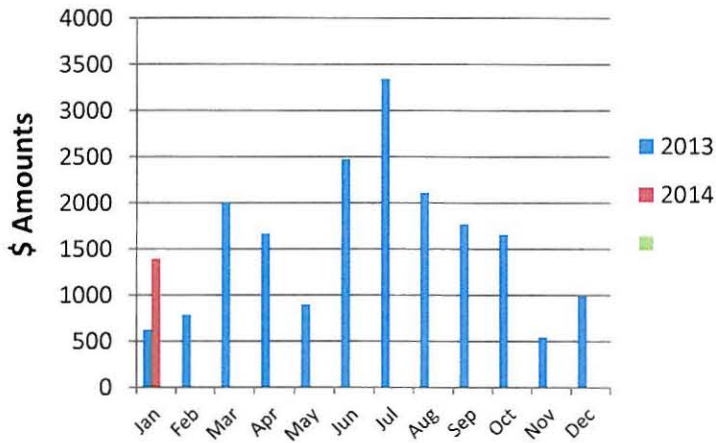
50 ft Slips (Total: 18)



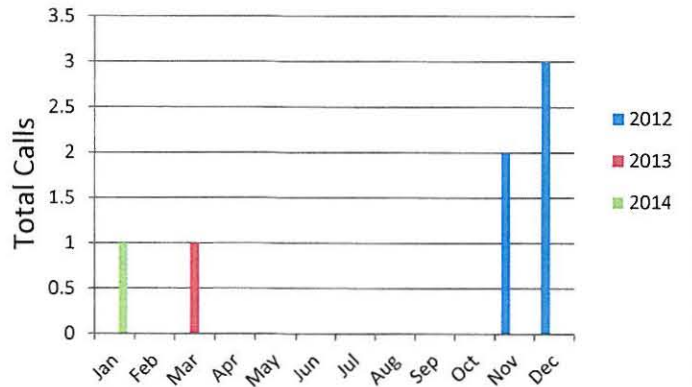
60 ft Slips (Total: 34)



Launch Ramp Totals

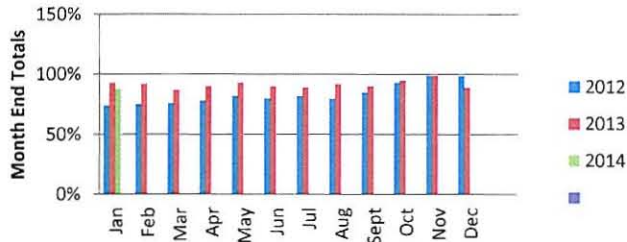


Call Outs (OPM Harbor Patrol - 2012-2014)

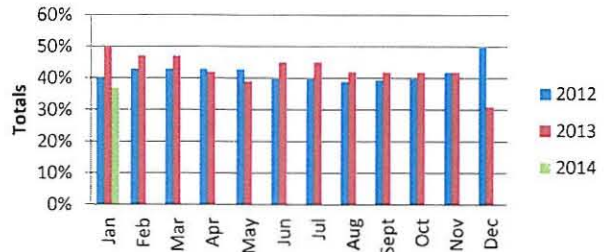


Pillar Point Harbor Dashboard
Monthly Marina Activity Report - January 2014

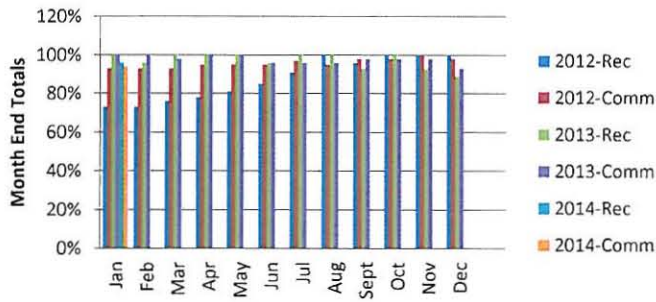
Overall Occupancy
369 slips available
(Jan 14 - 88% occupied)



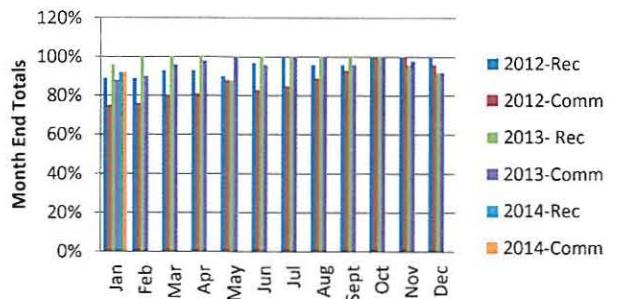
Mooring Occupancy
38 mooring available
(Jan 14 - 37% occupied)



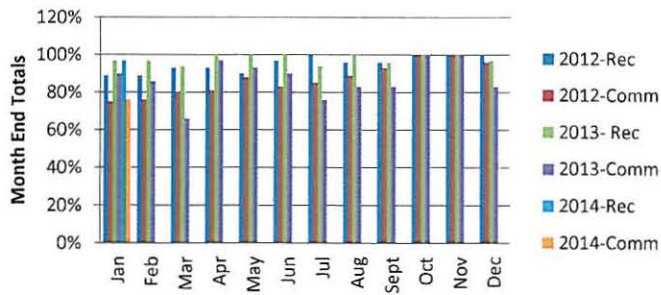
30 ft Slips
(Total: 27 rec, 54 comm)



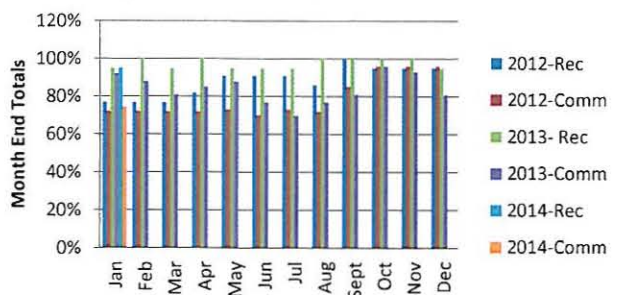
35 ft Slips
(Total: 26 rec, 48 comm)



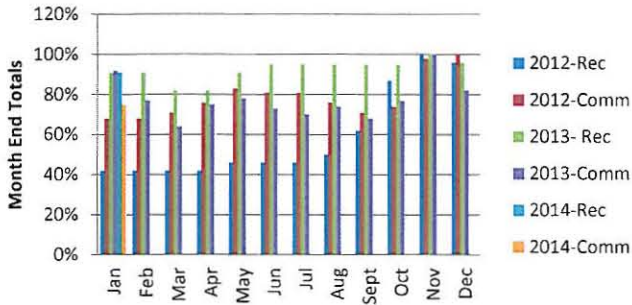
40 ft Slips
(Total: 34 rec, 29 comm)



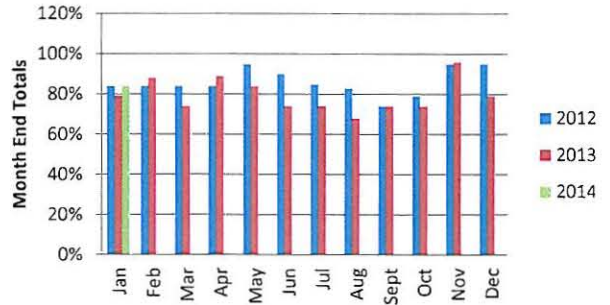
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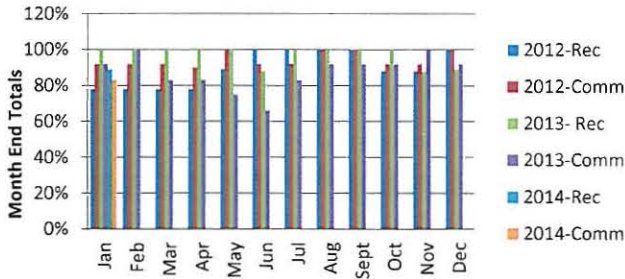
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(Total: 22 rec, 40 comm)



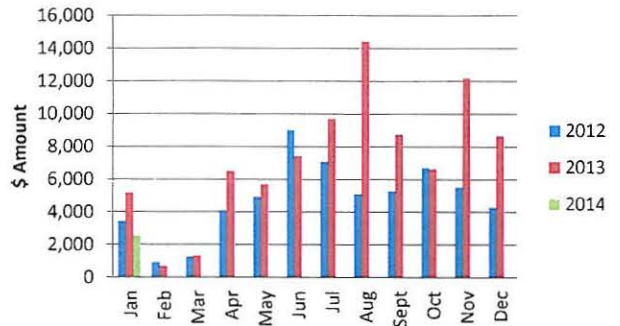
55 ft Slips
(Total: 19 comm)



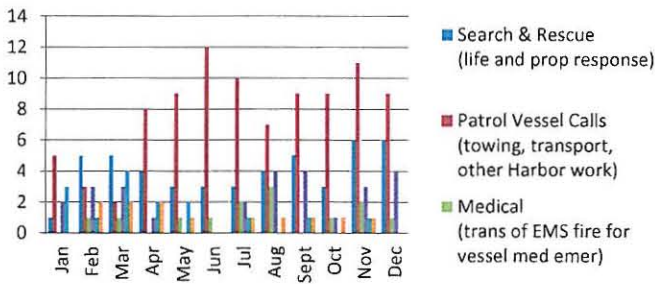
65 ft Slips
(Total: 9 rec, 12 comm)



Launch Ramp Totals



Call Outs
(PPH Harbor Patrol - 2013)



PPH Commercial Fishing Activity

