

78032

lisa wise consulting, inc.

983 Osos Street
 San Luis Obispo, CA 93401
 T: 805-595-1345
 F: 805-595-1978
lisa@lisawiseconsulting.com

P.O. #: 256
 Acct. #: 103.760.030 4005.61
201.760.030 4005.61
301.760.030 4005.61

Pay Amt: 12,017.04
 Approved: [Signature]
 Dir. Fin: [Signature]
 Dept. PPH: [Signature]
 Dept. OPM: [Signature]
 Gen. Mgr: [Signature]
 Notes: _____

Invoice

Peter Grenell, General Manager
 San Mateo Harbor District
 400 Oyster Point Blvd., Suite 300
 South San Francisco, CA 94080
 email: pgrenell@smharbor.com

DATE 5/10/2014 **INVOICE** 1839

PROJECT San Mateo County Harbor District Strategic Business Plan
PROFESSIONAL SERVICES THROUGH April 30, 2014

Description	% of Task Complete	Budget	Billed to Date	Current Billing
Task 1 - Project Initiation	47%	\$ 23,993	\$ -	\$ 11,279.54
Task 2 - Public Outreach Strategy and Initial Outreach	6%	\$ 13,000	\$ -	\$ 737.50
Task 3 - Public Outreach Events 1 and 2	0%	\$ 6,230	\$ -	\$ -
Task 4 - Existing Infrastructure and Facilities Assessment	0%	\$ 42,430	\$ -	\$ -
Task 5 - Financial Conditions Assessment	0%	\$ 35,350	\$ -	\$ -
Task 6 - Public Outreach Event 3	0%	\$ 5,674	\$ -	\$ -
Task 7 - Sustainable Fisheries Business Plan for Pillar Point Harbor	0%	\$ 50,420	\$ -	\$ -
Task 8 - Capital Facilities Plan	0%	\$ 32,100	\$ -	\$ -
Task 9 - Draft Strategic Business Plan	0%	\$ 45,952	\$ -	\$ -
Task 10 - Prepare Summary Strategic Business Plan	0%	\$ 2,660	\$ -	\$ -
Task 11 - Public Outreach Event 4 - Public Review Draft	0%	\$ 3,570	\$ -	\$ -
Task 12 - Final Strategic Plan and Adoption		\$ 13,136		
Total	4%	\$ 274,515	\$ -	\$ 12,017.04

lisa wise consulting, inc.

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Invoice Breakdown

DATE
5/10/2014

INVOICE
1839

PROJECT

San Mateo County Harbor District Strategic
Business Plan

PROFESSIONAL SERVICES THROUGH

April 30, 2014

LWC

<u>Individual</u>	<u>Task</u>	<u>Hrs</u>	<u>Dollar Amount</u>
Pontarelli, Principal	1	14.50	\$ 2,537.50
Pontarelli, Principal	2	1.50	\$ 262.50
Sethi, Senior Associate	1	18.75	\$ 2,343.75
Harrington, Associate	1	38.50	\$ 3,657.50
Harrington, Associate	2	5.00	\$ 475.00
Reimbursable Expenses			
Mileage	Task 1		\$ 388.29
Meals	Task 1		\$ 128.00
Firm Subtotal			<u>\$ 9,792.54</u>

Nelson Nygaard

<u>Individual</u>	<u>Task</u>	<u>Hrs</u>	<u>Dollar Amount</u>
Associate IV	1	0.5	\$ 64.50
Principal IV	1	12	\$ 2,160.00
Firm Subtotal			<u>\$ 2,224.50</u>

Invoice Total

\$ 12,017.04

May 10, 2014

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

RE: Work Summary and Invoice #1839

Peter;

The following Work Summary and attached invoice, #1839, reflect work completed by Lisa Wise Consulting, Inc. (LWC) and the Consultant Team on the San Mateo County Harbor District Strategic Business Plan in the month of April, 2014.

Task 1.1, Project Kick Off

- LWC scheduled, attended, and conducted the project Kickoff Meeting. LWC prepared meeting materials and coordinated the attendance of subconsultants. Henry Pontarelli, Menka Sethi and Brian Harrington attended from LWC. Representatives from Moffat & Nichol (Brad Porter), Nelson\Nygaard (Patrick Siegman) and Tenera Environmental (Scott Kimura) were in attendance. Meetings were held with SMCHD Project Management staff at the Oyster Point (OP) and Pillar Point (PP) facilities, as well as a working lunch at OP. LWC collected written notes on the discussions that will be shared with the HD and the Consultant Team.

Task 1.2, Consultant team Site Visit

- LWC prepared for and attended site visit at OP and PP led by General Manager Peter Grenell and Harbormaster Scott Grindy. Brad Porter, Patrick Siegman and Scott Kimura joined. The tours focused on the physical facilities, tenants, lease structures and histories, ownership, potential projects, completed projects and photo-documentation.

Task 1.4, Data Gathering and Archival Review

- LWC conducted initial data gathering from the HD and from on-line and other sources. LWC shared appropriate documents and compiled data requests from the Consultant Team and forwarded it to the HD. LWC revised data request list as documents were received and new requests arose. LWC created digital files of hard copy reports in preparation to make them available to the public on the HD website.

Task 1.5, Project Management Plan

- LWC created the draft Project Management Plan, conducted internal review and edit, distributed to the Consultant Team, and revised the document in preparation of the Kickoff Meeting.

Task 2.1, Public Outreach Plan

- LWC created the draft Public Outreach Plan, conducted internal review and edit and provided the draft to the HD for the Kickoff Meeting.

Problems Encountered: None

Please contact me with questions or comments at (805) 595-1345.

Sincerely,



Henry Pontarelli, Vice President

lisa wise consulting, inc.

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782-24

P.O. #: 256
 Acct. #: 201.760.030 1603.3
301 760.030 1603.3
103.760.030 1603.3

Pay Amt: 4810.00
 Approved: _____
 Dir. Fin: _____
 Dept. PPH: _____
 Dept. OPM: _____
 Gen. Mgr. see email
 Notes: _____

Invoice

Peter Grenell, General Manager
 San Mateo Harbor District
 400 Oyster Point Blvd., Suite 300
 South San Francisco, CA 94080
 email: pgrenell@smharbor.com

DATE
 6/10/2014

INVOICE
 1853

PROJECT

PROFESSIONAL SERVICES THROUGH

San Mateo County Harbor District Strategic Business Plan

May 31, 2014

Description	% of Task Complete	Budget	Billed to Date	Current Billing
Task 1 – Project Initiation	19%	\$ 23,993	\$ -	\$ 4,526.25
Task 2 – Public Outreach Strategy and Initial Outreach	1%	\$ 13,000	\$ -	\$ 141.25
Task 3 – Public Outreach Events 1 and 2	0%	\$ 6,230	\$ -	\$ -
Task 4 – Existing Infrastructure and Facilities Assessment	0%	\$ 42,430	\$ -	\$ 142.50
Task 5 – Financial Conditions Assessment	0%	\$ 35,350	\$ -	\$ -
Task 6 – Public Outreach Event 3	0%	\$ 5,674	\$ -	\$ -
Task 7 – Sustainable Fisheries Business Plan for Pillar Point Harbor	0%	\$ 50,420	\$ -	\$ -
Task 8 – Capital Facilities Plan	0%	\$ 32,100	\$ -	\$ -
Task 9 – Draft Strategic Business Plan	0%	\$ 45,952	\$ -	\$ -
Task 10 – Prepare Summary Strategic Business Plan	0%	\$ 2,660	\$ -	\$ -
Task 11 – Public Outreach Event 4 - Public Review Draft	0%	\$ 3,570	\$ -	\$ -
Task 12 - Final Strategic Plan and Adoption		\$ 13,136		
Total	2%	\$ 274,515	\$ -	\$ 4,810.00

June 13, 2014

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

RE: Work Summary and Invoice #1853

Peter;

The following Work Summary and attached invoice, #1839, reflect work completed by Lisa Wise Consulting, Inc. (LWC) and the Consultant Team on the San Mateo County Harbor District Strategic Business Plan in the month of April, 2014.

Task 1.1, Project Kick Off

- LWC conducted one in person meeting and working lunch with General Manager Peter Grenell at the LWC office in San Francisco. LWC created draft boundary maps from APN maps and other documents provided by the HD coupled with Google Earth images.

Task 1.2, Consultant Team Site Visit

- LWC summarized field notes from the Site Visits, incorporated them into the Kickoff Meeting Summary, and coordinated next steps with the Team. LWC uploaded and shared site visit photo-documentation to the project Team.

Task 1.4, Data Gathering and Archival Review

- LWC scanned additional hard copies of documents provided by the HD into digital format for sharing on the District website. LWC distributed to team

Task 2.1, Public Outreach Plan

- LWC continued to revise the draft Public Outreach Plan in preparation to present to the HD.

Problems Encountered: None

Please contact me with questions or comments at (805) 595-1345.

Sincerely,



Henry Pontarelli, Vice President

lisa wise consulting, inc.

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F: 805-595-1978
lisa@lisawiseconsulting.com

Invoice Breakdown

DATE
6/10/2014

INVOICE
1853

PROJECT

San Mateo County Harbor District Strategic
Business Plan

PROFESSIONAL SERVICES THROUGH

May 31, 2014

LWC

<u>Individual</u>	<u>Task</u>	<u>Hrs</u>	<u>Dollar Amount</u>
Sethi, Senior Associate	1	1.25	\$ 156.25
Sethi, Senior Associate	2	0.75	\$ 93.75
Harrington, Associate	1	31.50	\$ 2,992.50
Harrington, Associate	2	0.50	\$ 47.50
Derk, Associate	1	3.00	\$ 285.00
Jaramillo, Associate	1	6.00	\$ 570.00
Pierucci, Associate	1	5.50	\$ 522.50
Pierucci, Associate	4	1.50	\$ 142.50
Invoice Total			<u><u>\$ 4,810.00</u></u>

lisa wise consulting, inc.

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lisa@lisawiseconsulting.com

78645

Invoice

Peter Grenell, General Manager
 San Mateo Harbor District
 400 Oyster Point Blvd., Suite 300
 South San Francisco, CA 94080
 email: pgrenell@smharbor.com

P.O. #: 253
 Acct. #: 103.760.030 5276.10
201.760.030 5276.11
301.760.030 5276.11
 Pay Amt: 15828.32
 Approved: [Signature]
 Dir Fin: [Signature]
 Dept. PPH: _____
 Dept. OPM: [Signature]
 Gen. Mgr. [Signature]
 Notes: _____

DATE **INVOICE**
 8/13/2014 1893

PROJECT

PROFESSIONAL SERVICES THROUGH

San Mateo County Harbor District Strategic Business Plan

July 30, 2014

Description	% of Task Complete	Budget	Billed to Date	Current Billing
Task 1 – Project Initiation	77%	\$ 23,993	\$ 15,805.79	\$ 2,783.42
Task 2 – Public Outreach Strategy and Initial Outreach	58%	\$ 13,000	\$ 5,216.25	\$ 2,365.00
Task 3 – Public Outreach Events 1 and 2	91%	\$ 6,230	\$ 1,602.50	\$ 4,052.65
Task 4 – Existing Infrastructure and Facilities Assessment	12%	\$ 42,430	\$ 635.00	\$ 4,629.75
Task 5 – Financial Conditions Assessment	1%	\$ 35,350	\$ 326.50	\$ 187.50
Task 6 – Public Outreach Event 3	0%	\$ 5,674	\$ -	\$ -
Task 7 – Sustainable Fisheries Business Plan for Pillar Point H:	4%	\$ 50,420	\$ 380.00	\$ 1,810.00
Task 8 – Capital Facilities Plan	0%	\$ 32,100	\$ -	\$ -
Task 9 – Draft Strategic Business Plan	2%	\$ 45,952	\$ 760.00	\$ -
Task 10 – Prepare Summary Strategic Business Plan	0%	\$ 2,660	\$ -	\$ -
Task 11–Public Outreach Event 4 - Public Review Draft	0%	\$ 3,570	\$ -	\$ -
Task 12 - Final Strategic Plan and Adoption	0%	\$ 13,136	\$ -	\$ -
Total	15%	\$ 274,515	\$ 24,726.04	\$ 15,828.32

lisa wise consulting, inc.

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August 24, 2014

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

RE: Work Summary and Invoice #1893

Peter;

The following Work Summary and invoice, #1893, reflect work completed by Lisa Wise Consulting, Inc. (LWC) and the Consultant Team on the San Mateo County Harbor District Strategic Business Plan in the month of July, 2014.

Task 1, Project Initiation (the tasks below appear on this invoice)

- LWC continued to collect, scan, and organize documents provided by the HD for posting on the HD website.

Task 2, Public Outreach Strategy & Initial Outreach

- LWC met with Peter Grenell to discuss the formation of the advisory committee and overall outreach strategy.
- LWC created and revised the survey instrument and continued to develop database of respondents/targets.

Task 3, Community Outreach Events 1 & 2: Community Priorities for Oyster Point & Pillar Point

- LWC met with the District to coordinate logistics of the upcoming Outreach Events 1 & 2.
- LWC finalized Project Information, Announcement and the Power Point presentation for Outreach Event 1
- LWC (Pontarelli, Harrington) facilitated, presented a PowerPoint and fielded questions at a 2 hour Public Meeting #1 in Pillar Point Harbor.
- LWC documented input from the meeting and prepared a draft meeting summary.
- LWC conducted follow up phone call with the HD to summarize and evaluate the meeting.

Task 4, Existing Infrastructure & Facilities Assessment

- LWC conducted conference call with Brad Porter/Moffat & Nichol on the structure of the Facility Conditions Survey (FCS), its progress and when the team could expect a draft copy and M&N summary of findings. Also discussed was the M&N Deconstruction Strategy/ Analysis project on the Romeo Pier.

Task 5, Financial Conditions Assessment

- LWC continued review the financial information on the Department of Boating & Waterways (DBW) loan and debt retirement plan. Also, created a draft Table of Contents for the Debt Retirement Plan.

Task 7, Sustainable Fisheries Business Plan

- LWC requested commercial fishing data from the California Department of Fish and Wildlife to augment in-house database on landings, earnings (by species), price per pound, trips, vessel IDs and Fish Tickets.
- LWC conducted preliminary outreach to commercial fishermen and made tentative plans to present at a Salmon and Crab Fishermen's Association General Meeting.

Problems Encountered: None

Please contact me with questions or comments at (805) 595-1345.

Sincerely,



Henry Pontarelli, Vice President

lisa wise consulting, inc.

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 San Luis Obispo, CA 93401
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 F: 805-595-1978
lisa@lisawiseconsulting.com

Invoice

Peter Grenell, General Manager
 San Mateo Harbor District
 400 Oyster Point Blvd., Suite 300
 South San Francisco, CA 94080
 email: pgrenell@smharbor.com

78654

PO # 263
 Account # 103.760.030 2633
201.760.030 2633
301.760.030 2633
 Date 7,899.00
 By [Signature]
 For [Signature]
 Dept [Signature]
 City [Signature]
 State [Signature]

DATE 7/11/2014 **INVOICE** 1874

PROJECT San Mateo County Harbor District Strategic Business Plan **PROFESSIONAL SERVICES THROUGH** June 30, 2014

Description	% of Task Complete	Budget	Billed to Date	Current Billing
Task 1 – Project Initiation	66%	\$ 23,993	\$ 15,805.79	\$ -
Task 2 – Public Outreach Strategy and Initial Outreach	40%	\$ 13,000	\$ 878.75	\$ 4,337.50
Task 3 – Public Outreach Events 1 and 2	26%	\$ 6,230	\$ -	\$ 1,602.50
Task 4 – Existing Infrastructure and Facilities Assessment	1%	\$ 42,430	\$ 142.50	\$ 492.50
Task 5 – Financial Conditions Assessment	1%	\$ 35,350	\$ -	\$ 326.50
Task 6 – Public Outreach Event 3	0%	\$ 5,674	\$ -	\$ -
Task 7 – Sustainable Fisheries Business Plan for Pillar Point	1%	\$ 50,420	\$ -	\$ 380.00
Task 8 – Capital Facilities Plan	0%	\$ 32,100	\$ -	\$ -
Task 9 – Draft Strategic Business Plan	2%	\$ 45,952	\$ -	\$ 760.00
Task 10 – Prepare Summary Strategic Business Plan	0%	\$ 2,660	\$ -	\$ -
Task 11 – Public Outreach Event 4 - Public Review Draft	0%	\$ 3,570	\$ -	\$ -
Task 12 – Final Strategic Plan and Adoption		\$ 13,136		
Total	9%	\$ 274,515	\$ 16,827.04	\$ 7,899.00

✓ [Signature]
 7-16-14

lisa wise consulting, inc.
planning economics natural resources

July 11, 2014

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

RE: Work Summary and Invoice #1874

Peter;

The following Work Summary and associated invoice, #1874, reflect work completed by Lisa Wise Consulting, Inc. (LWC) and the Consultant Team on the San Mateo County Harbor District Strategic Business Plan in the month of June, 2014.

Task 1, Project Initiation (the below tasks appear on this invoice)

- LWC met with the District/Project Manager in person to discuss HD archival documents, projects in progress, HD meeting with representatives of South San Francisco and political climate in the HD/community.
- LWC continued to receive, scan, and organize documents provided by the HD into digital format for sharing on the District website. LWC coordinated data requests from and distribution to the Consultant Team.

Task 2, Public Outreach Strategy & Initial Outreach

- LWC conducted final edits to the Public Outreach Plan as directed by the HD and returned a final version.
- LWC discussed and coordinated the outreach approach with Consultant Team.
- LWC initiated narrative and draft graphic design for one-page informational document.
- LWC initiated preparation of the survey instrument and began compilation of a contact database for potential survey respondents/targets.

Task 3, Community Outreach Events 1 & 2: Community Priorities for Oyster Point & Pillar Point

- LWC met with the District to coordinate logistics and timing upcoming Outreach Events 1 & 2.
- LWC prepared draft and final (w/edits from HD) Outreach Event 1 flyer and provided final version to the District for distribution and publishing on the District website.
- LWC contacted and coordinated advertising Outreach Event 1 with local newspaper and radio outlets
- LWC prepared a draft Power Point presentation for Outreach Event 1
- LWC continued to build/add to comprehensive project contact database
- LWC communicated with Dyett & Bhatia, PPU Project Manager, Martha Miller on their strategy & experience planning and facilitating public meetings in PPH.

Task 4, Existing Infrastructure & Facilities Assessment

- LWC attended the Planning for Sea Level Rise in San Mateo County conference held in Foster City and discussed SLR with the Consultant Team, District, and other industry professionals.

Task 5, Financial Conditions Assessment

- LWC began preliminary review of the Department of Boating & Waterways (DBW) debt and approach to the DBW debt retirement plan.

Task 7, Sustainable Fisheries Business Plan

- LWC reviewed in-house server and public databases for commercial fishing data and identified gaps to be filled via "special" requests from CDFW and/or PacFIN.

Task 9, Draft Strategic Plan

lisawiseconsulting.com | 983 Osos Street, San Luis Obispo, CA 93401 | 805.595.1345

lisa wise consulting, inc.
planning economics natural resources

- LWC edited District boundary maps and prepared the final boundary maps for inclusion in the final SBP report and PowerPoint presentation.

Additional Task: LWC attended a conference (in Foster City) on Sea Level Rise in San Mateo County to assure that the team is aware of regional collaborative efforts when developing the SLR component of the Strategic Business Plan. Notes taken at the event will be shared with Moffat & Nichol. Two (2) hours of principal time were charged to the project, in Task 4.

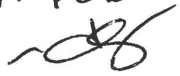
Problems Encountered: None

Please contact me with questions or comments at (805) 595-1345.

Sincerely,



Henry Pontarelli, Vice President

11/11/14
 vendor
 From Peter


lisa wise consulting, inc.

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 T: 805-595-1345
 F: 805-595-1978
lisa@lisawiseconsulting.com

78837


Invoice

Peter Grenell, General Manager
 San Mateo Harbor District
 400 Oyster Point Blvd., Suite 300
 South San Francisco, CA 94080
 email: pgrenell@smharbor.com

263

103-760-030	1437.9
201-760-030	4752.
301-760-030	4752.


Pay # 10,942-31

Approved: 

Dir. Fin: _____

Dept. PD: _____

Dept. OP: _____

Gen. Mgr: 

Notes: _____

DATE 9/16/2014 **INVOICE** 1909

PROJECT San Mateo County Harbor District Strategic Business Plan **PROFESSIONAL SERVICES THROUGH** August 30, 2014

Description	% of Task Complete	Budget	Billed to Date	Current Billing
Task 1 – Project Initiation	75%	\$ 23,993	\$ 15,805.79	\$ 2,113.31
Task 2 – Public Outreach Strategy and Initial Outreach	62%	\$ 13,000	\$ 5,216.25	\$ 2,805.00
Task 3 – Public Outreach Events 1 and 2	26%	\$ 6,230	\$ 1,602.50	\$ -
Task 4 – Existing Infrastructure and Facilities Assessment	12%	\$ 42,430	\$ 635.00	\$ 4,401.50
Task 5 – Financial Conditions Assessment	3%	\$ 35,350	\$ 326.50	\$ 875.00
Task 6 – Public Outreach Event 3	0%	\$ 5,674	\$ -	\$ -
Task 7 – Sustainable Fisheries Business Plan for Pillar Point H	2%	\$ 50,420	\$ 380.00	\$ 747.50
Task 8 – Capital Facilities Plan	0%	\$ 32,100	\$ -	\$ -
Task 9 – Draft Strategic Business Plan	2%	\$ 45,952	\$ 760.00	\$ -
Task 10 – Prepare Summary Strategic Business Plan	0%	\$ 2,660	\$ -	\$ -
Task 11–Public Outreach Event 4 - Public Review Draft	0%	\$ 3,570	\$ -	\$ -
Task 12 - Final Strategic Plan and Adoption	0%	\$ 13,136	\$ -	\$ -
Total	13%	\$ 274,515	\$ 24,726.04	\$ 10,942.31

lisa wise consulting, inc.

planning economics natural resources

September 16, 2014

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

RE: Work Summary and Invoice #1909

Peter;

The following Work Summary and invoice, #1909, reflect work completed by Lisa Wise Consulting, Inc. (LWC) and the Consultant Team on the San Mateo County Harbor District Strategic Business Plan in the month of August, 2014.

Task 2, Public Outreach Strategy & Initial Outreach

- LWC revised the outreach strategy and discussed logistics and scheduling of an additional Community Workshop in Pillar Point Harbor.
- LWC finalized the survey instrument and conducted initial outreach to prospective respondents and continued to develop database of respondents/targets.
- LWC reviewed the Harbor District website and suggested revisions/reorganizations as well as content for the SBP project webpage. LWC also aggregated a digital archive of relevant planning documents to be accessed via the page.

Task 3, Community Outreach Events 1 & 2: Community Priorities for Oyster Point & Pillar Point

- LWC met with the District to coordinate scheduling and logistics of the upcoming Outreach Event 2 in Oyster Point.
- LWC reviewed meeting materials and revised flyers

Task 4, Existing Infrastructure & Facilities Assessment

- LWC discussed preliminary findings of the Facility Conditions Survey (FCS) with Moffat & Nichol and its incorporation into the SBP.

Task 5, Financial Conditions Assessment

- LWC discussed the status of financial information with the Harbor District for the Department of Boating & Waterways (DBW) loan and debt retirement plan and created draft sections of the plan.

Task 7, Sustainable Fisheries Business Plan (FBP)

- LWC developed a draft Table of Contents for the FBP and discussed and reviewed document structure, organization, graphics and general presentation.
- LWC continued preliminary outreach to commercial fishermen and scheduled plans to conduct on-site interviews.

Problems Encountered: None

Please contact me with questions or comments at (805) 595-1345.

Sincerely,



Henry Poi 'resident

September 16, 2014

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

RE: Work Summary and Invoice #1909

Peter;

The following Work Summary and invoice, #1909, reflect work completed by Lisa Wise Consulting, Inc. (LWC) and the Consultant Team on the San Mateo County Harbor District Strategic Business Plan in the month of August, 2014.

Task 2, Public Outreach Strategy & Initial Outreach

- LWC revised the outreach strategy and discussed logistics and scheduling of an additional Community Workshop in Pillar Point Harbor.
- LWC finalized the survey instrument and conducted initial outreach to prospective commercial fishing industry respondents and continued to develop database of respondents/targets.
- LWC continued a review of the Harbor District website and suggested revisions/reorganizations as well as content for the SBP project webpage. LWC also aggregated a digital archive of relevant planning documents for the page.

Task 3, Community Outreach Events 1 & 2: Community Priorities for Oyster Point & Pillar Point

- LWC met with the District to coordinate scheduling and logistics of the upcoming Outreach Event 2 in Oyster Point.
- LWC reviewed meeting materials and revised flyers for upcoming meetings in PPH and OPH

Task 4, Existing Infrastructure & Facilities Assessment

- LWC discussed preliminary findings of the Facility Conditions Survey (FCS) with Moffat & Nichol and its incorporation into the SBP.

Task 5, Financial Conditions Assessment

- LWC discussed the status of financial information with the Harbor District for the Department of Boating & Waterways (DBW) loan and debt retirement plan and created draft sections of the plan.

Task 7, Sustainable Fisheries Business Plan (FBP)

- LWC developed a draft Table of Contents for the FBP and discussed and reviewed document structure, organization, graphics and general presentation.
- LWC continued preliminary outreach to commercial fishermen and scheduled plans to conduct on-site interviews.

Problems Encountered: None

Please contact me with questions or comments at (805) 595-1345.

Sincerely,



Henry Pontarelli, Vice President

lisa wise consulting, inc.

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 San Luis Obispo, CA 93401
 T: 805-595-1345
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lisa@lisawiseconsulting.com

79040

Invoice

Peter Grenell, General Manager
 San Mateo Harbor District
 400 Oyster Point Blvd., Suite 300
 South San Francisco, CA 94080
 email: pgrenell@smharbor.com

P.O. #: 263
 Acct. #: 103-760-030 2787
201-780-030 9211°
301-780-030 9211.2
 Pay Amt: 21,209.58
 Approved: _____
 Dir. Fin: _____
 Dept. PPH: _____
 Dept. OPM: _____
 Gen. Mgr: _____
 Notes: _____

DATE **INVOICE**
 10/20/2014 1928

PROJECT PROFESSIONAL SERVICES THROUGH

San Mateo County Harbor District Strategic Business Plan September 30, 2014

Description	% of Task Complete	Budget	Billed to Date	Current Billing
Task 1 – Project Initiation	100%	\$ 23,993	\$ 20,702.52	\$ 3,290.48
Task 2 – Public Outreach Strategy and Initial Outreach	80%	\$ 13,000	\$ 10,386.25	\$ -
Task 3 – Public Outreach Events 1 and 2	100%	\$ 6,230	\$ 5,655.15	\$ 574.85
Task 4 – Existing Infrastructure and Facilities Assessment	29%	\$ 42,430	\$ 9,666.25	\$ 2,644.25
Task 5 – Financial Conditions Assessment	11%	\$ 35,350	\$ 1,389.00	\$ 2,490.00
Task 6 – Public Outreach Event 3	13%	\$ 5,674	\$ -	\$ 750.00
Task 7 – Sustainable Fisheries Business Plan for Pillar Point H	29%	\$ 50,420	\$ 2,937.50	\$ 11,460.00
Task 8 – Capital Facilities Plan	0%	\$ 32,100	\$ -	\$ -
Task 9 – Draft Strategic Business Plan	2%	\$ 45,952	\$ 760.00	\$ -
Task 10 – Prepare Summary Strategic Business Plan	0%	\$ 2,660	\$ -	\$ -
Task 11–Public Outreach Event 4 - Public Review Draft	0%	\$ 3,570	\$ -	\$ -
Task 12 - Final Strategic Plan and Adoption	0%	\$ 13,136	\$ -	\$ -
Total	26%	\$ 274,515	\$ 51,496.67	\$ 21,209.58

lisa wise consulting, inc.

planning economics natural resources

October 20, 2014

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

RE: Work Summary and Invoice #1928

Peter;

The following Work Summary and invoice, #1928, reflect work completed by Lisa Wise Consulting, Inc. (LWC) and the Consultant Team on the San Mateo County Harbor District Strategic Business Plan in the month of September, 2014.

Task 1, Public Outreach Strategy & Initial Outreach

- LWC identified stakeholders and discussed timing formalize an approach to reaching out to potential SBPAC committee members with Project Managers.
- LWC updated the community member and stakeholder contact list.
- LWC added additional information to the digital archive of relevant documents in preparation of updating the District's SBP webpage.

Task 3, Community Outreach Events 1 & 2: Community Priorities for Oyster Point & Pillar Point

- LWC discussed logistics with Project Managers and finalized outreach materials and presentation for Community Outreach Event 2 in Oyster Point Marina.
- LWC attended and facilitated Event 2 at the City of South San Francisco City Hall, and compiled notes from the meeting.

Task 4, Existing Infrastructure & Facilities Assessment

- LWC reviewed and discussed the Indigenous Species Report outline with Tenera Environmental and provided input and direction on the drafting the report for inclusion in the Existing Infrastructure & Facilities Assessment and SBP.
- LWC met with Project managers and discussed ongoing progress on the Capital Facilities Plan.

Task 5, Financial Conditions Assessment

- LWC reviewed and discussed Harbor District financial information with District staff loan for inclusion in the debt retirement plan and incorporation into the Financial Conditions Assessment.
- LWC continued developing the DBW debt retirement Plan excel model to include new information received from the District.

Task 6, Community Outreach Event 3

- LWC discussed logistics and prepared outreach materials for an additional community workshop in Pillar Point Harbor.
- LWC contacted newspaper agencies and placed advertisements in local media, and emailed stakeholders and community members.

Task 7, Sustainable Fisheries Business Plan (FBP)

- LWC conducted 38 in person and 6 phone interviews with Commercial Fishermen and stakeholders over 5 days at Pillar Point Harbor.
- LWC compiled, reviewed and discussed preliminary findings from the stakeholder interviews.
- LWC continued drafting the Sustainable Fisheries Business Plan, including the preparation of industry economic and other data.

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Problems Encountered: There was some misunderstanding or miscommunication with regards to outreach event noticing 9for the Kick Off Meeting in OPH). Per the Scope of Work (Tasks 3, 6, 11) the District is responsible for noticing all outreach events. LWC was happy to assist in sending emails to contacts obtained from previous events and placing advertisements in local news outlets, however we should clarify noticing responsibilities well in advance of future events. Also, the HD providing financial information for Task 5.4, Harbor District Fiscal Analysis & Debt Retirement Plan has been much slower and inconsistent than anticipated. We also estimate to have lost approximately 2.5 to 3 weeks planning and noticing the public meeting, interviews with Harbor Commissioners and forming the Advisory Committee due to the grand jury report and the HD's response.

Please contact me with questions or comments at (805) 595-1345.

Sincerely,



Henry Pontarelli, Vice President