



Board of Harbor Commissioners

Sabrina Brennan, President
Edmundo Larenas, Vice President
Nancy Reyerling, Secretary
Tom Mattusch, Treasurer
Virginia Chang Kiraly, Commissioner

John Moren, Interim General Manager
William Parkin, District Counsel

San Mateo County Harbor District Board of Harbor Commissioners

“To assure the public is provided with clean, safe, well-managed, financially sound and environmentally pleasant marinas.”

SPECIAL MEETING AGENDA

March 20, 2019

5:30 PM

San Mateo County Harbor District
Conference Room
504 Avenue Alhambra, Ste. 200
El Granada, CA 94018

Persons requiring special accommodation with respect to disability are directed to make such requests per the Americans With Disabilities Act to the Deputy Secretary to the Board at 650-583-4400, 48 hours in advance.

A) Roll Call

B) Closed Session

- 1) **TITLE: Conference with Legal Counsel—Existing Litigation**
Pursuant to Government Code §54956.9(d)(1)
Schulz v. Ketch Joanne Restaurant & Harbor Bar, San Mateo County Harbor District (U.S. District Court No. C 19-992 JSC).
- 2) **TITLE: Conference with Legal Counsel—Existing Litigation**
Pursuant to Government Code §54956.9(d)(1)
(Brennan v. San Mateo County Harbor District (DFEH No. 201807-03053228; EEOC No. 37A-2019-00873-C).

C) Adjournment

The next Regular Meeting will be held on March 20, 2019 at 6:30 PM at the San Mateo County Harbor District Conference Room, 504 Avenue Alhambra, Ste. 200, El Granada, CA 94018 at 6:30 PM.

Agenda posted as required:
March 15, 2019 at 4:00 PM

Debbie Gehret
Deputy Secretary



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All Harbor District Commission regular meetings are recorded and posted at www.PacificCoast.tv within 48 hours of the meeting. Pacifica residents can tune into Comcast Channel 26 and residents from Montara through Pescadero can tune into Comcast Channel 27. Copies of the meetings can also be purchased from PCT and mailed for \$18.

Persons requiring special accommodation with respect to disability are directed to make such requests per the Americans With Disabilities Act to the Deputy Secretary to the Board at 650-583-4400, 48 hours in advance.

- A) Roll Call**
- B) Staff Recognition – Pillar Point Harbor Crew**
- C) 1. Public Comments/Questions**

The Public may directly address the Board of Harbor Commissioners for a limit of three (3) 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, that is not on the Regular Agenda. If a member of the public wishes to address the Board on an agenda item, it is requested that a speaker card be completed and given to the Deputy Secretary. The Chair will call your name at the appropriate time. Agenda material may be reviewed at the administration offices of the District, 504 Avenue Alhambra, Ste. 200, El Granada, CA 94018 or online at www.smharbor.com.

2. Commissioner Comments

Commissioners may make public statements limited to five (5) minutes.

D) Consent

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

ITEMS PULLED FROM CONSENT WILL BE HEARD AFTER DISCUSSION ITEMS.

1. **[Bills and Claims \(van Hoff\)](#)**
Recommendation: Review Pre-Approved Bills and Claims in the amount of \$347,285.96. Pre-Approve \$500,000 in Bills and Claims until next meeting.
2. **[Minutes – Special Meeting February 20, 2019 \(Gehret\)](#)**
Recommendation: Approve Minutes of the Special Meeting of February 20, 2019.
3. **[Minutes – Regular Meeting February 20, 2019 \(Gehret\)](#)**
Recommendation: Approve Minutes of the Regular Meeting of February 20, 2019.
4. **[Second Quarter – Fiscal Year 2019 \(Q2-19\) Rent Report \(van Hoff\)](#)**
Information only.
5. **[Executive Search Services - General Manager \(van Hoff\)](#)**
Recommendation: Authorize the Interim General Manager to execute a Professional Services Agreement for Executive Search Services with the highest ranked firm, CPS HR Consulting, for a fixed fee of \$23,800 plus reimbursement for out-of-pocket expenses estimated at \$8,000 for a total of \$31,800.
6. **[Monthly Capital Projects Update \(Pyle\)](#)**
Receive and file.

E) Discussion

7. **[Pillar Point Harbor H-Dock Replacement Project Update and Proposal to Combine this Project with the Adjacent Johnson Pier Terminus Reconfiguration Project; Presentations \(Pyle\)](#)**
Recommendation: Receive update on the Pillar Point Harbor H-Dock Replacement Project and authorize the Interim General Manager to execute a Work Directive amendment with Moffatt & Nichol for an amount not-to-exceed \$1,318,000 to combine this project with the Johnson Pier Reconfiguration Project for design, engineering, permitting and construction management for both adjacent projects.

8. **Johnson Pier Pile Repairs; Presentation (Pyle)**
Recommendation: Authorize the Interim General Manager to issue a Work Directive agreement with consultant Moffatt & Nichol for design, engineering, permitting and construction support for the sleeving of critical support pilings at Pillar Point Harbor's Johnson Pier Terminus Timber Platform for an amount not-to-exceed \$42,300.
9. **Pillar Point Harbor Fishing Pier; ADA Access Walkway and Adjacent Breakwater Rehabilitation Project; Presentation (Pyle)**
Recommendation: Receive Pillar Point Harbor Fishing Pier Repair project update from consultant Moffatt & Nichol.
10. **"First Look" at Fiscal Year 2019/20 Preliminary Budget (van Hoff)**
Recommendation: Receive report; provide direction to staff.
11. **Proposed Adjustment to Fines; Adopt Resolution No.19-06 (Pyle)**
Recommendation: Approve the updated fine amounts for the four violations listed in this report and adopt Resolution No.19-06.
12. **Nomination to Special District Risk Management Authority (SDRMA) Board of Directors Election; Adopt Resolution No.19-05 (Moren)**
Policy: The Commission may consider the nomination of a Commissioner or management employee to SDRMA election; adopt Resolution No.19-05.

F) Discussion/Action on Pulled Consent Items (if any)

G) Future Agenda Items

- H) February Activity Reports:** **Interim General Manager/Operations, Administration**
Information only.

I) Adjournment

The next Regular Meeting will be held on April 17, 2019 at the San Mateo County Harbor District Office, 504 Avenue Alhambra, Ste. 200, El Granada, CA 94018 at 6:30 PM.

Agenda posted as required:
March 15, 2019 at 4:00 PM


Debbie Gehret
Deputy Secretary



Staff Report

TO: Board of Harbor Commissioners

FROM: Kin Yip Chan, Accounting Technician

DATE: March 20, 2019

SUBJECT: Review Bills and Claims in the Amount of \$347,285.96.

Total Disbursements being submitted for your review: **\$347,285.96.**

Dept. Code	Description	Amount
103	Administration & Commissioners	\$ 53,092.21
201	Pillar Point Harbor	\$ 124,812.51
301	Oyster Point Marina	\$ 49,729.13
	Employee Deductions	\$ 27,271.64
	Payroll / Benefits	\$ 92,380.47
Total Bills & Claims for Review:		\$ 347,285.96

Pre-Approved Payroll Notes:

Payroll Paydate 2/8/19 \$ 123,942.26

Payroll Paydate 2/22/19 \$ 123,977.29

Total Payroll for Period: \$ 247,919.55

Background: The Board Pre-Approved Bills and Claims up to \$500,000 for this month and all payroll related claims. Actual Bills and Claims paid for the period are \$347,285.96

Recommended Motion:

- 1) Accept Bills and Claims in the amount of \$347,285.96.
- 2) Pre-Approve \$500,000 in Bills and Claims until next meeting date. This reflects an increase of previous pre-approvals to more accurately reflect monthly payables.

Attachments:

[Bills and Claims/Cal Card Top 5](#)

[Legal Fees](#)



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SPECIAL MEETING MINUTES

February 20, 2019

5:00 PM

San Mateo County Harbor District
Conference Room
504 Avenue Alhambra, Ste. 200
El Granada, CA 94018

- A) Roll Call** 5:06 PM Commissioners Chang Kiraly, Larenas, and Reyring present.
Commissioners Brennan and Mattusch absent.
No public comments.
5:07 PM - Adjourn to Closed Session.
5:19 PM - Commissioner Brennan arrives.
6:12 PM - Commissioner Brennan leaves Closed Session.

B) Closed Session

- 1) TITLE: Conference with Legal Counsel—Anticipated Litigation**
Significant exposure to litigation pursuant to Government Code Section §54956.9(d)(2); Claim by John Schulz.
- 2) TITLE: Conference with Legal Counsel—Anticipated Litigation**
Significant exposure to litigation pursuant to Government Code §54956.9(d)(2) and (d)(3) (one potential case).
- 3) TITLE: Conference with Legal Counsel—Anticipated Litigation**
Initiation of litigation pursuant to Government Code §54956.9(d)(4); (one potential case).
- 4) TITLE: Conference with Legal Counsel—Existing Litigation**
Pursuant to Government Code §54956.9: (Brennan v. San Mateo County Harbor District (DFEH No. 201807-03053228; EEOC No. 37A-2019-00873-C).

No reportable actions out of Closed Session. Commissioner Brennan pointed out that she recused herself from Item 4.

C) Adjournment 6:38 PM **Motion:** (Chang Kiraly/Larenas) Adjourn meeting. All in favor.

Debbie Gehret
Deputy Secretary

Sabrina Brennan
President

DRAFT



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REGULAR MEETING MINUTES

February 20, 2019

6:30 PM

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El Granada, CA 94018

A) Roll Call 6:38 PM Commissioners Brennan, Chang Kiraly, Larenas and Reyring present. Commissioner Mattusch absent.

B) 1. Public Comments/Questions - None

2. Commissioner Comments

- **Commissioner Reyring** - comments regarding the recent San Mateo County CSDA Chapter meeting she attended and found it beneficial; reported that Ric Lohman was elected as the LAFCo representative from this CSDA Chapter.
- **Commissioner Chang Kiraly** - congratulated Coastside resident Ric Lohman on being elected as the CSDA LAFCo representative.
- **Commissioner Larenas** - reported on his attendance at the recent SMC Climate Change Committee meeting; spoke at the recent County King Tide event.
- **Commissioner Brennan** - reported on the Board Retreat; productive meeting; looking forward to feedback from staff regarding goals and objectives. Thanked HMB Yacht Club.

C) Consent

ITEMS PULLED FROM CONSENT WILL BE HEARD AFTER DISCUSSION ITEMS.

1. **Bills and Claims (Chan)**
Recommendation: Review Pre-Approved Bills and Claims in the amount of \$417,324.31. Pre-Approve \$500,000 in Bills and Claims until next meeting.
2. **Minutes – Special Meeting January 10, 2019 (Gehret)**
Recommendation: Approve Minutes of the Special Meeting of January 10, 2019.
3. **Minutes – Special Meeting January 16, 2019 (Gehret)**
Recommendation: Approve Minutes of the Special Meeting of January 16, 2019.
4. **Minutes – Regular Meeting January 16, 2019 (Gehret)**
Recommendation: Approve Minutes of the Regular Meeting of January 16, 2019.
5. **Minutes – Special Meeting February 8, 2019 (Gehret)**
Recommendation: Approve Minutes of the Special Meeting of February 8, 2019.
6. **Authorized List of Signatures with San Mateo County Treasurer’s Office; Adopt Resolution No.19-02 (Pyle)**
Recommendation: Approve list of Harbor District authorized signers for the San Mateo County Treasurer’s Office and adopt Resolution No.19-02.
7. **Second Quarter – Fiscal Year 2019 (Q2-19) Investment Report (van Hoff)**
Information only.
8. **Second Quarter – Fiscal Year 2019 (Q2-19) Financial Report and Spending Authority (van Hoff)**
Information only.
9. **Monthly Capital Projects Update (Moren)**
Receive and file.

Motion (Chang Kiraly/Larenas) Approve Consent Items 1-9.

Ayes: Brennan, Chang Kiraly, Larenas, Reyerling

Nays: None

Absent: Mattusch

Motion passed

D) Discussion

10. Computers, Electronic Communications, and Social Media Policy;

Approve Policy 6.2.4; Adopt Resolution No.19-04 (van Hoff)

Motion: (Reyering/Brennan) Approve Policy 6.2.4 'Computers, Electronic Communications, and Social Media', adopt Resolution No.19-04; with the additional change to Section 4e. removing the word "personnel" to "General Manager or his/her designee."

Ayes: Brennan, Chang Kiraly, Larenas, Reyering

Nays: None

Absent: Mattusch

Motion passed

11. Approve and Adopt the "Updated" Salary Schedules from 2012 to Present per CalPERS Requirement; Resolution No.19-03 (Pyle)

Motion: (Chang Kiraly/Reyering) Approve and adopt the "updated" Salary Schedules from 2012 to present to meet the requirements of CalPERS and the California Code of Regulations Section 570.5 and Resolution No.19-03.

Ayes: Brennan, Chang Kiraly, Larenas, Reyering

Nays: None

Absent: Mattusch

Motion passed

12. Mid-Year Budget Review (van Hoff)

Information only

13. Oyster Point Yacht Club Lease Amendment Execution (Moren)

Motion: (Chang Kiraly/Reyering) Authorize the Interim General Manager to execute a negotiated lease amendment with Oyster Point Yacht Club (OPYC) which has been reviewed by District Counsel.

Ayes: Brennan, Chang Kiraly, Larenas, Reyering

Nays: None

Absent: Mattusch

Motion passed

E) Discussion/Action on Pulled Consent Items (if any)

F) Future Agenda Items

G) January Activity Reports: Interim General Manager/Operations, Administration

Information only.

H) Standing Committee Meeting Summary:

- Social Media/Public Outreach Committee

I) Adjournment 8:30 PM **Motion:** (Chang Kiraly/Reyering) Adjourn meeting.

Ayes: Brennan, Chang Kiraly, Larenas, Reyering

Nays: None

Absent: Mattusch

Motion passed

Debbie Gehret
Deputy Secretary

Sabrina Brennan
President

DRAFT



Staff Report

TO: Board of Harbor Commissioners

FROM: Julie van Hoff, Director of Administrative Services
Boomer Henthorne, Accounting Manager

DATE: March 20, 2019

SUBJECT: Second Quarter – Fiscal Year 2019 (Q2-19) Rent Report

Recommendation/Motion:

Information only report

Policy Implications:

None

Fiscal Implications/Budget Status:

None

Alternatives Considered:

None

Background/Discussion:

This is the quarterly comparative report of lessee and commercial activity permit (CAP) revenue for the current fiscal year. All amounts shown are on an accrual basis, meaning these amounts are earned in the periods shown (Jul to Dec), regardless of when the actual cash is collected. The first page of the report compares Q2-19 (Oct to Dec 2018) to Q2-18 (Oct to Dec 2017) so that similar time periods can be analyzed. It also includes Q1-19 (Jul to Sep 2018) updated to current, as we usually receive more information from our lease/CAP holders after the initial reporting to the Board. The second page of the report shows the entire prior fiscal year activity (Jul 2017 to Jun 2018) to give a comprehensive perspective.

Highlights to note on this report:

Pillar Point Harbor – Overall rent revenue for Q2-19 is on par compared to Q2-18. Some “percentage rents” have not been received yet. Percentage Rent reports from lessees were due to the District on January 31, 2019 and staff is following up with individual lessees to get their reports on a more timely basis.

Oyster Point Marina – From July-December 2018 (18-19 YTD Total) revenues decreased by about \$59,000 as compared to July-December 2017 (17-18 YTD Total) due to termination of the leases for OPM parcels B, C, D, and E. Next quarter will see an increase in rents from Oyster Point Yacht Club due to the District amending their lease with increased rent rates effective January 1, 2019.

Summary/Recommendation:

No action is required. This is an Informational Item only.

Attachment:

1. [Q2-19 - Rent Report](#)
2. [FY 2017-2018 Rent Report](#)



Staff Report

TO: Board of Harbor Commissioners

FROM: Julie van Hoff, Director of Administrative Services

DATE: March 20, 2019

SUBJECT: Executive Search Services - General Manager

Recommendation/Motion:

Motion: Authorize the Interim General Manager to execute a Professional Services Agreement (PSA) for Executive Search Services with the highest ranked firm, CPS HR Consulting, for a fixed fee of \$23,800 plus reimbursement for out-of-pocket expenses estimated at \$8,000 for a total of \$31,800. Additionally, authorizes a 10% contingency, on approval of the Interim General Manager.

Policy Implications:

Policy 4.3.4 Consultant and Contractor Hiring requires approval by the Board.

Fiscal Implications/Budget Status:

Board approved operating expenditure appropriations are expected to be sufficient to cover this additional expenditure.

Background:

On January 4, 2019 the District invited qualified firms and individuals to submit a proposal by January 28, 2019 and to outline experience in Executive Search Services.

The District requested the following scope of services: Development of recruitment materials for the position of General Manager, including refinement of the candidate profile for the position;

- Outreach on a nation-wide basis to the public and private sector for qualified candidates;
- Background investigation and preliminary screening of applicants based upon criteria to be developed in consultation with the Ad Hoc Search Committee;
- Periodic meetings and progress reports to the Ad Hoc Search Committee and the full Board of Harbor Commissioners; and

- Assistance to the Ad Hoc Search Committee and Commission as required during the interview and evaluation process.

Three interested parties responded to the Request for Proposals (RFP); William Avery & Associates, Inc., CPS HR Consulting, and Koff & Associates.

The Ad Hoc Search Committee, Board President Sabrina Brennan and Board Vice President Ed Larenas, reviewed the three proposals and interviewed the top two proposers; CPS HR Consulting and Koff & Associates.

After careful comparison it was determined that CPS HR Consulting submitted the most comprehensive and detailed proposal and the additional cost of the proposed services was warranted.

Summary/Recommendation:

Staff recommends that the Board authorizes the Interim General Manager to execute a PSA with CPS HR Consulting with a cost not to exceed \$31,800 and authorizes a 10% contingency upon approval by the Interim General Manager.

Attachments:

1. [Draft Professional Services Agreement](#)
[Exhibit A – Executive Search Services RFP](#)
[Exhibit B - CPS HR Consulting Proposal](#)



Staff Report

TO: Board of Harbor Commissioners
FROM: Anita Pyle, Interim Director of Operations
DATE: March 20, 2019
SUBJECT: Monthly Capital Projects Update

Recommendation/Motion:

Receive Monthly Capital Projects update.

Fiscal Implications/Budget Status:

All Capital Projects are budgeted appropriately

Capital Projects Update:

- **PPH H-Dock Replacement Project: Initiated 1/17**
 - Public meeting to gain input from public/tenants/stakeholders was held January 23rd.
 - Public input was addressed in a new drawing and sent with an additional questionnaire to all H-Dock tenants on March 21st.
 - Addressed input gathered at first meeting. Second public meeting held May 15th.
 - Draft 75% design/engineering technical specifications being completed, will bring to Board for final plan input/approval and direction to publicize ITB.
 - Design/engineering consultant M&N will provide a project update at the March 20 Board meeting, along with proposal to combine Johnson Pier Terminus Reconfiguration so that programmatic permitting can be made most cost efficient.

- **PPH Fishing Pier Repair and Access Walkway Rehabilitation: Initiated 3/17**
 - Consultant M&N working on Design/Engineering/Permitting.
 - Initial drawings and technical memos submitted for review 2/22/18
 - 65% submittals reviewed May 2nd, consultant working on revisions.
 - CDP, NWP, and NOI applications submitted on June 22, 2018.
 - CCC CDP waiver approved in October 2018.

- 95% tech specs for ITB are being completed.
- Design/engineering consultant will provide project update at the March 20 Board meeting.
- **PPH West Trail Shoreline Protection Project: Initiated 5/15**
 - Geotech testing, core sampling, took place 11/6/17. CCC issued an Incomplete Filing Status on 1/17/18. Consultant currently revising Project plans and addressing CCC concerns.
 - Met with GHD and their sub-consultant at West Trail on 2/15/18 to discuss soil nail wall construction methods for further submittals to CCC.
 - GHD provided update presentation to Public/Board at April 18, 2018 BoC Meeting.
 - Consultant GHD directed to re-look at beach nourishment alternatives with emphasis on Living Shoreline options per CCC Incomplete Filing Status notification letter. GHD working with Program Manager to apply for Coastal Conservancy Grant for funds assist.
 - Project consultant GHD will provide a project update at the April 17, 2019 Board meeting.
- **PPH Launch Ramp Dredge Project: Initiated 5/16**
 - Bid Docs 80% complete, awaiting final tech specs CDP submittal. Additional sediment testing was required for use of airport property.
 - Project approved for Disaster Relief Funding by FEMA/CalOES
 - FAA approved staging site within airport boundary.
 - Sediment removed will be beneficially re-used either at Surfers Beach or West Trail.
 - Airport ground lease for sediment staging has been approved.
 - Additional Wetlands Delineation study was found to be necessary, in progress.
- **PPH Johnson Pier Terminus Improvement Project: Initiated 6/16**
 - Preliminary stakeholder/public meetings held on May 29th and July 17th to gather input/ideas on needed alterations.
 - Staff seeking direction from Board to move forward with an RFP for design/engineering alternatives based on information gathered thus far.
 - Moving forward with sleeving pilings on timber platform.
 - On Dec 19, 2018 Board directed staff to move forward with hiring a design/engineering consultant for re-configuration of the pier terminus.
 - Design/engineering/permitting consultant will bring a proposal to the Board for consideration at the March 20 Board meeting, combining project and permitting with the adjacent H-Dock Replacement Project.
- **PPH Launch Ramp and Restroom Replacement Project: Initiated 3/17**
 - Applied for \$3.7M DBW Launch Ramp Facilities Grant for funding, Board approval application Jan 17, 2018.

- Met with DBW reps at launch ramp site on April 3rd for a site needs evaluation, appears favorable for restroom, boat wash, rip/rap erosion repair, drainage trench and fish cleaning station replacement.
- Discussed DBW Launch Ramp Facilities Grant again with DBW staff at site on October 24, award results have been delayed due to funding challenges.
- **PPH RV Park Restroom Project: Initiated 11/17**
 - Consultant working on survey and initial drawings. Met with City of Half Moon Bay and CCC on June 1st.
 - Discussed project with CCC on October 3, 2018.
 - HMB Study Session held Jan 8, 2019.
 - Met with City of Half Moon Bay and tenant on Jan 25th, discussed public input from Study Session and potential preferred site location, additional meetings to discuss further will be scheduled. No actions will be taken until Board direction has been received.
- **PPH Harbormaster's Office Alterations Project: Initiated 10/17**
 - Project approved by Board at Dec '17 meeting. Tech Specs, Bid Docs and permitting in progress.
 - Preliminary construction drawings currently at 90% completion, CCC/CDP Waiver approved.
 - Consultant and staff working on construction Invitation for Bid Docs.
- **PPH Renovation of West Restroom/Shower/Laundry: Initiated 10/17**
 - Renovate tenant use building, adding public restrooms. Project will progress at Board direction after Master Plan has been vetted.
- **PPH West Trail Restroom and Pave Parking Lot: Initiated 3/18**
 - Project was on hold due to conflicting adjacent parking lot repair project. Project will progress at Board direction after Master Plan has been vetted.
- **PPH Parking Lot B, C2, C3 Repair Project: Initiated 5/18**
 - Slurry/stripe project schedule pushed out due to conflict with Sidewalk Expansion priority project.
 - Project planning will resume after policies for RV use in lot have been vetted.
- **PPH Exterior Lighting Restoration Project: Initiated 4/18**
 - Scope includes removal/replacement of all exterior lamp and lighting fixtures throughout Pillar Point Harbor. Project will proceed in accordance with Board direction after Master Plan has been vetted.
- **Surfers Beach Sand Replenishment Pilot Project: Initiated 10/15**
 - Consultant working closely with Sanctuary staff to move forward, clarification request letters sent 11/7/17. Staff attended MBNMS Advisory Council meeting in Monterey December 15, 2017.

- Staff and consultant hosted combined agency, meeting on site 2/26/18. USACE, Sanctuary, CCC, EPA reps in attendance.
- Consultant Damitz met with USACE, NOAA and GFNMS on 5/3/18 to discuss monitoring strategy.
- Consultant Damitz presented Project update at May 23, 2018 Board meeting.
- DBW Grant approved, Board approved Grant Agreement at May 23, 2018 meeting.
- Engineering and Sediment Sampling/Analysis RFP submissions opened on 8/14/18. Highest ranked respondents awarded contracts.
- Technical Advisory Group to meet November 8, 2018.
- Meeting with regulatory authorities to discuss permitting occurred January 31. Tech Specs and permitting in progress.

- **OPM Dock 12 (13,14) / East Dock Replacement: Initiated 3/18**
 - Project design/engineering RFP has been completed. Project will proceed in accordance with Board direction and MOU terms.

- **Signage/Wayfinding Program Project: Initiated 6/18**
 - Project will include a programmatic plan for new aesthetically pleasing interpretive signage/wayfinding consistent with ADA guidelines. Project will proceed at Board direction after Master Plan has been vetted.



Staff Report

TO: Board of Harbor Commissioners

FROM: Anita Pyle, Interim Director of Operations

DATE: March 20, 2019

SUBJECT: Pillar Point Harbor H-Dock Replacement Project Update and Proposal to Combine this Project with the Adjacent Johnson Pier Terminus Reconfiguration Project; Presentations

Recommendation/Motion:

Motion: Receive update on the Pillar Point Harbor (PPH) H-Dock Replacement Project and authorize the Interim General Manager to execute a Work Directive amendment with Moffatt & Nichol (M&N) for an amount not-to-exceed \$1,318,000 to combine this project with the Johnson Pier Reconfiguration Project for design, engineering, permitting and construction management for both adjacent projects.

Policy Implications:

Consistent with the San Mateo County Harbor District's (District) mission to provide a safe and well-maintained Harbor.

Fiscal Implications/Budget Status:

No new fiscal implications. FY 18/19 approved budget includes \$2.2 million for the Johnson Pier Repairs and Johnson Pier Docks.

Background:

The existing 32-year old H-Dock provides approximately 50 slips for commercial fishing and recreational vessels and is a vital component of the Pillar Point Harbor. Due to on-going deterioration, H-Dock was assessed in 2014 to have exceeded its service life and in need of replacement.



The PPH assessment also noted that none of the existing docks provide ADA-accessible gangways, and the replacement of H-Dock would be a good candidate for installation of an ADA-accessible gangway to provide improved access to the dock facility.

The District Board of Harbor Commissioners previously approved a Work Directive with M&N, who was chosen through a public RFP process to be a District bench design/engineering consultant, to begin the H-Dock replacement project. M&N has facilitated two public meetings to gather input into the dock replacement design and has been working to finalize design renderings.

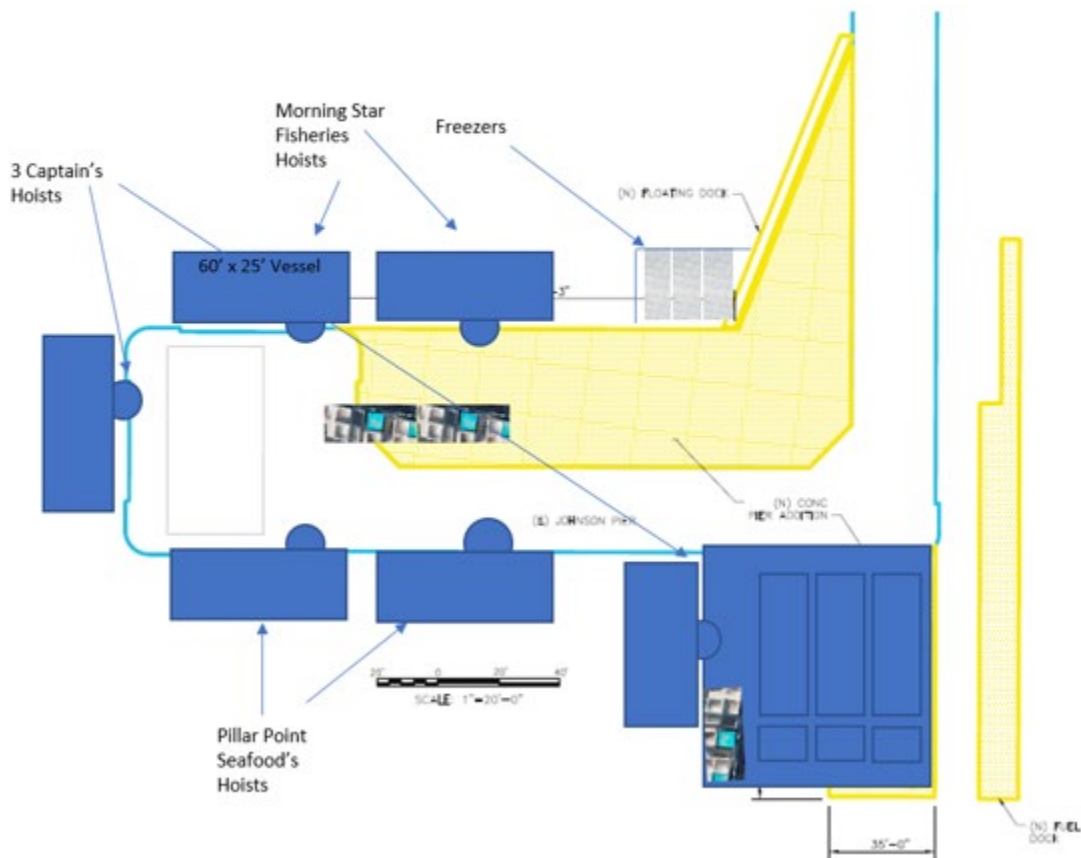
The District Board of Harbor Commissioners subsequently approved moving forward with the Johnson Pier Terminus Reconfiguration Project, which had been slowed due to pending grant opportunities, none of which bore fruit.

Johnson Pier was originally designed to accommodate loading of small trucks with product by wholesale commercial fish handlers operating on the pier. Since the early 1960s, efficient use of large semitrailer trucks has been hampered by the pier's design and size constraints. This problem has been particularly acute during very busy fishing seasons for squid, crab, and salmon. These large vehicles need to back out onto the pier and load one at a time. The challenge to fish buyers at the terminus has been further exasperated by too little work room, which has prevented the installation of equitable additional hoists.



District staff facilitated two public meetings to gather input from stakeholders on needs and ideas for equitable design changes. Based on input from these two meetings, staff believe the below reconfiguration design will be a good starting point.

Johnson Pier Expansion Project - Design Discussion Workshop July 17, 2018 Proposed Design



The permitting and regulatory agencies prefer programmatic permitting and combining these two projects together will be more cost effective. Therefore, consideration of M&N's proposal to combine the H-Dock Replacement project and the Johnson Pier Terminus Reconfiguration Project is worthwhile.

Summary/Recommendation:

Staff recommends the Board receive an update on the Pillar Point Harbor H-Dock Replacement Project and consider authorizing the Interim General Manager to execute a Work Directive amendment with Moffatt & Nichol (M&N) for an amount not-to-exceed \$1,318,000 to combine this project with the Johnson Pier Reconfiguration Project for design, engineering, permitting and construction management for both adjacent projects

Attachments:

1. [Proposed Work Directive Agreement with M&N](#)
[Exhibit A: M&N Draft Proposal for Engineering Services for Johnson Pier Improvement Projects](#)
2. [H-Dock Replacement Presentation](#)
3. [Johnson Pier Improvements Presentation](#)



Staff Report

TO: Board of Harbor Commissioners

FROM: Anita Pyle, Interim Director of Operations

DATE: March 20, 2019

SUBJECT: Johnson Pier Pile Repairs; Presentation

Recommendation/Motion:

Motion: Authorize the Interim General Manager to issue a Work Directive agreement with consultant Moffatt & Nichol (M&N) for design, engineering, permitting and construction support for the sleeving of critical support pilings at Pillar Point Harbor's (PPH) Johnson Pier Terminus Timber Platform for an amount not-to-exceed \$42,300.

Policy Implications:

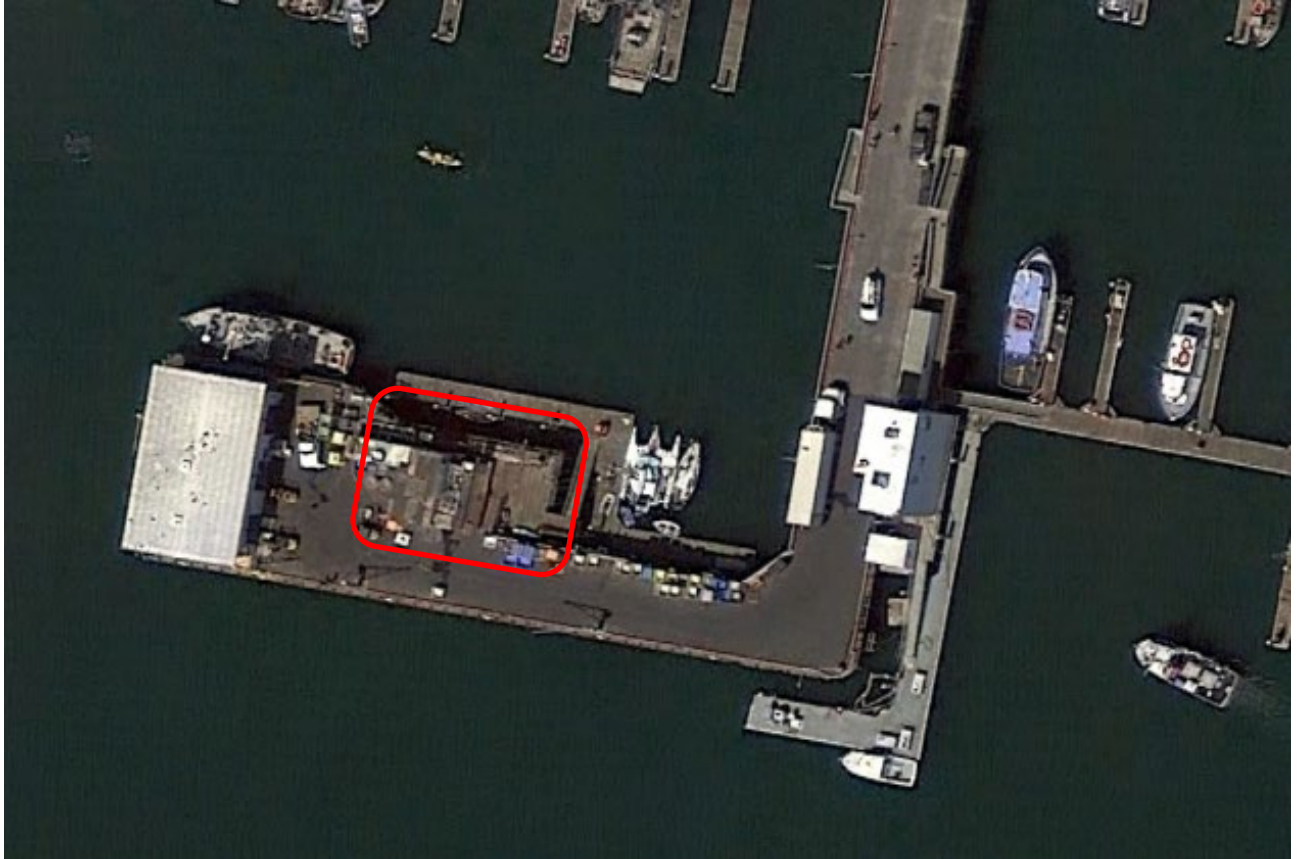
This action is consistent with the San Mateo County Harbor District's (District) mission to provide a safe marina. The District already has a Board approved Professional Services Agreement in place with M&N; this project exceeds the General Manager's procurement authority of \$25,000.

Fiscal Implications/Budget Status:

No new fiscal implications. FY 18/19 approved budget includes \$2.2 million for the Johnson Pier Repairs and Johnson Pier Docks. Funding for repairs to support pilings was included in that amount.

Background:

The PPH Johnson Pier has an area of wooden/timber platform, commonly referred to as the "Work Dock Landing." Unlike the majority of Johnson Pier, which is supported by concrete pilings, this "Work Dock Landing" area is supported by wooden/timber pilings.



The wooden/timber pilings supporting the “Work Dock Landing” have succumbed to decades of wood boring marine organisms. The wooden/timber structural pilings have been compromised and are in poor condition. Many of the 23 wooden/timber support pilings have their center hardwood completely eaten away.



Based on a site visit and their experience with like jobs, M&N engineers believe the critical support pilings can be sleeved and reinforced with rebar and concrete. The District is planning to reconfigure the Johnson Pier Terminus, which would eliminate the wooden platform altogether. This Project will sleeve/reinforce critical support pilings as a protective measure until the larger Project can take place.

The Agreement will include four tasks; 1) Condition Survey, 2) Repair Design, 3) Regulatory Compliance, 4) Construction Support.

The District currently has a Professional Services Agreement with COWI as a preferred consultant.

Summary/Recommendation:

Authorize the Interim General Manager to issue a Work Directive agreement with consultant Moffatt & Nichol (M&N) for design, engineering, permitting and construction support for the sleeving of critical support pilings at Pillar Point Harbor's Johnson Pier Terminus Timber Platform for an amount not-to-exceed \$42,300.

Attachments:

1. [Proposed Work Directive Agreement with M&N Exhibit A – Proposal for Johnson Pier Timber Pile Repairs](#)
2. [Johnson Pier Pile Repairs Presentation](#)



Staff Report

TO: Board of Harbor Commissioners

FROM: Anita Pyle, Interim Director of Operations

DATE: March 20, 2019

SUBJECT: Pillar Point Harbor Fishing Pier, ADA Access Walkway and Adjacent Breakwater Rehabilitation Project Update; Presentation

Recommendation/Motion:

Motion: Receive Pillar Point Harbor (PPH) Fishing Pier Repair Project Update from consultant Moffatt & Nichol (M&N).

Policy Implications:

Consistent with the San Mateo County Harbor District's (District) mission to provide a safe and well-maintained Harbor.

Fiscal Implications/Budget Status:

No new fiscal implications. FY 18/19 approved budget allocates \$450,000 for the Fishing Pier repair at PPH.

Background:

The existing fishing pier is almost 30 years old and provides fishing activities to the non-boating public and is a vital component of the Pillar Point Harbor. The Fishing Pier was constructed in 1989 over, and adjacent to, an existing rip rap breakwater. This facility presently consists of a concrete piled timber pier structure, an access walkway structure serving the pier from shore, and the original supporting revetment breakwater that was further enhanced in 1989 for the purposes of this Fishing Pier facility. The present breakwater extends beyond the fishing pier location to provide protection for the Pillar Point inner harbor. Due to ongoing timber deterioration and breakwater erosion failure, a 2012 condition survey, conducted by GHD Inc., found it to require substantial repairs.



Along with the supporting rip rap erosion and failing timber issues, the Fishing Pier walkway and terminus platform need alteration for ADA compliance. In October 2017 the District entered into a Work Directive agreement with bench consultant M&N, who was chosen through the RFP process, for the Project design, engineering, regulatory compliance, ITB and construction support. M&N will provide an update on Project progress.

Summary/Recommendation:

Staff recommends the Board receive a project update presentation on the Pillar Point Harbor Fishing Pier Repair Project from consultant Moffatt & Nichol (M&N).

Attachments:

1. [July 2017 M&N PPH Fishing Pier Rehabilitation Project Proposal](#)
2. [M&N PPH Fishing Pier Rehabilitation Project Update Presentation](#)



Staff Report

TO: Board of Harbor Commissioners

FROM: Julie van Hoff, Director of Administrative Services

DATE: March 20, 2019

SUBJECT: “First Look” at Fiscal Year 2019/20 Preliminary Budget

Recommendation/Motion:

Recommendation: Provide direction to staff regarding the development of a Preliminary Budget report; and schedule a Finance Committee meeting to discuss detailed recommendations and provide the public with an additional venue to provide input.

Policy Implications:

Harbors and Navigation Code 6093 provides statutory requirements for budget development.

Fiscal Implications:

The District’s annual budget is the main fiscal planning tool used throughout the year. This is the first look at the 2019/20 budget and includes an estimate of \$12.12 million in revenues, \$8.35 million in operating expenditures, and \$6.41 million in capital expenditures (net of capital grants). As estimates are refined throughout the budget process, these numbers are expected to change.

Alternatives Considered:

None.

Background/Discussion:

Staff has prepared the First Look at the 2019/20 Preliminary Budget based on information that is readily available at this time. Following are assumptions used for the preparation of the estimates and explanations of variances from this year’s projected figures, revised budget figures, and ‘first look’ figures for 2019/20.

Revenues

Berth and Slip Fees are projected to increase by 3% due to an anticipated update to the District's rate and fee schedule based on the increase of the consumer price index.

Lease revenue is expected to decrease due to the elimination of Parcels B, C, D and E Oyster Point Marina (OPM) leases of approximately \$240,000 per year. These decreases are partially offset by an anticipated increase related to the amended Oyster Point Yacht Club lease.

The District's 2018/19 Revised Budget included \$275,000 in expected reimbursement from the City of South San Francisco for OPM improvements. This amount is not included in the 2018/19 Projection or the 2019/20 Preliminary Budget.

Property Taxes are expected to increase slightly or by 2% based on information received from the County of San Mateo Controller's office.

Staff recommends that Capital Grants and Reimbursements be reported in the Capital Asset section of the budget document instead of in the Non-Operating Revenue section. This change is reflected in the attached schedules.

Expenditures

Salary/Wages and Benefits (not including CalPERS long-term liability payment) for fiscal year 2018/19 are projected to be \$498,306 below the revised budget due to staffing vacancies. The First Look of the 2019/20 Budget is estimated to be \$318,000 above the projection due to the anticipated filling of vacant positions and salary/wage increases.

The First Look at the Budget includes a line item for the paydown of the unfunded retirement long-term liability. Staff requests additional direction by this Board as to whether or not this line item should be included in the budget. As of June 30, 2018, the District's net pension liability was \$5,012,000. This fiscal year, the District paid an additional \$2,300,000 to fund this liability. Further analysis of this line item will be presented at a future Board meeting for discussion.

Payments to other agencies include election costs of approximately \$830,000 for the current fiscal year. This expenditure is included in the budget every other year and is not relevant to the 2019/20 fiscal year.

Utility costs are projected to be below revised budget for the current fiscal year due to the construction at OPM and temporary shutoff of electricity. Utility costs are expected to increase to previous amounts plus 5% for anticipated rate increases in 2019/20.

Contract services are projected to increase by 5% over the 2017/18 actual cost.

Property and Liability Insurance is expected to increase due to SDRMA's excess carriers passing down rate increases associated with the wild-fire liabilities. Liability insurance rates are going up 5% and property insurance rates are going up 11%.

Other line item expenditures were compared to 2017/18 actuals and the 2018/19 projections on a departmental basis and depending on the expenditure it was adjusted by an expected inflationary 5% increase.

Five-Year Projected Capital Asset Expenditures

Staff projected Capital Asset Expenditures and took into consideration the amount of time it will take to complete the design and engineering phase and obtain appropriate permits for the project. Pillar Point Harbor dock replacements are staggered to ensure continued operations of the Harbor to the greatest extent possible during construction. FEMA and Grant funding is shown as a reduction of the asset expenditure.

Five-Year Projected Working Capital

Working Capital is defined as current assets less current liabilities. For example, the Working Capital for fiscal year ended June 30, 2018 is calculated at \$18.43 million as follows (in millions):

Cash & Investments	\$21.17
Accounts Receivable	.26
Prepaid Expenses & Deposits	.26
Less-	
Accounts Payable & Payroll	2.64
Customer Deposits	.37
Unearned Revenue	.25

The District accounts for financial activities in an Enterprise Fund. For Enterprise Fund accounting the working capital figure represents the amount of spendable resources. The Five-Year Working Capital Projection assumes that Operating Revenues will increase by 3% per year, Non-Operating Revenues will increase by 2% per year, Salary/Wages & Benefits will increase by 5% per year and Non-Personnel Expenditures will increase by 5% per year plus an \$830,000 expenditure every other year for elections. Capital Asset Expenditures are expected to fluctuate, and timing of project completion will be impacted by permitting issues and other factors. Revenues less Expenditures, not including Capital Asset Expenditures, are expected to add between \$1.3 to \$2.6 million to the Working Capital balance.

Public Process:

The Preliminary Budget will be presented for adoption at the April Board Meeting. Following adoption, the Preliminary Budget will be noticed and available to the public for input until the Final Budget is approved at the June Board meeting. There will also be an additional opportunity for Commissioners and the public to comment on the budget at the May Board Meeting. Changes requested by the Commission

will be reflected in the Preliminary Budget to be adopted in April and any additional changes requested will be reflected in the Final Budget to be adopted in June.

Attachments:

['First Look' 2019/20 Operating and Capital Budget](#)



Staff Report

TO: Board of Harbor Commissioners

FROM: Anita C. Pyle, Interim Director of Operations

DATE: March 20, 2019

SUBJECT: Proposed Adjustment to Fines; Adopt Resolution No.19-06

Recommendation/Motion:

Motion: Approve the updated fine amounts for the four violations listed in this report and adopt Resolution No.19-06.

Policy Implications:

District Ordinance 5.15.010 Section D authorizes the Board of Harbor Commissioners, from time to time, to establish by resolution and fix the rate of wharfage charges and other charges which are appropriate for the use of any of the facilities owned and constructed or services furnished or provided by the District. (Amended through codification process of 1995, Ord. 74-96. Code 1996 § 5.3.1.)

Fiscal Implications/Budget Status:

The increase in fines will result in a minimal increase to the annual revenues to the District and depends on the number of citations issued in any given year.

Alternatives Considered:

No action.

Background/Discussion:

The San Mateo County Harbor District's (District) Rates and Fees Schedule has been updated regularly and the fees have steadily increased over the years. However, the "fine amounts" for not paying certain fees have not been reviewed or adjusted since the 1990's and are no longer adequate as a deterrent for individuals who fail to comply and pay the appropriate fees. And, in some instances, the **fine** for not paying the appropriate fee is less than the fee, and it's cheaper for the violator to pay the fine rather than the fee.

After a thorough review of the current schedule of fines, the following four fine amounts are recommended for adjustment at this time:

Violation Code*	Description	Current Fine	Proposed Fine	Current fees:
3.10.170	Unattended Vessel	\$50.00	\$75.00	The current "Minimum Transient Dockage" fee is \$24.00.
3.10.170	Non payment of Launch Ramp Fees	\$22.00	\$35.00	The current "Launch Ramp (Recreational Use Only)" fee is \$14.00 per launch.
3.35.020 F	R/V Parked overnight w/o Permit	\$50.00	\$100.00	The current "R/V Parking Overnight (only for Commercial/Recreational Fisherman)" fee is \$52.00
3.10.100	Docking in Prescribed Area	\$50.00	\$75.00	The current "Minimum Transient Dockage" fee is \$24.00.

*The violation codes listed above can be found in the San Mateo County Harbor District Ordinance Code (Title 3) , which is available on the District's website:

<https://www.smharbor.com/ordinance-and-code>

Summary/Recommendation:

Staff recommends that the Board approve the updated fine amounts for the four violations listed in this report and adopt Resolution No.19-06.

Attachments:

[Resolution No.19-06](#)



Staff Report

TO: Board of Harbor Commissioners

FROM: John Moren, Interim General Manager

DATE: March 20, 2019

SUBJECT: Nomination to Special District Risk Management Authority (SDRMA), Board of Directors Election; Adopt Resolution No.19-05

Recommendation/Motion:

This Commission may consider nominating a Commissioner or management employee (see SDRMA Election Policy 2017-10, Section 4.1) for possible election to the SDRMA Board of Directors, if a Commissioner or management employee is interested.

Policy: Approve SDRMA Resolution No.19-05 nominating _____ to the SDRMA Board of Directors.

Policy Implications:

Harbor Commissioners and management staff are eligible for service on the Boards of Directors of various agencies and organizations.

Fiscal Implications/Budget Status:

Additional costs to Mileage/Travel. Staff will assure adequate funding in FY 2019/20 Appropriation if elected.

Alternatives Considered:

None

Background:

The Harbor District is a member of SDRMA, both locally and statewide. This organization provides legislative support and lobbying in Sacramento, as well as valuable training and education opportunities. The SDRMA Elections and Bylaws Committee is looking for an Independent Special District Board Member or management staff member, who is interested in leading the direction of the SDRMA for the 2020-2023 term. The SDRMA Board of Directors consists of seven Board Members, who are elected at-large from members participating in a SDRMA program.

Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. Three seats are up for election this year. Directors are elected for four-year terms. Terms for directors elected this election begin January 1, 2020 and end on December 31, 2023. Nominations are due by 4:30 P.M on May 1, 2019.

The SDRMA Board of Directors is the governing body responsible for policy decisions related to member services. Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors' policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and, operate with the highest standards of integrity and trust. The commitment and expectations of a Board Member are as follows:

- Attend all Board meetings; an average of eight board meetings per year, held at the SDRMA office in Sacramento, typically the first Wednesday and Thursday of the month, from 1:00 to 5:30 p.m. on Wednesday, and 8:00 to 10:00 a.m. on Thursday, as well as attendance at SDRMA's two conferences.
- Commitment per month ranges from 15-20 hours.

Any regular member is eligible to nominate one person, a board member or general manager, for election to the SDRMA Board of Directors. Attached is additional information about the nomination process and pertinent dates.

Recommendation:

The Commission may consider nomination of a Commissioner or management employee for possible election to the SDRMA Board of Directors, if a Commissioner or management employee is interested.

Policy: Approve Resolution No.19-05 nominating _____ to the SDRMA Board of Directors

Attachments:

1. [SDRMA Notification of Nominations – 2019 Election](#)
2. [Resolution No.19-05](#)



Activity Report

TO: Board of Harbor Commissioners

FROM: John Moren, Interim GM / Anita Pyle, Interim Director of Operations

DATE: March 20, 2019

PERIOD: February 2019

Pillar Point Harbor:

Construction Update & General Status Updates:

- Misc. maintenance work in progress throughout the marina
- Landscaping in facility
- HM Office roof replacement work completed, final inspection took place

Miscellaneous:

- Ongoing training
- Cross training with OPM staff
- Beach clean-up
- Safety meetings
- 5 Advanced Training events for staff

Occupancy Overview:

- Total occupancy: 100%, 369 slips, 369 occupied.

Search and Rescue Activity Highlights & Urgent Need Activities:

- 2/1 thru 2/28
 - 10 Search & Rescue, including 3 late night rescue tows
 - 19 Patrol Vessel & DHM Calls
 - 2 Medical Calls
 - 4 Law Enforcement Calls
 - 2 Environmental Calls

- January extreme weather conditions resulted in several vessels on the beach, which staff assisted with recovery

EMS-Clean Marina Activities:

- Vessel inspections are ongoing
- Registration and Insurance enforcement
- Nonpayment enforcement
- Pacifica Beach Coalition beach clean-up collected 219lbs of trash, with District staff assistance, expanded efforts to Surfers Beach.



**219 LBS OF TRASH PICKED UP AT
PILLAR POINT HARBOR
& SURFERS' BEACH**



Bringing back at 30 lbs piece of wood!

Calendar Reminder Items of Events and Activities:

- Mavericks Challenge Surf Contest – TBD On-going

PPH Staff

- PPH staff received the below letter in recognition of their work in helping with a community memorial event.

On Aug. 11, 2018 there was a memorial “paddle-out” for Coastside surfer Malcolm Feix

Malcolm died on July 22 while surfing with friends at Pomponio State Beach.

Although he was only 20 years old, Malcolm was a community leader who was beloved not only throughout the surf community but as a member of the Coastside. He was a promising student, athlete, and active in water rescue and safety. Malcoln was known for saying “Show up and be kind.”

During the memorial paddle-out over 200 people gathered on Miramar beach and watched as individuals from the surfing community paddled out to perform a memorial ceremony. Standing by was the Radon and Pillar Point Harbor Patrol. When the time came to “splash the water releasing prayers” for Malcolm, the Radon responded with its water-canon, honoring this young life that was lost to the sea.

On this day, members of the Pillar Point Harbor Patrol went out of their way to participate in a ceremony that not only honored the life of this young man but showed true compassion and community spirit. Their presence offered safety for the paddlers, many of whom were overwhelmed with emotion.

To honor that community spirit I would like to present to the Pillar Point Harbor Patrol this plaque of appreciation for their services to the Coastside Community of San Mateo County.

Mary Larenas

Oyster Point Marina/Park:

General Status & Construction Update

- Misc. maintenance work in progress throughout the marina
- SSF/Kilroy Development Project underway, HM Merlo attended monthly public project meeting
- OPM continues on Generator Power
- Winter prep. & Storm checks

Miscellaneous:

- Crew Training, continued to cross train with USCG and PPH staff. OPM staff trained with USCG Rescue Swimmers.



- Registration, seaworthiness, liveaboard and insurance enforcement ongoing
- King Tide events caused flooding and pedestrian access challenges. Extreme weather and sustained rains made flooding more intense. Flooding occurred on seven consecutive days in February, causing electrical outages and marina tenant vehicles to be required to drive through 8-10 inches of salt water.

Occupancy Overview:

- On 2/28/19 occupancy: 408 slips, 324 occupied, 79%

Search and Rescue Activity Highlights & Urgent Need Activities:

- 2/1 thru 2/28: 9 vessel activities, 1 Fire, 4 Police Business, 3 Coast Guard, 33 DHM Call Outs
- 2 SPCA, 4 Fish & Wildlife

EMS-Clean Marina Activities:

- Vessel inspections are ongoing

Calendar Reminder Items of Events and Activities:

- WETA began a dredge episode on November 27th, will conclude in March

Administration:

See related Staff Report for update on Capital Projects

District

- We are pleased to announce James Smith has accepted the position of Assistant Harbormaster at OPM

Grants

- Working with FEMA and CalOES for project funding assistance
- Continuing efforts to identify potential grant funding for all CIP's

ADA Coordinator

- Continued work on issues identified in the ADA Transition Plan/Self Evaluation. Incorporating CalOES "Strategies for Inclusive Planning Emergency Response" in our ERP. This addition to the ERP facilitates more comprehensive inclusion of planning for people with access and functional needs, including people with disabilities as well as other groups disproportionately impacted in emergencies.

District Safety

- Target Solutions - OSHA required courses, continuing to assign safety refresher courses for 2018.
- Updating Emergency Response Plans, copies will be placed on District website, additional emphasis on tsunami response.
- 2019 DBW Boater Safety Survey/Kits – Continuing to work with DBW Vivian Matuk at PPH and OPM to send out Dock Walker boater safety surveys with statements. Tenants will deliver completed surveys to the HM office for boater safety kits.
- Continuing increased training efforts to promote excellent Customer Service.



Activity Report

TO: Board of Harbor Commissioners
FROM: Julie van Hoff, Director of Administrative Services
DATE: March 20, 2019
PERIOD: February 2019

Harbor Commissioner Meetings

- Public Outreach/Social Media Standing Committee Meeting- February 4, 2019
- Special Commission Meeting- February 8, 2019
- Regular Commission Meeting – February 20, 2019

Public Records Act Requests (PRAs)

- **PRA's Received**
 - Emily Mibach, Palo Alto Daily Post – 2/20/19
- **On-going PRA's:**
 - Lisa Damrosch – Morning Star space & Three Captains – 10/13/18
 - John Sims, Commodore – OPYC – 10/29/18

Accounting/Finance

- Operations
 - Accounts Payable (A/P)
 - Employee Reimbursements – biweekly
 - Processed two A/P runs
 - Updated A/P vendor master lists, 1099 info, purchase orders, updated major contract reconciliations, updated CA Use Tax spreadsheet
 - Positive Pay Upload to US BANK
 - Processed recurring journal entries
 - Accounts Receivable (A/R)
 - Daily cash batch review, account adjustment review
 - Month-end – The Marine Program (TMP) to general ledger reconciliation and rollover to next period

- State of California Franchise Tax Board Intercept program – received and filed reports and payments
 - Assisted with collections of major balances, filing of liens, and sale of boats
 - Prepared and reviewed monthly A/R report for PPH and OPM
 - Meet with management to review “problem” accounts
 - Sent accounts to collections
 - Banking
 - Reconciled of all bank and investment accounts
 - Payroll – biweekly
 - Processed two payroll cycles
 - Prorated and processed EIB donation
 - Uploaded CALPERS/ICMA reports for 457 savings plans
 - Reported CALPERS pension plan information
- Fiscal Year 2017-18 Audit & Financial Report
 - Reviewed Auditor’s spreadsheets and checked for errors
 - Reviewed and commented on draft of Financial Report
 - In process of preparing Management Discussion & Analysis for Financial Report
- Board Meeting – February 20, 2019
 - Prepared Bills & Claims report
 - Prepared Legal Fees report
 - Prepared second quarter (Q2) Investment Report
 - Prepared Q2 Financials
 - Assisted with Salary Schedule updates for CalPERS compliance staff report
- Grants
 - Requested DBW SAVE reimbursement for \$2,850 – In progress
 - Requested Used Oil Reimbursement – 2nd Quarter – In progress
 - Prepared Application for DBW SAVE grant
 - Prepared Application for Boating Safety and Enforcement Equipment Grant
- Special Projects
 - Contract Management Project – in progress
 - Submitted OPM Fuel Cost reimbursement request to City of South San Francisco
- Budget
 - Prepared and presented Mid-year Budget review
 - Began preparation of Fiscal Year 2019/20 Budget
 -

Human Resources

- **Prepared Check Request for Medical & Life Insurance**
 - OE3 Trust Fund
 - Teamsters
 - SDRMA Medical
 - SDRMA Ancillary
 - Standard Life Insurance
 - Medicare reimbursement for retirees with longevity benefits

- **Personnel/Miscellaneous Support Services**
 - Prepared paperwork for one employee evaluation
 - Prepared two Personnel Action Forms
 - Tracked FMLA usage for employees who are currently eligible
 - Worked on the Assistant Harbormaster offer letter for OPM
 - Assisted with 8X8 phone replacement activation
 - Assisted with Verizon cellphone for PPH
 - Requested copy of new Medicare bill from retiree for reimbursement
 - Worked on filing personnel paperwork
 - Assisted the Accounting Department with signatures required from Interim General Manager
 - Assisted former employee with information on his longevity benefits
 - Updated employee phone list and emailed to all employees
 - Began one-on-one meetings with all Administrative Staff members
 - Prepared procedures for prorated float hours for OE3 members
 - Worked with Union to correct Teamsters Prescription Plan

- **Employment Recruitment**
 - Deputy Harbormaster A&B recruitment currently on test schedule step
 - Held phone interviews for Office Team temporary employee
 - Organized Executive Recruitment Search Firm telephone conference interviews with Ad-Hoc Search Committee
 - Set up second interview for Accounting Specialist position to be held in March

- **SDRMA**
 - Submitted new enrollment forms for medical coverage for OPM Harbormaster
 - Assisted with providing SDRMA information about an incident report at PPH. No further action required at this time.
 - Submitted annual renewal questionnaire and met with OPM Harbormaster and PPH Assistant Harbormaster to update insured property lists

Leases/RFPs/Miscellaneous Support Services

- **Policy Update**
 - Distributed Policy 3.0 on Standing Committee to Commissioners and staff
 - Coordinated update to Policy 6.2.4 Computers, Electronic Communications, and Social Media
- **Lease Files**
 - Printed hard copies of lease files for Commissioner Reyring
- **Request for Proposals (RFP)**
 - Prepared and distributed Labor and Employment Legal Services RFP question and answer addenda. Seven proposals were received by the February 28 deadline.
- **Miscellaneous**
 - Updated District's website
 - Worked on organizing District records in compliance with Records Retention Policy
 - Formatted Policy 6.2.4 Electronic Communications/Social Media
 - Ordered and set up cordless phones
 - Scanned incoming mail
 - Assisted with CSDA training registration