



HARBOR MANAGER

Activity Report – July 2019

- **Harbor Terrace**
 - Met with Rick Rengel and Department Managers for the Harbor Terrace status meeting.
 - Secured off-site storage for District harbor yard supplies.
 - Met with County Planning and Legal Counsel regarding sea trains in Avila Beach.
 - Various meetings and phone conversations with Red Tail/County/RRM on the grading permit submissions and requirements.
- **Meetings**
 - Met with Boatyard/Lintners for quarterly update.
 - Attended settlement agreement meeting for legal issue.
 - Participated in negotiations with Brian Englund/Kuma Café.
 - Met with Central Coast Water Quality Control Board staff and Chevron staff regarding the Avila Pier plume and Avila Pier rehabilitation.
 - Attended the CSDA Quarterly meeting in Templeton.
 - Met with Tom Swem of the Friends of Avila Pier 501(c)(3).
 - Met with representatives from Kelpful, who are interested in maricultural.
- **Other**
 - Attended GovInvest training.
 - Presented Port San Luis 101 PowerPoint to the PACE group/City of San Luis Obispo.
 - Attended Port Infrastructure Grant Webinar.
 - Chaired the TTAC (SLOCOG Advisory Board) meeting.
 - Phone conference with Washington D.C. and Los Angeles District USACE Officials regarding the critical harbor of refuge designation.

BUSINESS DEPARTMENT
Activity Report – July 2019

- Property Management
 - Mooring / Boat Storage Patrons:
 - Mailed out 11 overdue letters; researched and worked on collection of past due accounts.
 - Reviewed June Rental Mooring and Work Dock logs; provided report to Accounting Dept.
 - Received and reviewed application and prepared work order for one new mooring; updated database.
 - Processed two skiff permit termination requests.
 - Provided mooring information to one potential new patron.
 - Received one Seasonal Mooring Application; prepared work order for build & set.
 - Lease/Licenses
 - Updated Rent Report templates for one lessee.
 - Prepared CPI Increase for one Lease.
 - Attended Quarterly Boatyard Meeting.
 - Lease Negotiations: Kuma Café.
 - Special Events:
 - Processed seven Special Event Permit applications:
 - Weddings: (2)
 - Private Gatherings: (3)
 - Fishing Tournament: (1)
 - Beach Clean-Up: (1)
- Risk Management
 - Received Claim Form for accident; reviewed and forwarded to SDRMA.
- Budget / Finance / Accounting
 - Prepared and mailed 180 Accounts Receivable statements.
 - Prepared and filed the Quarterly Sales Tax Report to State Board of Equalization.
 - Prepared the Annual Accounts Receivable Statements.
 - Prepared annual payment information for Commercial Fishermen for easier calculation on payments.
 - Prepared Appropriations Limit Calculation.
 - Prepared June bank reconciliations.
 - Created Water/Sewer Cost Report – Five-year history.
 - Prepared Discretionary Spending report.
 - Filed EDD – DE542 reporting Independent Contractors.
 - Processed CalPERS Unfunded Liability payment 2019-20.
 - Prepared and submitted Special District Transparency Report.
 - Received and reviewed GASB 75 Reporting.
 - Grant Administration: Prepared and submitted Nuclear Power Preparedness Grant \$25,000.

- Reconciled Property Tax Statement.
- Prepared Employee Reimbursement Year End Report.
- Prepared and distributed the June financial reports to Treasurer.
- 2018-19 Audit:
 - Continued account reconciliation to finalize 2018/19 financial statements.
 - Drafted confirmation letters.
 - Drafted related party letters.
 - Performed annual mooring and branded merchandise inventory count.
- 2019-20 Budget:
 - Sent to GFOA for consideration of budget award.
- Prepared SAVE Grant reimbursement request and 10% in-kind statement for salvage of sunken S/V Calypso.
- Administration
 - Posted updated soundings on the District website.
 - Posted June and July 2019 Newsletters on the District website.
 - Reviewed and mailed parking citations to processing service center.
 - Verified Minutes from 1970s/1980s/1990s in electronic version on server or scanned to create electronic version.
 - Prepared, gathered signatures, and mailed Form 470s to County Clerk-Recorder's office.
 - Completed review of insurance certificates of Lessees and Licensees; mailed ten letters requesting updated certificates.
 - Printed and assembled Budget document for binding.
 - Attended Film SLO CAL Semi-Annual Permitting meeting.
- Human Resources, Benefits & Payroll
 - Updated all employee files to reflect the Cost of Living adjustment.
 - Prepared and filed the Federal and State Quarterly Payroll Reports.
 - Completed CalPERS new reporting contributions for employees.
 - Prepared and filed the Annual Special District Risk Management Authority Payroll Reconciliation Report.
 - Opened HPO I/III Recruitment.
 - Closed Recruitment for Port Maintenance Worker I/II.
 - Onboarded Planner Analyst - Natalie Teeter.
 - Scheduled Health Fair for Open Enrollment 2020.
 - Opened new W/C claim.
 - Attended/Passed Train-the-Trainer class for credential to train employees on required CA legal courses.
 - Contracted with DocuTeam for Port shredding needs.
- Automation & Information Technology Issues
 - Updated website information:
 - Posted Appropriations Limit calculation.
 - Posted 2018-19 Employee Reimbursements.
 - Posted 2019-20 Budget.
 - Attended GovInvest Webinar (2).
 - Attended Civic Plus Website redesign meeting.

- Worked with CalTec to fix Outlook and domain issues at end of pier.
- Worked with CalTec on multiple Internet and Connectivity issues at Main Office.
- Updated District Facebook page with events happening at Port.
- Prepared to upgrade all staff accounts to MS10.

FACILITIES DEPARTMENT
Activity Report – July 2019

San Luis Bay (Open Water)

Moorings / Buoys

- Built and set Seasonal Mooring S-01
- Replaced damaged buoy on Mooring #529
- Built and set 2 Moorings (#660, #665)
- Performed 1 pull and buyback
- Reviewed inventory of mooring supplies

Work Dock

- Replaced damaged cleat

Dredge

- Inspected dredge pipe
- Utilized LCM to blow out chute
- Dredged 3 days
- Moved dredge set up
- Removed dredge pipe for season

Lighthouse

- Removed fallen rocks from road
- Removed fallen branch from road
- Utilized New Holland to mow pull-outs along road

Harford Pier

- Changed landward camel line at Patriot Sportfishing
- Changed seaward camel line at the Public/HP Landing
- Replaced light at Skiff Storage Hoist
- Inspected Bent 73 to prepare for upcoming project
- Inspected Bents 80 and 81 to prepare repairs for temporary Ice Facility project
- Met with GES regarding power relocation for temporary Ice Facility
- Relocated commercial fishing items that were placed incorrectly near Hoist 3
- Adjusted brake on Hoist 3
- Constructed bookshelf in Planner/Analyst office
- Contracted Moffatt & Nichol to prepare construction documents for staff landing

Harford Landing

- Repaired toilet in men's restroom at Main Office
- Repaired damaged coin acceptor at Shower 1&2
- Cleaned stains in carpet at CGB from rental
- Installed LED lighting in Maintenance Shop
- Reprogrammed sprinkler timers at CGB and Main Office
- Notified PG&E of streetlight in parking lot not working
- Contracted with Konecranes to replace brake on Trailer Boat Hoist
- Assisted PSLBY to move Azteca to make room for LCM in Maintenance Yard
- Seal coated Maintenance Yard

Harbor Terrace

- Utilized backhoe to remove debris left in Gear Storage spaces
- Emptied and returned 40yd dumpster (4x) from debris left in Gear Storage areas
- Loaded 37 used tires to be recycled
- Emptied and returned 30yd dumpster of recycled metal (2x)
- Completed removing chain link fencing from Gear Storage spaces
- Removed usable items from Babe Ln. area
- Relocated Mooring Yard to Wild Cherry Canyon
- Relocated Harbor Patrol storage container and trailers to Wild Cherry Canyon
- Relocated Accounting storage container to Wild Cherry Canyon
- Started process of relocating Woodyard to Wild Cherry Canyon
- Met with APCD for asbestos testing of Old Accounting Office
- Issued Intent to Serve to Red Tail Acq.
- Worked with RRM and Red Tail to resolve permitting matters

Fisherman's Beach / Nobi Point

- Filled potholes in camping area
- Exposed delineation markers in camp sites

Olde Port Beach

- Removed ashes from fire rings (2x)
- Repaired leaking faucet in men's restroom
- Increased litter removal efforts
- Utilized backhoe to add sand to staircase
- Utilized backhoe to remove sand from ramp
- Flushed sewer main

Cal Poly Pier

Avila Beach Parking Lot

- Increased litter removal efforts
- Continued weed abatement efforts

Avila Beach

- Repaired vandalized masonry bench on seawall
- Repaired damaged urinal in men's restroom
- Removed graffiti from men's and women's restroom
- Increased litter removal efforts
- Utilized backhoe to add sand to Lifeguard Towers
- Submitted Minor Use Permit application to County for Off-Site Storage Yard in Avila Lot

Avila Pier

- Inspected water line on Pier
- Rebuilt vandalized hand railing
- Reinstalled damaged top rail and whale signage
- Met with Chevron, Water Board, and Cal. Dept. of Fish and Wildlife regarding Avila Pier
- Submitted pre-application to Wildlife Conservation Board for Public Access Grant
- Submitted application to Division of Boating and Waterways for Boating Infrastructure Grant
- Attended Friends of Avila Pier Meeting (Fac. Mgr. & Planner/Analyst)

Avila Beach Drive

- Picked litter along Avila Beach Drive

Sewer / Wastewater Treatment Plant

- Cleaned debris from check valves in Liftstation 3

Production / Equipment / Supplies

- Repaired front brakes on Truck 4 (Expo)
- Repaired blower
- Troubleshoot hydraulic issues on Little Giant
- Installed new hydraulic filters on Little Giant
- Replaced damaged front wheel on backhoe
- Prepared LCM for haul out
- Procured supplies needed for LCM haul out repairs
- Flushed motor on mooring skiff after it was capsized due to sea lions
- Hauled out LCM
- Fabricated tool holders for Maintenance Yard sea containers
- Prepared list of items needed for Mooring Supply Bid
- Ordered foam filled camel fenders

Personnel / Training

- On-boarded new Planner/Analyst Natalie Teeter
- Attended Staff Meetings
- Attended Harbor Terrace Status Meetings
- Completed First-Aid Refresher Training
- Attended deferred comp meeting

Misc.

- Annual inspection and service on fire extinguishers
- Continued process of storing communal files on the server
- Updated Vehicle Maintenance sheets
- Continued organization of maintenance tools, supplies and storage areas

Recurring Tasks

1. **San Luis Bay: Moorings/LCM**
 - Completed 17 scheduled work orders
 - Run Fire pump and aux. motor
 - Blow out Mobile Hoist chute
 - Fueled LCM
 - Monthly safety LCM check and restock supplies
 - Performed and recorded and corrected soundings
 2. **Lighthouse**
 - Monitor chlorine levels at water towers
 - Inspect drain interceptors on LH road
 - Clean debris and vegetation
 - Attend Lighthouse Keepers Board meeting
 3. **Harford Pier**
 - Remove graffiti / made vandal repairs
 - Pressure wash Fish Cleaning Rack / other locations
 - Lube and Maintain hoists (inspect cable, etc.)
 - Detail/maintain restrooms as needed
 - Empty Fish Carcass totes
 - Grease Public Floating Landing
 - Repair uneven deck boards surfaces
 - Replace choke chains on camels
 - Pulled saltwater pump intake line and clean screen
 - Exercise fire hydrants
 - Pound raised deck spikes/nails
 - Detail acct. offices
 4. **Harford Landing**
 - Landscape maintenance / sprinklers
 - De-web buildings
 - Repair / Replace plumbing and lighting fixtures
 - Sweep Boat Wash area and gutters
 - Janitorial services

Coastal Gateway Building

 - Detail / Maintain / Repair restrooms, showers, laundry and flush floor drains, vents, etc.
 - Detail / Maintain Meeting / Conference Center
 - Detail / Maintain and pressure wash restrooms as needed
 - Sweep concrete drain gutters
 - Set up / Configure conference room per usage
 - Pressure washing showers and sidewalks
 5. **Harbor Terrace**
 - Landscaping / Weed Abatement
 - Drainage
 6. **Fisherman's Beach**
 - Removed trash and debris from steps/beach
 7. **Olde Port Beach**
 - Removed graffiti, pallets, broken glass, etc.,
 - Clean / Sweep stairs and ramps (ADA & Boat)
 - Rocks back on revetment (fires outside rings)
 - Build up sand around Lifeguard Towers (seasonal)
 8. **Cal Poly Pier**
 9. **Avila Beach Parking Lot**
 - Clear trash from parking lot daily
 - Landscape maintenance
 - Clean / Weed drainage ditch
 - Placed additional trash cans for Spring/Summer
 10. **Avila Beach**
 - Replace lights as necessary on handicap ramp, amphitheater sea wall
 - Janitorial services
 - Inspect building exterior lights and sea wall lights
 - Inspect swing sets and slide
 - Repair / Replace plumbing and lighting fixtures
 - Sweep steps/blow off sidewalks and amphitheater/pressure wash/clean tables, benches, BBQ's
 - Empty trash and ash cans
 - Flush floor drains
 - Grade sand at steps and Lifeguard Towers
 11. **Avila Pier**
 - Detail / Maintain restrooms, showers
 - Sweep, pressure washed and removed graffiti
 - Pressure wash benches, fish cleaning station
 - Repair / Replace plumbing and lighting fixtures
 - Exercise fire hydrants
 - Pound raised deck spikes/nails
 12. **Avila Beach Drive**
 - Litter picked highway
 - Landscape maintenance
 13. **Sewer / Wastewater Treatment Plant**
 - Lube pumps and motors at Lift Stations, log & date
 - Keep solids broke up at all lift stations
 - Prepare flow report, copies to ABCSD + file
 - Lube and inspect pumps and motors in Lift Stations #1, 2, & 3
 - Cleaned and sanitized all sewer lift stations
 - Removal of solids in lift stations
- Regulatory**
- Conduct monthly CIWQS Report
 - Perform monthly SWPPP inspection
 - Update SDS binder
 - Replace Clarifier Pillows
- Production / Equipment / Supplies**
- Prepare end of month diesel facility log (price change)
 - Read water meters
 - Wash vehicles
 - Cleaned and serviced weed eaters, chain saw and mower
 - Fuel Vessels / Track and Log (32)
 - Oil Changes / Wash Vehicles
 - Crane Annual Service
 - Trailer Boat Hoist Annual Service
 - Perform Small Tool Maintenance
 - Quarterly vehicle reports
- Personnel / Training**
- Organize Staffing Levels
 - Monthly safety meeting
 - Employee Evaluations
- Miscellaneous**
- Collect coins from hoists, showers, boat wash
 - Empty/Maintain trash cans and ash barrels
 - Assigned AWP
 - Paint / Locate new trash & ash cans
 - Disposing of dead sea lions and gathering dead birds from land and water
 - Change/replace/add signage
 - Changing spent step, handicap ramp, building, and streetlamp light bulbs throughout District
 - MO janitorial
 - Removal of graffiti throughout District
 - Adjust light timers as needed

HARBOR PATROL / LIFEGUARD DEPARTMENT

Activity Report – July 2019

- Contacted multiple subjects reported by Night Security to have stayed in the main lot overnight and potentially camping in vehicles.
- Responded to a medical aid on Front St. for an elderly fall victim with possible head and spinal injury.
- Installed new bill acceptor in Ventek machine #1 in Avila Beach Parking Lot; tested satisfactory with no additional issues reported.
- Contacted several vehicles operating above posted speed limits.
- Responded to a report of a sailing vessel taking on water inside the mooring field.
- Conducted underway day and night training on inner and outer waters.
- Recovered multiple sea otter carcasses and turned them over to Cal F&W Biologist.
- Responded to Avila Beach for physical altercation between a male and female. Harbor Patrol and Sheriff responding deputies were unable to locate.
- Assisted with transporting an injured person off Olde Port Beach.
- Harbor Patrol Officer Mathew Horn completed his check ride – **Welcome to the Department, Mat!**
- Responded to Pirates Cove by patrol boat for a subject acting strangely on the cliffside, possible cliff rescue. Subject was located and treated by the Fire Department.
- Contacted subject that was illegally camping in a vehicle on Port property.
- Conducted training with Avila Lifeguards on emergency swimming and boat tows.
- SHPO Vierra was awarded the Distinguished Service Award by the International Footprint Association, Chapter 73, for his hard work, dedication, and exemplary service towards public safety.
- Towed a commercial fishing vessel to the haul-out chute.
- Towed a disabled tour boat to the sport launch for haul out.
- Responded to a verbal disturbance in the Avila Lot.
- Responded to an incident on the Harford Pier involving a child that had been bitten by a dog.
- Hauled Boat 2 for scheduled maintenance.
- Responded to a surf rescue for 1-2 children in the water in Pismo. Conducted search patterns w/ allied agencies until search was terminated by USCG.
- Contacted several subjects illegally camping on District beaches.
- Responded to a possible drowning at the Lighthouse Inn and Suites.
- Coordinated with the California Department of Fish and Wildlife on the recovery of an illegal crab trap found inside PSL.
- Assisted with recovery of railings and wood from vandalism that occurred on the Avila Pier.
- Received three separate credible white shark sighting reports within the mooring field. Officers made necessary notifications and posted advisory signs for 72 hours per policy.

- Conducted two separate emergency tows for vessels taking on water inside the Harbor. Both vessels were hauled out for repairs.
- Rescued multiple SUP/kayakers overcome by wind conditions.
- Participated in the Annual 4th of July boat parade.
- Responded to a report of a fire on the Harford Pier that was extinguished by employees at Mersea's. Officers and Cal Fire hosed off the area and confirmed that there were no other hot spots.
- Responded to a 26' fishing vessel that was aground near the Sport Launch. Officers were able to assist with pulling the boat off the sand by hand.
- Responded with the Sheriff's Department and Cal Fire to a 19-year-old male under the influence of drugs and alcohol who was unconscious and unresponsive on the beach at Pirates Cove. Officers were able to transport the patient back to PSL by boat, where he was transported to the hospital.

Harbor Patrol Department Statistics Table

Avila Beach	Total	Campground	Total	Harford Land Area	Total
Alcohol/Glass Ordinance	2	Camping Ordinance	5	Parking Ordinance	30
Dogs/Leash Ordinance	1	Illegal Parking	2	Camping Ordinance	2
Fire Ordinance	1	Fire Ordinances	1	Traffic Ordinance	2
Olde Port Beach		Dog/Leash Ordinance	0	Harford Pier	
Alcohol/Glass Ordinance	18	Inner Harbor		Illegal Parking	4
Dogs/Leash Ordinance	0	Safety Equip/PFD's	14	Smoking Ordinance	7
Fire Ordinance	2	Rescues	14	Traffic Ordinance	3
Fishermen's Beach		Tows	4	Avila – Zone of Impact	
Alcohol/Glass Ordinance	1	Vessel Assist	20	Total AOA (SO, CalFire, F&W)	28
Dog/Leash Ordinance	15	Mooring/Anchor Ordinance	2	Foot Patrol	50
Fire Ordinance	1	Outer Harbor		Training	24
Illegal Parking	15	Tows	1	Maintenance	91
Coast Guard Beach/Light House		Vessel Assist	1		
All Contacts	1	Rescues	1		
Pirates Cove		Avila Lot Enforcement			
Agency Assist	4	Illegal Parking	34		

WATER TAXI: 201 Runs for 508 People

July 2019 Parking Violation Statistics

Code Section	Violation	Violations Issued
PSLH 20.020 A(2)	Failure to Display Permit	25
PSLH 20.020 A	Not Parked in Designated Area	34
PSLH 20.700 A	Camping Without Permit	
PSLH 20.700 B	Camping in No Camping Area	
PSLH 20.200	Vehicle Parked on Beach	
PSLH 20.020 C	Fire Lane	8
PSLH 20.600	Unregistered Vehicle	1
PSLH 20.020 A(1)	Handicapped Space W/O Permit	1
PSLH 20.020 D(1)	Vessel Trailers	5
PSLH 20.020 D(2)	Loading Zones	24
PSLH 20.020 D	Other Categories	2
PSLH 20.020D	Vehicles with Boat Trailers Only	5
Total Violations Issued		105

Lifeguard Department Statistics

- Lifeguards responded to multiple rescues from rip currents.
- Lifeguards made multiple preventative contacts and public contacts for District ordinances.
- Assisted Harbor Patrol with a patient extrication off Pirates Cove beach.
- Responded to several medical aids including: sprained ankle, dislocated shoulder, head wound, possible spinal injury, and lacerations.

Lifeguard Department Statistics Table

Avila Beach Lifeguard Contacts	Totals
Rescues	11
Prevents	163
Boat Rescues	0
Boat Warnings	18
Medical Aids	12
Lost and Found	38
Fires	0
Public Contacts	1,116
Dog Laws	229
Alcohol	263
Lost Child/Parent	32
Animal Assist	6
Days of Operation	31
Beach Crowd Estimate	37,150

Acronyms & Initialism Index

ABCA	- Avila Beach Community Association	LHK	- Point San Luis Lighthouse Keepers
ABCF	- Avila Beach Community Foundation	LHQ	- Lifeguard Headquarters
ABCSD	- Avila Beach Community Services District	MSDS	- Material Safety Data Sheet
ACOE	- Army Corps of Engineers	NEPA	- National Environmental Policy Act
APC	- Associated Pacific Constructors	NPP	- Nuclear Power Plant
AST	- Above-ground Storage Tank	OPB	- Olde Port Beach
AVAC	- Avila Valley Advisory Council	OPF	- Olde Port Fisheries
AWAF	- Abandoned Watercraft Abatement Fund	OPI	- Olde Port Inn
AWP	- Alternative Work Program	PCT	- Pecho Coast Trail
CACC	- California Coastal Commission	PFD	- Personal Floatation Device
CAHMPC	- California Association of Harbor Masters and Port Captains	PSLCFA	- Port San Luis Commercial Fishermen's Association
CCHE	- California Cultural and Historical Endowment	RFP	- Request for Proposals
CCJCFCLC	- Central California Joint Cable Fisheries Liaison Committee	RWQCB	- Regional Water Quality Control Board
CEQA	- California Environmental Quality Act	SCC	- State Coastal Conservancy
CG/CGB	- Coastal Gateway/Coastal Gateway Building	SEIU	- Service Employees International Union
CIWQS	- California Integrated Water Quality System	SLOCOG	- San Luis Obispo Council of Governments
CMANC	- California Marine Affairs and Navigation Conference	SPCC	- Spill Prevention Control and Counter Measure
CMC	- California Men's Colony	SWPPP	- Storm Water Pollution Prevention Program
CSDA	- California Special Districts Association	TRAN	- Tax Revenue Anticipation Note
CUPA	- Certified Unified Program Agency	USACE	- United States Army Corps of Engineers
DBW	- Ca. State Parks, Division of Boating & Waterways	USCG	- United States Coast Guard
DCNPP	- Diablo Canyon Nuclear Power Plant	UST	- Underground Storage Tank
DIW	- Dead in the Water	VTIP	- Vessel Turn In Program
EDD	- Employment Development Department	WCB	- Wildlife Conservation Board
EIR	- Environmental Impact Report		
EOP	- End of Pier		
EWEC	- Emergency Worker Exposure Control		
FEMA	- Federal Emergency Management Agency		
FRO	- First Responder Operations		
GAAP	- Generally Accepted Accounting Principles		
GASB	- Governmental Accounting Standards Board		
GFOA	- Government Finance Officers Association		
GSI	- Geographic Information Systems		
HPO	- Harbor Patrol Officer		
HPOA	- Port San Luis Harbor Patrol Officers Association		
HPV	- Human Powered Vessel		
IIPP	- Injury Illness Prevention Program		
ITB	- Invitation to Bid		
JCFCLC	- Joint Cable Fisheries Liaison Committee		
LCM	- Landing Craft, Mechanized "Elsie M"		
LH	- Lighthouse		