

RICHARDSON'S BAY REGIONAL AGENCY

Board of Directors Meeting Agenda

Thursday, January 10, 2019

5:30 P.M. to 7:30 P.M.

Tiburon Town Hall, 1505 Tiburon Boulevard, Tiburon, CA

The RBRA Board of Directors encourages a respectful dialogue that supports freedom of speech and values diversity of opinion. The Board, staff and the public are expected to be polite and courteous, and refrain from questioning the character or motives of others. Please help create a respectful atmosphere by not booing, whistling or clapping; by adhering to speaking time limits; and by silencing your phone.

PUBLIC COMMENT IS INVITED CONCERNING EACH AGENDIZED ITEM PURSUANT TO THE BROWN ACT. PLEASE LIMIT YOUR COMMENTS TO THREE (3) MINUTES.

5:30 P.M. CALL TO ORDER - ROLL CALL

1. Approval of minutes, November 8, 2018.
2. Financial Statements and Independent Auditors' Report for fiscal years ending June 30, 2017 and 2016. Staff recommendation: Accept report from Maher Accountancy
3. Information: Community Outreach Subcommittee report and presentation on Community Efforts
4. Mooring Feasibility & Planning Study. Staff recommendation: Upon availability of funding, authorize the Executive Director to execute a contract for \$99,695 with Merkel & Associates, Inc. to conduct a mooring feasibility and planning study to advise on potential location, mooring type/technique, capacity, and accessing the shore, accounting for the presence of eelgrass and other aquatic life and migratory birds; weather, wind and tide conditions; water quality/health of the bay; and other physical conditions of the bay; and an additional \$40,004 for 2019 eelgrass and bathymetric surveys, and \$12,200 for a project specific wind wave climate model, upon obtaining additional funding.
5. Letter to the Countywide Coordinated Entry Program seeking higher housing assistance priority for persons living on the water on Richardson's Bay. Staff recommendation: Authorize Chair Winter to transmit a letter asking for greater consideration for housing assistance to persons living on the bay.
6. 2019 Work Plan. Staff recommendation: Adopt work plan and reserve second Thursdays for Board meetings.
7. Harbor Administrator's Report, for information only.
8. Open time for public expression. Members of the public are welcome to address the Board for up to three minutes per speaker on matters not on the agenda. Under the state Brown Act, Board members may not deliberate or take action on items not on the agenda, and generally only may listen.
9. Comments: a) Staff; b) Board Member matters

AN AGENDA PACKET IS AVAILABLE AT THE SAUSALITO LIBRARY AND THE RBRA WEBSITE <http://rbra.ca.gov>, WHERE WRITTEN COMMENTS MAY BE SENT. TO RECEIVE AN ELECTRONIC MEETING NOTICE, PLEASE EMAIL REQUEST TO DON ALLEE AT dallee@marincounty.org

RICHARDSON'S BAY REGIONAL AGENCY

DRAFT MINUTES OF NOVEMBER 8, 2018

HELD AT TIBURON TOWN HALL CHAMBERS

MEMBERS PRESENT: Marty Winter, Chair (Belvedere); Kathrin Sears (Marin County); Jim Wickham (Mill Valley); Jim Fraser (Tiburon)

ABSENT: None

STAFF: Beth Pollard, (Executive Director); Bill Price (Harbor Administrator)

ADDITIONAL: None

Meeting called to order at 5:40 PM.

Minutes of October 11, 2018 Board of Directors meeting

Draft minutes were approved unanimously.

Resolution No. 10-18: Stating priorities to improve marine health and safety through enhanced enforcement

Ms. Pollard described the proposed enhanced enforcement efforts laid out in Resolution 10-18., pointing out that unattended, unoccupied storage vessels posed health and safety risks especially during storms. The resolution would address the problem through utilization of the 30 Day abandoned vessel process laid out in State Harbors and Navigation code. She also pointed out the efforts made to increase time of notification as requested by the public. The fiscal impact would be covered through SAVE grant funds primarily, and the Sheriff's enforcement component would be subject to their jurisdictional commitments.

Robert Roark said that he had filed a lawsuit related to a drifting boat incident in 2017, and that he would happily leave the anchorage if the case was settled.

Jim Robertson said the Tiburon Fire Department would not respond by water in an emergency. He said that criminals were coming over to the shoreline in Belvedere and the response from public safety officials was insufficient. Barbara Salzman pointed out the need for strong enforcement and said that the time for achieving a balance was long past. Helene Marsh said she was heartened to see more attention to the environmental aspect, but she would not support any increase in time periods for anchoring. Joan Cox applauded the resolution and said it sounded akin to Sausalito's approach.

Member Sears thought the Resolution was well done and she liked the extended wait periods prior to disposition of the vessel. Member Wickham was hesitant to support the extension in notification; he wanted a report if a 5-day extension was granted. Member Fraser thought the notification process was a little vague and he felt it should be made clear who the decisionmaker was. Chair Winter liked the ability to use discretion, but he wanted to prioritize abatements based on history. Ms. Pollard said she would revise the Resolution according to members' comments.

The resolution passed unanimously

Presentation regarding Community Efforts

Ms. Salzman spoke in favor of following Sausalito's example as a way to continue clearing up the anchorage.

Staff Comments

Ms. Pollard reported on the progress with the Request for Proposals, with interviews proceeding apace, and she also mentioned that the NOAA grant application had been submitted and was under review. She also said that the proposed ordinance changes were being reviewed by the US Coast Guard and the Division of Boating and Waterways.

Board Member Matters

None

The meeting was adjourned at 6:20 PM.

RICHARDSON'S BAY REGIONAL AGENCY
STAFF REPORT

For the meeting of: January 10, 2019

To: RBRA Board of Directors
From: Beth Pollard, Executive Director
Subject: Financial Statements and Independent Auditors' Report for years ended June 30, 2017 and 2016

STAFF RECOMMENDATION:

After a presentation by John Maher, Maher Accountancy, accept the Financial Statements and Independent Auditors' Report for years ended June 30, 2017 and 2016.

BACKGROUND:

Every two years, the RBRA engages the services of an accountancy firm to prepare financial statements and conduct an outside, independent audit. The RBRA's last audit was presented and accepted by the Board of Directors in February 2017.

In December 2018, Board Chair Winter and I met with John Maher to review the draft financial reports and audit and schedule the presentation to the Board.

DISCUSSION:

The auditor concludes that the financial statements present fairly, in all material respects, the financial position of the Agency as of June 30, 2017 and 2016, and in accordance with generally accepted accounting principles. The auditor reviewed internal controls and did not find any material weaknesses, but did identify deficiencies in internal controls for which he includes recommendations; staff will develop protocols and procedures to remedy these deficiencies to the extent resources are available.

As the report notes, RBRA's net position decreased by \$23,827 and \$9,080 in FY 17 and FY 16 respectively, of which \$6,788 in each year is attributed to depreciation expense. RBRA's total net position at the end of fiscal year 2017 was \$84,905, of which \$52,016 was unrestricted funds and \$32,889 was investment in capital assets. The fiscal year 2018 budget utilized \$23,925 of the unrestricted funds, in part to help ameliorate the loss of member dues from Sausalito's departure from RBRA. The fiscal year 2019 budget did not contain the use of unrestricted fund balance.

FISCAL IMPACT:

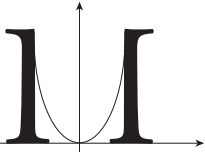
None from accepting the statements and auditor's report.

NEXT STEPS:

The process for the financial reports and audit for fiscal year 2018 and 2019 will commence in approximately one year.

Attachments:

Financial Statements and Independent Auditor's Report, Years Ended June 30, 2017 and 2016



December 31, 2018

To the Board of Directors
Richardson's Bay Regional Agency

We have audited the financial statements of the Richardson's Bay Regional Agency for the years ended June 30, 2017 and 2016. Professional standards require that we provide you with information related to our responsibility under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated November 30, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Richardson's Bay Regional Agency are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during year. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the financial statements were:

Management's estimate that salary and related benefits of the Harbor Administrator were allocable in the following manner: 50% to operating and security, 2% to maintenance, and 48% to administration and general.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.



Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We detected numerous corrections to the financial reports presented to us for audit. The audited financial statements report amounts after misstatements were corrected. The adjustments made to correct misstatements were generally needed due to the limitations of the County accounting system and included adjust to report property and related depreciation and accrued liabilities.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 31, 2018.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Matters

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

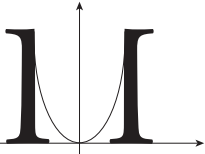
We communicated certain matters related to internal controls in a separate letter dated December 31, 2018.

This information is intended solely for the use of Board of Directors and management of Richardson's Bay Regional Agency and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Maher Accountancy

San Rafael, California



AUDITOR COMMUNICATION REGARDING INTERNAL CONTROLS

To the Board of Directors and Management
Richardson's Bay Regional Agency

In planning and performing our audit of the financial statements of the Richardson's Bay Regional Agency (RBRA) as of and for the two years ended June 30, 2017, in accordance with auditing standards generally accepted in the United States of America, we considered RBRA's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of RBRA's internal control. Accordingly, we do not express an opinion on the effectiveness of RBRA's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we have identified certain *deficiencies in internal control* that we consider to be significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in RBRA's internal control to be a significant deficiency.



Receipt of payment from County of Marin was not timely collected.

Condition: The County of Marin agreed to provide funding of \$9,664 related to a 2014-15 workshop. The general ledger for June 30, 2015, included the amount as receivable but the balance was later removed but the money not received by RBRA.

Risks: RBRA's general ledger is maintained on the County accounting system and authorized County personnel are able to make modifications via journal entry. RBRA does not have an adequate system to monitor or formally approve County-initiated journal entries. Accordingly, improper or incomplete entries can occur without detection by RBRA management.

Recommendation: We recommend that the RBRA management review changes in the trial balance (including balance sheet accounts) and examine support for all journal entries no less than quarterly. Because the County system does not include an accounts receivable module for use by RBRA, management should implement a system to manage accounts receivable balances and transactions.

Management response: Management will develop a procedure to address this deficiency.

Other matter:

While not considered material weakness or significant deficiency we believe following should be brought to your attention:

Because RBRA has only one full-time employee, some activities, including vessel recovery, are performed without direct supervision. Although we did not observe any related problems, we recommend that your Board consider what additional control procedures, if any, should be established over this relatively small value of assets at risk.

This communication is intended solely for the information and use of the Board of Directors and Management and is not intended to be and should not be used by anyone other than these specified parties.

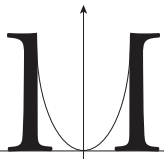
Maher Accountancy

December 31, 2018

RICHARDSON'S BAY REGIONAL AGENCY
FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITORS' REPORT
YEARS ENDED JUNE 30, 2017 AND 2016

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Richardson's Bay Regional Agency

We have audited the accompanying financial statements of the Richardson's Bay Regional Agency (the Agency) as of and for the years ended June 30, 2017 and 2016, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.



Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Agency as of June 30, 2017 and 2016, and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Agency's basic financial statements. The budgetary comparison schedules and the notes to the supplemental information are presented for purposes of additional analysis and are not a required part of the basic financial statements.

Maher Accountancy

December 31, 2018

MANAGEMENT'S DISCUSSION AND ANALYSIS

The Management's Discussion and Analysis provides an overview of the Agency's financial activities for the fiscal years ended June 30, 2017 and 2016. Please read it along with the Agency's financial statements, which begin on page 7.

FINANCIAL HIGHLIGHTS

The Agency's net position decreased by \$24,000 from 2016 to 2017. Total revenues increased \$104,000 and total expenses increased by \$118,000 in 2017 as compared to 2016.

A budgetary comparison schedule is included in the supplemental information section. That schedule indicates that in 2017 revenues were \$75,110 more than budget and expenses were \$50,465 more than budgeted. Fiscal year 2015-16's revenues exceeded budget by \$4,574 and expenses less than budgeted by \$5,442.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Agency's basic financial statements. The Agency's basic financial statements comprise two components: (1) government-wide financial statements and (2) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements.

The government-wide financial statements are designed to provide readers with a broad overview of the Agency's finances, similar to a private-sector business.

The balance sheet presents information on all of the Agency's assets and liabilities, with the difference between assets and liabilities reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Agency is improving or deteriorating.

The statement of revenues and expenses presents information showing how the Agency's net income or loss changed during the fiscal year. All changes in net position are recognized at the date the underlying event that gives rise to the change occurs, regardless of the timing of the related cash flows.

The Agency is a single-purpose entity that has elected to account for its activity as an enterprise fund type under governmental accounting standards. Accordingly, the Agency presents only government-wide financial statements

MANAGEMENT'S DISCUSSION AND ANALYSIS

Changes in the Agency's net position were as follows:

	<u>2015</u>	<u>2016</u>	<u>2017</u>	Increase (decrease) (2017-2016)
Cash	\$ 75,823	\$ 53,010	\$ 64,513	\$ 11,503
Receivables	61,125	36,019	13,078	(22,941)
Preaid expenses	-	3,644	3,746	102
Capital assets, net	<u>46,465</u>	<u>39,677</u>	<u>32,889</u>	<u>(6,788)</u>
Total assets	183,413	132,350	114,226	(18,124)
Current liabilities	<u>65,601</u>	<u>23,618</u>	<u>29,321</u>	<u>5,703</u>
Investment in capital assets	46,465	39,677	32,889	(6,788)
Unrestricted	<u>71,347</u>	<u>69,055</u>	<u>52,016</u>	<u>(17,039)</u>
Total net position	<u>\$ 117,812</u>	<u>\$ 108,732</u>	<u>\$ 84,905</u>	<u>\$ (23,827)</u>

A large portion of the receivable from 2015 represented money owed to us from the State of California for our Department of Boating and Waterways (DBW) contract. During 2016 and 2017, expenditures related to DBW revenue were incurred well before year end and so the revenue was received and expenditures paid before year-end.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Changes in the Agency's revenues were as follows:

	<u>2015</u>	<u>2016</u>	<u>2017</u>	Increase (decrease) (2017-2016)
Operating revenues:				
State of California contracts	\$ 250,319	\$ 184,818	\$ 212,209	\$ 27,391
County of Marin grant	-	-	63,521	63,521
Slip rentals and moorings	7,131	10,205	11,389	1,184
Sales and services	9,016	12,331	10,424	(1,907)
Total operating revenues	<u>266,466</u>	<u>207,354</u>	<u>297,543</u>	<u>90,189</u>
Nonoperating revenues:				
Agency member contributions	252,014	269,101	282,101	13,000
Other contributions	9,664	-	-	-
Capital grant	30,000	-	-	-
Interest income	265	319	666	347
Total nonoperating revenues	<u>291,943</u>	<u>269,420</u>	<u>282,767</u>	<u>13,347</u>
Total revenues	<u>\$ 558,409</u>	<u>\$ 476,774</u>	<u>\$ 580,310</u>	<u>\$ 103,536</u>

The Agency receives money from the California Department of Boating and Waterways (DBW) to fund the disposition of derelict vessels in the Bay. In addition to direct funding, DBW allows grantees to obtain unused DBW funding originally granted to other jurisdictions. The Agency received DBW funding from other jurisdictions of approximately \$12,000 and \$56,000 in 2016-17 and 2015-16, respectively. During 2016-17, the Agency also received special funding from the County of Marin of approximately \$64,000 which also was used to dispose of derelict vessels.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Changes in Agency's expenses and net position were as follows:

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>Increase (decrease) (2017-2016)</u>
Operating expenses:				
Operating and security	\$ 422,106	\$ 325,984	\$ 417,793	\$ 91,809
Maintenance	10,259	13,228	9,996	(3,232)
Administration and general	138,886	146,642	176,348	29,706
Total expenses	571,251	485,854	604,137	118,283
Revenues	558,409	476,774	580,310	103,536
Increase in net position	<u>\$ (12,842)</u>	<u>\$ (9,080)</u>	<u>\$ (23,827)</u>	<u>\$ (14,747)</u>

In conjunction with increases in our State contract, salvaging expenses have increased, which accounts for most of the increase in operating and security. Administrative and general expenses during 2017 were more than 2016 due to increased attorney fees.

THE FUTURE OF THE AGENCY

The RBRA's focus in 2017-18 was strategic planning towards the goal of a safe, healthy and well-managed Richardson's Bay, as it also adjusted to the withdrawal of the City of Sausalito from the agency effective July 1, 2017. The 2017-18 fiscal year budget contained increases in member contributions and partial use of fund balance to offset the loss of Sausalito's 35% share of the member agencies' contributions. Despite the separation, RBRA and Sausalito engage in communication about policies and operations on the bay.

The Board of Directors hired a quarter-time Executive Director beginning October 1, 2017, to assist in strategic planning and overall management. The Board adopted a work plan, guiding principles, and a more aggressive meeting schedule. After engaging the public in work sessions about options for the future, the Board adopted a direction that revolves around secure moorings and requirements for vessels as a means of achieving its health, safety and management goal.

In 2018-19 the Board plans to undertake a marine ecology based mooring feasibility and planning study to inform about safe and healthy mooring locations and equipment/technique, as well as overall capacity and accessing the shore. It also plans to strengthen its ordinance definitions and requirements for vessels on the Bay, and adopt enforcement priorities that are more focused on unoccupied vessels than those that are liveboards. All of these efforts are aimed towards improving both efficiency and effectiveness for management of the agency and bay.

RBRA has had continued success with grants from the Surrendered and Abandoned Vessel Exchange Program through the State of California Division of Boating & Waterways. In 2017-18, RBRA received \$180,000 in SAVE funds, which are valid through September 2020. RBRA also is seeking grants from other agencies, such as the National Oceanic & Atmospheric Administration.

MANAGEMENT'S DISCUSSION AND ANALYSIS

REQUESTS FOR INFORMATION

This financial report is designed to provide our citizens, taxpayers, and creditors with a general overview of the Agency's finances and to demonstrate the Agency's accountability for the funds under its stewardship.

Please address any questions about this report or requests for additional financial information to the address on our letterhead.

Respectfully submitted,

Beth Pollard

Beth Pollard, Executive Director

FINANCIAL STATEMENTS

**RICHARDSON'S BAY REGIONAL AGENCY
STATEMENTS OF NET POSITION
YEARS ENDED JUNE 30, 2017 AND 2016**

ASSETS	2017	2016
Current assets:		
Cash and cash equivalents	\$ 64,513	\$ 53,010
Receivables		
State of California	-	26,167
County of Marin	9,664	9,664
Miscellaneous	3,414	188
Prepaid	3,746	3,644
Total current assets	<u>81,337</u>	<u>92,673</u>
Capital assets, net of depreciation	<u>32,889</u>	<u>39,677</u>
Total assets	<u>114,226</u>	<u>132,350</u>
 LIABILITIES		
Current liabilities:		
Accounts payable	12,919	2,426
Accrued payroll and benefits	-	5,377
Accrued compensated absences	16,402	15,815
Total current liabilities	<u>29,321</u>	<u>23,618</u>
 NET POSITION		
Investment in capital assets	32,889	39,677
Unrestricted	<u>52,016</u>	<u>69,055</u>
Total net position	<u>\$ 84,905</u>	<u>\$ 108,732</u>

**RICHARDSON'S BAY REGIONAL AGENCY
STATEMENTS OF REVENUES, EXPENSES
AND CHANGES IN NET POSITION
YEARS ENDED JUNE 30, 2017 AND 2016**

	2017	2016
OPERATING REVENUES:		
State of California contracts	\$ 212,209	\$ 184,818
County of Marin grant	63,521	-
Harbor:		
Slip rentals and moorings	11,389	10,205
Sales and services	10,424	12,331
Total operating revenues	<u>297,543</u>	<u>207,354</u>
 OPERATING EXPENSES:		
Operating and security	417,793	325,984
Maintenance	9,996	13,228
Administration and general	176,348	146,642
Total operating expense	<u>604,137</u>	<u>485,854</u>
Income (loss) from operations	(306,594)	(278,500)
 NONOPERATING REVENUES		
Agency member contributions	282,101	269,101
Interest income	666	319
Net nonoperating revenues	<u>282,767</u>	<u>269,420</u>
 CHANGE IN NET POSITION	(23,827)	(9,080)
 Net position at beginning of the year	<u>108,732</u>	<u>117,812</u>
Net position at end of the year	<u><u>\$ 84,905</u></u>	<u><u>\$ 108,732</u></u>

**RICHARDSON'S BAY REGIONAL AGENCY
STATEMENTS OF CASH FLOWS
YEARS ENDED JUNE 30, 2017 AND 2016**

	2017	2016
CASH FLOWS FROM OPERATING ACTIVITIES:		
State of California contract	\$ 238,564	\$ 209,884
County of Marin grant	63,521	-
Slip rentals and moorings	11,389	10,245
Sales and services	7,010	12,331
Operating and security	(418,221)	(334,094)
Maintenance	(9,996)	(13,228)
Administration and general	<u>(163,531)</u>	<u>(150,286)</u>
Net cash provided by (used for) operating activities	(271,264)	(265,148)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:		
Cash received from agency members	282,101	269,101
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:		
Acquisition of fixed assets	-	(27,085)
CASH FLOWS FROM INVESTING ACTIVITIES:		
Interest income	<u>666</u>	<u>319</u>
Net increase (decrease) in cash and cash equivalents	11,503	(22,813)
Cash and cash equivalents at beginning of year	<u>53,010</u>	<u>75,823</u>
Cash and cash equivalents at end of year	<u><u>\$ 64,513</u></u>	<u><u>\$ 53,010</u></u>

**RICHARDSON'S BAY REGIONAL AGENCY
STATEMENTS OF CASH FLOWS
YEARS ENDED JUNE 30, 2017 AND 2016
(continued)**

RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	2017	2016
Income (loss) from operations	\$ (306,594)	\$ (278,500)
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:		
Depreciation, an expense not requiring the use of cash	6,788	6,788
(Increase) decrease in operating accounts receivable	22,941	25,106
(Increase) decrease in prepaid expenses	(102)	(3,644)
Increase (decrease) in operating accounts payable	10,493	(22,113)
Increase (decrease) in accrued payroll and benefits	(5,377)	5,377
Increase (decrease) in accrued compensated absences	587	1,838
Net cash provided by (used for) operating activities	<u>\$ (271,264)</u>	<u>\$ (265,148)</u>

**RICHARDSON'S BAY REGIONAL AGENCY
NOTES TO SUPPLEMENTARY INFORMATION
YEARS ENDED JUNE 30, 2017 AND 2016**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

REPORTING ENTITY

The Richardson's Bay Regional Agency (the Agency) is a separate governmental unit organized on July 16, 1985, by a joint powers agreement and later revised by an agreement dated October 5, 2000. The Agency's purpose is to maintain and implement those provisions of the Richardson's Bay Special Area Plan relative to mooring, dredging and navigational channel implementation, including but not limited to, the establishment and enforcement of permitted anchorage zones.

Agency members included the County of Marin and the cities of Sausalito, Tiburon, Mill Valley and Belvedere. The member's funded the agency as follows:

<u>Members</u>	<u>Year ended June 30, 2017</u>		<u>Year ended June 30, 2016</u>	
	<u>Funding %</u>	<u>Contribution</u>	<u>Funding %</u>	<u>Contribution</u>
County of Marin	43.6%	\$ 122,868	42.5%	\$ 114,368
Sausalito	33.4%	94,185	35.0%	94,185
Tiburon	10.2%	28,910	10.0%	26,910
Belvedere	7.7%	21,683	7.5%	20,183
Mill Valley	5.1%	14,455	5.0%	13,455
Total	<u>100.0%</u>	<u>\$ 282,101</u>	<u>100.0%</u>	<u>\$ 269,101</u>

The City of Sausalito resigned from membership effective July 1, 2017,

The Agency is governed by a five-person board. The Board is comprised of a County Supervisor and a City Council member from each member city. The Board elects from its members a Chairman and Vice Chairman, who serve two-year terms.

INTRODUCTION

The Agency's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations).

**RICHARDSON'S BAY REGIONAL AGENCY
NOTES TO SUPPLEMENTARY INFORMATION
YEARS ENDED JUNE 30, 2017 AND 2016**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

BASIS OF ACCOUNTING

The Agency's operations are accounted for as a governmental enterprise fund. Generally accepted accounting principles require that enterprise funds use the accrual basis of accounting – similar to business enterprises. Accordingly, revenues are recognized when they are earned and expenses are recognized at the time liabilities are incurred.

The Agency distinguishes between operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services in connection with an entity's principal ongoing operation. The principal operating revenues of the Agency relate to mooring, dredging and navigational channel implementation activities. Operating expenses include the cost of services, administrative expenses and depreciation on capital assets. Any revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

FINANCIAL STATEMENT AMOUNTS

Cash and cash equivalents:

For purposes of the statement of cash flows, the Agency has defined cash and cash equivalents to include cash on hand and demand deposits, if any, and short-term investments with fiscal agent (County of Marin).

Capital assets:

Capital assets owned by the Agency are recorded at cost, or if received in-kind, at estimated fair market value on the date received. The cost of normal repairs and maintenance are recorded as expenses. Improvements that add to the value or extend the life of assets are capitalized. Assets capitalized have an original cost of \$2,500 or more, and over one year of estimated useful life.

Depreciation expense is calculated using the straight-line method over estimated useful lives of ten years for boats and related equipment.

**RICHARDSON'S BAY REGIONAL AGENCY
NOTES TO SUPPLEMENTARY INFORMATION
YEARS ENDED JUNE 30, 2017 AND 2016**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Revenues:

Grants received for operating purposes, or which may be utilized for either operations or capital expenditures at the discretion of the recipient, are recognized as operating revenues. Resources restricted for the acquisition or construction of capital assets are recorded as non-operating revenue.

Salaries and Benefits:

The Agency's Harbor Administrator is an employee of the County of Marin and participates in the Marin County Employees' Retirement Association (MCERA). Pension information for this employee is included in the County's financial statements. The Agency reimburses the County for salary and benefits paid for the Administrator.

Estimates:

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Management estimates that the salary and related benefits of the Harbor Administrator are allocable in the following manner: 50% to operating and security, 2% to maintenance, and 48% to administration and general.

2. CASH

The Agency maintains all of its cash in the County of Marin pooled investment fund to increase interest earnings through pooled investment activities. Interest earned on the investment pool is allocated quarterly to the participating funds using the daily cash balance of each fund. This pool, which is available for use by all funds, is displayed in the financial statements as "Cash and Cash Equivalents."

The County Pool includes both voluntary and involuntary participation from external entities. The District is a voluntary participant. The State of California statutes require certain special districts and other governmental entities to maintain their cash surplus with the County Treasurer. The District has approved by resolution, the investment policy of the County of Marin which complies with the California Government Code.

The County's investment pool is not registered with the Securities and Exchange Commission as an investment company. The pool has a credit rating of "AAA/V1." Investments made by the Treasurer are regulated by the California Government Code and by the County's investment policy. The objectives of the policy are in order of priority, safety, liquidity, yield, and public trust.

**RICHARDSON'S BAY REGIONAL AGENCY
NOTES TO SUPPLEMENTARY INFORMATION
YEARS ENDED JUNE 30, 2017 AND 2016**

2. CASH (continued)

The County has established a treasury oversight committee to monitor and review the management of public funds maintained in the investment pool in accordance with Article 6 Section 27131 of the California Government Code. The oversight committee and the Board of Supervisors review and approve the investment policy annually. The County Treasurer prepares and submits a comprehensive investment report to the members of the oversight committee and the investment pool participants every month. The report covers the types of investments in the pool, maturity dates, par value, actual costs and fair value.

FAIR VALUE MEASUREMENT

The District categorized its fair value measurements within the fair value hierarchy established by general accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets, Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. As of June 30, 2017, The District held no individual investments. All funds are invested in the Marin County Investment Pool.

In instances where inputs used to measure fair value fall into different levels in the above fair value hierarchy, fair value measurements in their entirety are categorized based on the lowest level input that is significant to the valuation. The District's assessment of the significance of particular inputs to these fair value measurements requires judgment and considers factors specific to each asset or liability.

Deposits and withdrawals from the County Pool are made on the basis of \$1 and not fair value. Accordingly, the Districts' proportionate share of investments in the County Pool at June 30, 2017 of \$212,209 is an uncategorized input not defined as a Level 1, Level 2, or Level 3 input. The Marin County Investment Pool invests substantially all its funds in U.S. government obligations and registered money market funds rated 'AAAmmf' by Fitch Ratings or equivalent.

INTEREST RATE RISK

In accordance with its investment policy, the County manages its exposure to declines in fair values by limiting the weighted average maturity of its investment pool to 540 days, or 1.5 years. At June 30, 2017, the County's investment pool had a weighted average maturity of 237 days.

For purposes of computing weighted average maturity, the maturity date of variable rate notes is the length of time until the next reset date rather than the stated maturity date.

**RICHARDSON'S BAY REGIONAL AGENCY
NOTES TO SUPPLEMENTARY INFORMATION
YEARS ENDED JUNE 30, 2017 AND 2016**

2. CASH (continued)

CREDIT RISK

State law and the County's Investment Policy limits investments in commercial paper, corporate bonds, and medium term notes to the rating of "A" or higher as provided by Moody's Investors Service or Standard & Poor's Corporation. The County's Investment Policy limits investments purchased by Financial Institution Investment Accounts, a type of mutual fund, to United States Treasury and Agency obligations with a credit quality rating of "AAA."

CONCENTRATION OF CREDIT RISK

The following is a summary of the concentration of credit risk by investment type as a percentage of each pool's fair value at June 30, 2017:

Investments in Investment Pool	Percent of Portfolio
Federal Agency - discount	70%
Federal Agency - coupon	28%
Money market funds	2%
	100%

CUSTODIAL CREDIT RISK

For investments and deposits held with safekeeping agents, custodial credit risk is the risk that, in the event of the failure of the counterparty, the County will not be able to recover the value of its investments or deposits that are in the possession of an outside party. At year end, the County's investment pool had no securities exposed to custodial credit risk.

LOCAL AGENCY INVESTMENT FUND

The County Treasurer's Pool maintains an investment in the State of California Local Agency Investment Fund (LAIF), managed by the State Treasurer. This fund is not registered with the Securities and Exchange Commission as an investment company, but is required to invest according to California State Code. Participants in the pool include voluntary and involuntary participants, such as special districts and school districts for which there are legal provisions regarding their investments. The Local Investment Advisor Board (Board) has oversight responsibility for LAIF. The Board consists of five members as designated by State statute.

**RICHARDSON'S BAY REGIONAL AGENCY
NOTES TO SUPPLEMENTARY INFORMATION
YEARS ENDED JUNE 30, 2017 AND 2016**

3. CAPITAL ASSETS

The following is a summary of changes in capital assets:

	<u>Patrol Boat & Trailers</u>	<u>Pump out Vessel</u>	<u>Accumulated Depreciation</u>	<u>Net</u>
Balances as of June 30, 2015	\$ 105,472	\$ 56,133	\$ (115,140)	\$ 46,465
Additions	<u>-</u>	<u>-</u>	<u>(6,788)</u>	<u>(6,788)</u>
Balances as of June 30, 2016	105,472	56,133	(121,928)	39,677
Additions	<u>-</u>	<u>-</u>	<u>(6,788)</u>	<u>(6,788)</u>
Balances as of June 30, 2017	<u>\$ 105,472</u>	<u>\$ 56,133</u>	<u>\$ (128,716)</u>	<u>\$ 32,889</u>

4. RISK MANAGEMENT

The Agency is exposed to various risks of loss related to torts, bodily and personal injury, property damage, errors and omissions, and non-owned auto coverage for which the Agency carries commercial insurance. The Agency also maintains watercraft insurance, and related protection and indemnity insurance. Additional coverage is provided by the County for injuries to employees.

Each Agency member is responsible for its pro-rata share of any court-imposed liability, using the joint powers' agreement cost-sharing formula.

5. RELATED PARTY TRANSACTIONS

The Agency's staff are employees of the County of Marin (a member of the Agency) and provided to the Agency the County's estimated cost of approximately \$196,000 and \$199,000 for 2016-17 and 2015-16, respectively.

The County also provided funding during 2016-17 of \$63,521.

SUPPLEMENTARY INFORMATION

**RICHARDSON'S BAY REGIONAL AGENCY
BUDGETARY COMPARISON SCHEDULE
YEAR ENDED JUNE 30, 2017**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>
REVENUES				
Interest pooled investments	\$ 300	\$ 300	\$ 666	\$ 366
Slip rentals	7,000	7,000	11,389	4,389
Other sales & services	6,000	6,000	10,424	4,424
Grants from other governments	202,800	202,800	275,730	72,930
Member dues	269,100	289,100	282,101	(6,999)
Total revenues	485,200	505,200	580,310	75,110
EXPENDITURES				
Professional services	461,334	481,334	527,964	(46,630)
Insurance premiums	17,000	17,000	14,881	2,119
Communication	2,400	2,400	3,339	(939)
Rental and operating leases	32,000	32,000	42,137	(10,137)
Professional development	600	600	650	(50)
Travel and meetings	2,200	2,200	345	1,855
Publication	2,400	2,400	-	2,400
Office expenses	350	350	462	(112)
Maintenance & repair of equipment	8,000	8,000	6,769	1,231
Oil and gas	600	600	802	(202)
Total expenditures	526,884	546,884	597,349	(50,465)
Excess of revenues over (under) expenditures	<u>\$ (41,684)</u>	<u>\$ (41,684)</u>	<u>\$ (17,039)</u>	<u>\$ 24,645</u>

**RICHARDSON'S BAY REGIONAL AGENCY
BUDGETARY COMPARISON SCHEDULE
YEAR ENDED JUNE 30, 2016**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>
REVENUES				
Interest pooled investments	\$ 300	\$ 300	319	\$ 19
Slip rentals	7,000	7,000	10,205	3,205
Other sales & services	6,000	6,000	12,331	6,331
Intergovernmental revenues - state	126,000	189,800	184,818	(4,982)
Intergovernmental revenues - local	360,100	269,100	269,101	1
Total revenues	<u>499,400</u>	<u>472,200</u>	<u>476,774</u>	<u>4,574</u>
EXPENDITURES				
Professional services	432,958	418,958	418,821	137
Insurance premiums	17,000	17,000	12,481	4,519
Communication	2,400	2,400	2,152	248
Rental and operating leases	32,000	32,000	31,091	909
Professional development	2,800	600	665	(65)
Travel and meetings	-	-	1,279	(1,279)
Publication	2,400	2,400	155	2,245
Office expenses	350	350	1,532	(1,182)
Maintenance & repair of equipment	8,000	8,000	10,124	(2,124)
Oil and gas	600	2,800	766	2,034
Total expenditures	<u>498,508</u>	<u>484,508</u>	<u>479,066</u>	<u>5,442</u>
Excess of revenues over (under) expenditures	<u>\$ 892</u>	<u>\$ (12,308)</u>	<u>\$ (2,292)</u>	<u>\$ 10,016</u>

**RICHARDSON'S BAY REGIONAL AGENCY
NOTES TO SUPPLEMENTARY INFORMATION
YEARS ENDED JUNE 30, 2017 & 2016**

1. BUDGETARY BASIS OF PRESENTATION

The budget included in these financial statements represents the original budget and amendments approved by the Board of Directors. The budgetary basis is the modified accrual basis. Various reclassifications have been made to the actual amounts to conform to classifications included in the budget approved by the Board of Directors. Additionally, various reclassifications have been made to the budget amounts to conform to the Agency's accounting records.

2. BUDGET RECONCILIATION TO STATEMENT OF REVENUES AND EXPENSES

The following reconciles the actual amount listed on the budgetary comparison schedule to the statement of revenues and expenses:

	<u>2017</u>	<u>2016</u>
Excess of revenues over (under) expenditures	\$ (17,039)	\$ (2,292)
Depreciation expense	<u>(6,788)</u>	<u>(6,788)</u>
Change in net position	<u><u>\$ (23,827)</u></u>	<u><u>\$ (9,080)</u></u>

RICHARDSON'S BAY REGIONAL AGENCY
STAFF REPORT

For the meeting of: January 10, 2019

To: RBRA Board of Directors
From: Beth Pollard, Executive Director
Subject: Mooring Feasibility and Planning Study Contract

STAFF RECOMMENDATION:

Upon availability of funding, authorize the Executive Director to execute a contract for \$99,695 with Merkel & Associates, Inc. to conduct a mooring feasibility and planning study to advise on potential location, mooring type/technique, capacity, and accessing the shore, accounting for the presence of eelgrass and other aquatic life and migratory birds; weather, wind and tide conditions; water quality/health of the bay; and other physical conditions of the bay, and an additional \$40,004 for 2019 eelgrass and bathymetric surveys, and \$12,200 for a project specific wind wave climate model, upon obtaining additional funding.

BACKGROUND:

In October 2018, RBRA issued a Requests for Proposals for professional services to advise on how conditions on the bay inform possible mooring locations, equipment/technique, overall mooring capacity and access from moorings to the shore.

DISCUSSION:

RBRA received proposals from three consultant teams to conduct the study: Brad Damitz & Associates; H.T. Harvey & Associates; and Merkel & Associates, Inc. The proposals were reviewed by community development and planning staff from the member agencies, in addition to RBRA staff. A panel was convened to interview all three teams. The interview panel was comprised of Leslie Alden, Aide to RBRA Vice-Chair Kathrin Sears; Peter Hudson, a marine ecologist with Sutro Science; Bill Price, RBRA Harbor Administrator; Marty Winter, RBRA Board Chair; and Beth Pollard, RBRA Executive Director.

The recommendation from the interview panel is to engage Merkel & Associates, Inc. (M&A), which has experience with the inventory, restoration and monitoring of eelgrass in Richardson's Bay, and with bay ecology issues within San Francisco Bay since 1994. They conducted the 2003, 2009, and 2014 baywide eelgrass inventories and prepared the San Francisco Bay Eelgrass Habitat Suitability Model in 2005. In 2009 developed the San Francisco Bay Regional Eelgrass Monitoring Strategy and completed the baywide monitoring following this program during six intervals

under this program. Furthermore, M&A has performed mooring-related work in areas including Tomales Bay, Morro Bay, Mission Bay, San Diego Bay, Newport Bay, and San Clemente Island; its mooring work includes design, permitting and implementation, impact assessment, effects evaluation, retrofitting and maintenance, and clean-up and removals within mooring areas.

A team partner is the Environmental Science Associates firm (ESA), which provides technical expertise in hydraulic modeling, coastal engineering, and environmental assessment, and has prior experience in partnering with M&A.

The anticipated timeframe to accomplish the study is five months.

SCOPE OF WORK:

An outline of the base scope of work is as follows:

Task 1: Information Gathering and Spatial Data Development

- *Task 1.1: Ecological and physical constraints data collection*
- *Task 1.2: Data collection and issues identification*
- *Task 1.3: Additional development or processing of spatial data*

Task 2: Data Analysis and Plan Development

- *Task 2.1: Natural Resource Conflict Identification and Impact Evaluation*
- *Task 2.2: Impact Reduction Analyses*
- *Task 2.3: Draft Plan Development and Recommendations*

Task 3: Mooring Feasibility and Planning Study Presentation and Finalization

- *Task 3.1: Presentation of Study Results to RBRA*
- *Task 3.2: Presentation of Study Results to Stakeholders and RBRA Board*
- *Task 3.3: Finalization of the Mooring Feasibility and Planning Study*

DISCUSSION/ANALYSIS:

M&A will use existing data at its disposal as well as solicit input from stakeholders to inform its analysis. It will reprocess 2003, 2009 and 2014 eelgrass data and process other eelgrass, bathymetry and wind and wave data, as well as using photographic evidence. They will advise on any perceived gaps and their relative importance in decision making regarding moorings. The team will also evaluate mooring impacts to assist in the evaluation of modified mooring design, location and capacity. They will review the various types of mooring types available and their pros and cons. One scenario to be evaluated is the effects of replacement of mooring tackle to non-ground dragging design, without relocation of moorings from current positions - while also recognizing this would not address damage from vessels that drag the bottom. They also will review areas identified to have lesser ecological conflicts for potential mooring relocation. Finally, the team will consider how changing mooring design and location may be used together to optimize capacity to handle moorings while effectively reducing natural resources conflict. Its

conclusions will be presented in draft form to the RBRA, thereafter resulting in a final report.

As stated in the proposal, the study can be accomplished with existing data sets while also allowing for identifying other data or information that could be advantageous to enhance precision and specificity. Of particular note is conducting a 2019 eelgrass and bathymetric study to provide the most current data of bay conditions. Such a study would enhance the resolution of bathymetric opportunities and constraints, better understand the extent of effect of moorings on bathymetric contours, assist in evaluation of sediment accretion rates relative to longevity of mooring locations, and enhance understanding of present vessel grounding scars and mooring damage relative to bathymetry. Eelgrass data would be used to augment the frequency distribution maps as well as maximum extent of eelgrass within the study area. In sum, these surveys would provide more current and refined locale-specific data for analysis and recommendations.

Another optional task is to use the best readily available wind data to drive a wave generation and propagation model for three conditions, likely (1) typical, (2) 10-year recurrence and (3) 50-year recurrence. Again, this provides more refined and current data. Staff recommends this as a lower priority among the two choices for additional services.

FISCAL IMPACT:

The base cost of the study is \$99,695. The optional bathymetric and eelgrass surveys are \$40,004, and the project specific wind, wave and climate modeling is \$12,200.

Staff has inquired of County of Marin officials about resources it could dedicate to the study. Even if the request is granted, it is staff's understanding that the maximum available would cover the base study. Outside funding from other agencies or organizations would be sought if the optional studies are to be performed, with the priority for the optional studies being the eelgrass and bathymetric surveys.

NEXT STEPS:

1. Secure funding for the base project.
2. Invite other agencies and organizations to fund 2019 bathymetric and eelgrass surveys; this funding needs to be identified as soon as possible to be able to incorporate it into the study without compromising the schedule, and to conduct it during the optimal season.
3. Execute contract and authorization to proceed with the study.

Attachments:

Merkel & Associates, Inc. scope of work, qualifications, schedule, cost and approach

RBRA Mooring Feasibility and Planning Study

SCOPE OF WORK

This scope of work is intended to examine the following from the solicitation RFP:

- **Mooring locations.** Provide mapping of Richardson’s Bay that illustrates water depths, eelgrass bed habitats/locations, and any other aquatic life, migratory bird, marine ecology or other conditions that informs accompanied recommendations on least to most advisable locations for mooring vessels, as well as for anchoring vessels.
- **Mooring equipment and technique.** Provide information, analysis and advice on mooring equipment, techniques, and associated considerations that are most and least appropriate for Richardson’s Bay, and/or for specific areas of the bay.
- **Capacity.** Given location and mooring technique considerations, and any marine ecology factors, provide information, analysis and advice on the maximum capacity of the number of moored vessels in Richardson’s Bay, with related information, analysis and advice on vessel type, size, habited or uninhabited uses, or other characteristics.
- **Shore access.** Provide information, analysis and advice about traversing from moorings, or anchors, to shore via dinghies, skiffs and tenders – motorized and non- motorized. An operative assumption for the present study is that existing shoreside landings would remain unchanged in location within Sausalito, but that other options for shoreside public landings would be explored and ecological consequences of their use would be evaluated should alternatives be identified.

The work in this study focuses on waterside elements only and is geared towards ecological considerations for mooring location, design, and numbers as well as transiting from moorings to shore. This study is geographically limited to Richardson’s Bay excluding the Audubon Sanctuary and the navigation channel.

The scope of work for the proposed action is outlined in the following tasks:

Task 1: Information Gathering and Spatial Data Development

- *Task 1.1: Ecological and physical constraints data collection*

Under this task, the M&A team would accumulate existing available spatial data for Richardson Bay that may be used to support the planning study. In addition, the team will acquire and synthesize non-spatial data that can be used to understand existing conditions and stressors on the Richardson Bay ecology. Among these data are:

- Existing eelgrass distribution data from baywide surveys (2003, 2009, and 2014);
- Audubon Christmas bird count data (1978-present);
- Regional bathymetric data (not current or accurate in all areas);
- Water quality sampling data, TMDL analyses data, Marin County SWPPP TMDL Reports
- Chronological aerial imagery of anchor-out and moored vessels
- Shoreline landing locations and services

- *Task 1.2: Data collection and issues identification meetings*

Under this task, the M&A team will solicit input from collaborators and stakeholders on the data sources identified; the strengths, weaknesses, and completeness of the data identified. The team will seek to identify any additional data sources and to identify gaps in the data. Coordination will include seeking data from

- RBRA and its member agencies
- Audubon and other environmental group NGOs or stakeholders

- Mooring advocates and liveboards
- City of Sausalito
- BCDC, NMFS, ACOE, RWQCB, CSLC, USCG, and resource and regulatory other agencies

- **Task 1.3: Additional development or processing of spatial data**

Following collaborator and stakeholder input, any additional data that are identified will be assembled and additional data development will be undertaken to further process archival information for use in plan analyses. This work will include several actions taken for spatial and numeric assessments that will be used in preparation of the plan. Among the actions anticipated to be taken under this task are:

- Reprocess 2003, 2009, and 2014 baywide eelgrass data within Richardson Bay to support evaluation of discrete mooring damage and to facilitate quantitative assessment of potential for impact reduction;
 - Process comprehensive eelgrass data that was collected by M&A within the moorings in 2016 and 2018 but which has not been previously processed to eelgrass maps;
 - Develop eelgrass frequency maps depicting the frequency of eelgrass presence spatially throughout the study area;
 - Process bathymetric data associated with one mooring area survey to determine the scale, distribution, and intensity of bottom scaring from moorings and from transiting to shore;
 - Plot the distribution and determine size and type of moored and or anchor-out vessels over multiple years using ortho-rectified aerial photographs. These include publically available photographs, as well as data from mosaic photographs collected by UAV by Audubon and M&A and photographs collected from helicopter by M&A;
 - Summarize statistics of moorings including, numbers through time, composition of vessel types and sizes, and spatial distribution; and
 - Extract and process data layers for wind and wave heights for multiple conditions within Richardson Bay from existing grid based wave models as discussed below.
- **Task 1 Deliverables:** Deliverables for Task 1 will be notes from collaborator and stakeholder input, spatial data inventories and source documentation, and data summaries to support the planning analyses. Task 1 deliverables will also include a gap analysis memorandum identifying any missing data and the relative importance of these missing data with respect to the present analyses and future risks or needs.

Task 2: Data Analysis and Plan Development

- **Task 2.1: Natural Resource Conflict Identification and Impact Evaluation**

Under this task, the M&A team will evaluate the extent of impact moorings have had on natural resources within Richardson Bay. In some instances these effects are highly quantifiable through time (e.g., eelgrass); and in other cases the impacts will not be as clearly definable and may ultimately be determined to be of major to minor consequence with respect to the analysis of mooring impacts. Finally, in some cases it may be determined that inadequate data exists to evaluate the effects of current moorings on the natural resources.

- **Task 2.2: Impact Reduction Analyses**

The extent of existing impact identified in Task 2.1 will be used as a basis for evaluating potential reduction levels for modified mooring design or locations. It will also provide a scalar for assessing mooring capacity as increasing mooring numbers will eventually result in increased resource impacts and more specifically increasing extent of

impact per mooring as areas with low resource conflict are used and each additional mooring encroaches more extensively on higher value resource areas. Analyses will include but not be limited to the following:

- Mooring replacements with less damaging mooring designs

The mooring design options will be considered, and a summary of mooring types available and the pros and cons of differing mooring types will be identified. The existing moorings within Richardson Bay are generally single point bow moorings with weighted chain ground tackle and long scopes on the moorings. The chains drag around the anchor point and remove eelgrass as well as suspending sediment. This excavates a hole at the mooring that subsequently becomes a detritus sump, preventing further recolonization of the area by eelgrass. The scale of the bottom damage of a given mooring is a function of multiple factors including the location of the mooring, the local wind patterns, the scope on the ground chain, the tidal range, the vessel size, and whether the vessel itself grounds on the bottom during low tides. As one scenario to be evaluated, an assessment would be made of the effects of replacement of mooring tackle to a non-ground dragging design, without relocation of moorings from current positions.

This is likely to identify some degree of impact reduction to eelgrass and may or may not affect other impact concerns. As several of the moorings have vessels that presently drag the bottom as they swing around the mooring arc, these impacts would not be reduced.

- Mooring relocations options

Under this evaluation, areas identified to have lesser ecological conflicts would be identified for potential mooring relocation. This would tend to move moorings out of eelgrass and into slightly deeper portions of Richardson Bay. Areas with greater depth and fewer eelgrass constraints do not necessarily align better or equivalently with shoreline access, preferred wind and wave environments, or lesser impacts to other ecological resources. As a result, it will be necessary to evaluate the potential effects across multiple factors of a relocation of moorings. In addition, relocation of moorings would also be expected to restrict the number or distribution of moorings and it may not be possible to accommodate all moorings within areas outside of natural resource conflict areas. As a result, this exercise will provide a means of evaluating the capacity to accommodate moorings without resource conflict or with stepwise increasing resource conflicts.

- Hybrid mooring design and relocation options

Under this evaluation, consideration will be given to how changing mooring design and location may be used together to optimize capacity to handle moorings while effectively reducing natural resource conflicts.

- *Task 2.3: Draft Plan Development and Recommendations*

Under this section, the M&A team would prepare a draft plan along with recommendations relating to:

- Mooring location
- Mooring equipment and techniques
- Mooring capacity and spacing designs
- Shore access and access routes

- **Task 2 Deliverables:** Deliverables for Task 2 will be a draft plan hard copy and digital reproducible copy of the draft mooring planning study document.

Task 3: Mooring Feasibility and Planning Study Presentation and Finalization

- *Task 3.1: Presentation of Study Results to RBRA*

Under this task, M&A will present the draft study results to the RBRA staff to obtain insights into questions, concerns, and additional issues that may need to be addressed with the public presentation of the study. This meeting will facilitate preparation of the public presentation materials and finalization of timelines and formats for the presentations.

- **Task 3.2: Presentation of Study Results to Stakeholders and RBRA Board**

Under this task, the M&A Team will provide seasoned senior staff to present the study findings and recommendations to stakeholders and the RBRA board. During these meetings, the details of the study will be discussed and a Microsoft PowerPoint presentation will be used to guide the presentation forward. The meetings will include a question and answers and comment opportunity with the comments feeding into the completion of the final planning study report.

- **Task 3.3: Finalization of the Mooring Feasibility and Planning Study**

Under this task, the study will be finalized with input derived from the comments received through the review process. As this planning study is not an action document but rather an informational document from which actions may be formulated, the mooring feasibility and planning study is not formally adopted by the RBRA Board. As such, the delivery of the finalized planning study constitutes the completion of the present program.

- **Task 3 Deliverables:** Deliverables for Task 3 will be a PowerPoint presentation file, presentation and participation in up to three stakeholder and RBRA Board meetings, and deliverable of a final hard copy and digital reproducible copy of the mooring planning study document.

Optional Tasks:

In reviewing existing data sources and analysis objectives, it has been determined that additional data collection would benefit the completion of the analysis and would strengthen the results. However, these elements are not considered to be explicitly required to achieve the basic objectives of the effort. For this reason they have been identified as optional tasks with recommendations to complete this work should opportunities be available to do so.

- Completion of new 2019 bathymetric and eelgrass surveys

Under this optional task, the M&A team would complete a new eelgrass and bathymetric survey of the potential Richardson Bay mooring and shoreline landing areas. Surveys would cover approximately 1,000 acres of Richardson Bay and would result in generation of eelgrass and bathymetric data for 2019.

More current bathymetric data is desired in order to enhance resolution of bathymetric opportunities and constraints as well as to better understand the extent of effect of moorings on bathymetric contours. New bathymetry would also assist in evaluation of sediment accretion rates relative to longevity of mooring locations, and would enhance understanding of present vessel grounding scars and mooring damage relative to bathymetry. Eelgrass data would be used to augment the frequency distribution maps as well as maximum extent of eelgrass within the study area. The study area would exclude the Richardson Bay Audubon Sanctuary, the marina developed Sausalito shoreline except mooring locations, and access areas and travel routes to current landings,

surveys would also not include the extreme shallows extending towards Mill Valley. The ultimate boundaries of the survey area would be coordinated with the RBRA should this option be exercised.

- Wind and wave climate new modeling effort

Under this optional task, ESA would develop the wind and wave climate with new modeling designed for this project: ESA will use the best readily available wind data to drive a wave generation and propagation model for three conditions, likely (1) typical, (2) 10-year recurrence and (3) 50-year recurrence. ESA would use the Simulating WAVes Nearshore (SWAN) model to develop a wave climate map. An example is provided for the San Rafael shoreline. The benefit of the optional task is that project-specific conditions will be modeled at the desired resolution. Conditions to consider include tide level used for the wave modeling (depth, which affects waves), area-specific wind and wave exposures, desired recurrence level (e.g. the 50-year instead of 100-year waves) and geospatial grid resolutions consistent with other data sets (e.g. bathymetry or eelgrass habitat). This optional task can be accomplished after the base task is completed or instead of the base task. The decision to execute or not execute this optional effort should be made prior to commencing this element of work since delaying in the implementation of this effort would result in duplicating work efforts in the analyses and thus additional costs.

SCHEDULE AND BUDGET

Schedule

The proposed schedule for the outlined work is five months and is generally driven by data collection, data processing and meeting coordination time to ensure that the planning process is well informed by the available data and stakeholder input. The schedule has been developed by work months rather than calendar months to account for uncertainty with respect to kick-off period. Should optional data tasks be exercised, the schedule will accommodate the completion of this work within the time allocated; however, it is assumed that options would be exercised at the initiation of work such that additional delays and costs may be avoided.

TASKS TO BE COMPLETED	Month	FEB	MAR	APR	MAY	JUN
Project Contracting and Kick-off	★					
Task 1: Information Gathering and Spatial Data Development		—————				
<i>Task 1.1: Ecological and physical constraints data collection</i>		- - - - -				
<i>Task 1.2: Data collection and issues identification meetings</i>			- - - - -			
<i>Task 1.3: Additional development or processing of spatial data</i>			- - - - -	★		
Task 1 Deliverables Submittal						
Task 2: Data Analysis and Plan Development			—————			
<i>Task 2.1: Natural Resource Conflict Identification and Impact Evaluation</i>			- - - - -			
<i>Task 2.2: Impact Reduction Analyses</i>			- - - - -			
<i>Task 2.3: Draft Plan Development and Recommendations</i>			- - - - -			
Task 2 Deliverables Submittal						★
Task 3: Mooring Planning Study Presentation and Finalization						—————
<i>Task 3.1: Presentation of Study Results to RBRA</i>						★
<i>Task 3.2: Presentation of Study Results to Stakeholders and RBRA Board</i>						- - - - -
<i>Task 3.3: Finalization of the Mooring Feasibility and Planning Study</i>						★
Task 3 Deliverables Submittal						★

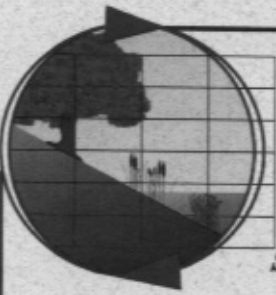
Budget

The budget for the proposed work is as follows:

SUMMARY OF FEES		
Task 1	Information Gathering and Spatial Data Development	\$52,444
Task 2	Data Analysis and Plan Development	\$28,838
Task 3	Mooring Planning Study Presentation and Finalization	\$18,413
TOTAL WITHOUT OPTIONAL TASKS		\$99,695
Option 1	2019 Bathymetric and Eelgrass Surveys	\$40,004
Option 2	Project Specific Wind Wave Climate Model	\$12,200

The exercise of any options is assumed to occur at the time of work commencement if they are desired. This would avoid potential for duplicate work efforts, additional costs, and schedule delays.

The project invoicing would be on a percent complete basis for the various tasks and any requested additional services beyond the project tasked elements would be invoiced on a time and materials not-to-exceed basis against written authorizations for scope modifications.



Merkel & Associates, Inc.

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Tel: 858/560-5465 • Fax: 858/560-7779

San Diego, CA • San Rafael, CA • Arcata, CA • Nehalem, OR • Tacoma, WA

November 13, 2018

M&A #18-080-01

Ms. Beth Pollard, Executive Director
Richardson's Bay Regional Agency
c/o Marin County Community Development Agency
3501 Civic Center Drive, Room 308
San Rafael, CA 94903

Richardson's Bay Regional Agency (RBRA) Request for Proposals Mooring Feasibility and Planning Study

Dear Ms. Pollard:

Merkel & Associates, Inc. (M&A), a certified Small (Micro) Business Enterprise (SBE) and Woman Business Enterprise (WBE), is pleased to submit this proposal to the Richardson's Bay Regional Agency (RBRA) to conduct the Mooring Feasibility and Planning Study. We are very excited at the potential of assisting in the accumulation and presentation of information on the bay's ecological resources and mooring interactions and means by which adverse effects of moorings on the bay ecology may be ameliorated. As we hope to present in this proposal, the M&A Team, including ESA Associates (ESA), is uniquely qualified to support the study and planning efforts, and we seek to provide useful information to RBRA and your stakeholders from which informed decisions may be made and actions taken.

As you are aware, M&A has been working extensively within San Francisco Bay on bay ecology issues since 1994. M&A has conducted the 2003, 2009, and 2014 baywide eelgrass inventories. In 2005, M&A prepared the San Francisco Bay Eelgrass Habitat Suitability Model using the Ecological Limits Viability and Sustainability (ELVS) modeling framework. In 2009, M&A developed the San Francisco Bay Regional Eelgrass Monitoring Strategy and has completed the baywide monitoring following this program during six intervals under this program. From M&A was the habitat restoration consultant for the Coastal Conservancy's San Francisco Bay Creosote Piling Removal and Pacific Herring Restoration from 2014-2017. This work included spatial analyses of spawning frequency throughout San Francisco Bay. From 2014 to present, M&A and our restoration partner, the Boyer Laboratory at SFSU's Estuary and Ocean Science Center, have implemented the San Francisco Bay eelgrass restoration programs for the Cosco Busan Damage Assessment Restoration Plan (DARP) for the NOAA Restoration Center and the SFOBB Eelgrass Restoration for NOAA Fisheries West Coast Region. This work has included extensive eelgrass restoration and monitoring within Richardson Bay.

M&A has performed considerable work on design, permitting and implementation, impact assessment, effects evaluation, retrofitting and maintenance, and clean-up and removals within mooring areas. M&A has also worked on temporary mooring projects for storage of vessels during marina replacements, relocation of bait barges and mariculture floats, and establishment of temporary construction, recreational, and scientific moorings. Various work areas have included San Diego Bay, Mission Bay, Newport Bay, San Clemente Island, Morro Bay, and Tomales Bay.

Most recently, M&A completed a program for the NOAA Greater Farallones National Marine Sanctuary (GNMS) between 2015 and 2017. Under this work, M&A surveyed eelgrass and bathymetry within Tomales Bay, investigated moorings and mooring damage at 31 moorings slated for removal, recommended tackle removal methods, and completed post-removal investigations of biological and bathymetric damage recovery two years after removals occurred. Further, M&A completed a baywide eelgrass inventory for the GNMS in 2017 using a hybrid of UAS and interferometric sidescan sonar surveys. This survey work was conducted to address gaps in eelgrass distribution data at depth due to all prior surveys being completed using aerial survey methods alone and thus under-estimating eelgrass in deeper waters.

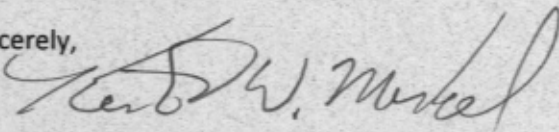
Over the past two decades, M&A has worked extensively within Richardson Bay and has conducted multiple eelgrass inventories, eelgrass donor plant harvesting for restoration, eelgrass restoration, and bathymetric and mooring scar investigations, as well as evaluation of water-lots for acquisition and marina maintenance and expansion. This long history of work in Richardson Bay has provided M&A with a good understanding of the nature, scope, and variability of conditions that have occurred through time. It also has provided M&A with keen insights into potential means of reducing conflicts between the moorings and ecological resources.

Presently, M&A is also serving as the marine ecological consultant for the Coastal Conservancy sponsored Richmond Terminal 4 Wharf, Warehouse, and Piling Removal Project headed by ESA. This project is focused on restoration and enhancement of shoreline habitat, improvement of herring spawning habitat, and protection of existing eelgrass beds. The work involves a close collaboration by multiple disciplines including hydrologic modeling, coastal engineering, ecological and habitat restoration science, and environmental assessment, as well as regulatory policy and permitting. This and prior teaming efforts between M&A and ESA on such projects as the San Francisco Bay Creosote Piling Removal and Pacific Herring Habitat Restoration Project and the San Diego Bay Native Oyster and Living Shoreline Pilot Restoration Study have led the firms to continue this collaboration to bring the ecological sciences strength of M&A together with ESA's coastal processes and engineering strengths to provide the RBRA with the requested Mooring Feasibility and Planning Study.

The M&A team hopes to contribute its long experience and accumulated knowledge and data to assist RBRA and its many stakeholders in developing a planning study that identifies conflicts between the ecological resources of Richardson Bay and existing moorings and makes recommendations that would facilitate resolution of these conflicts. In submitting this mooring feasibility and planning study, we would be providing defensible data on which to base actions and recommendations, or ranges of recommendations, for actions. We understand, however, that there is considerable contention related to moorings in Richardson Bay and we do not expect unanimous agreement as to the best course of action when all factors are considered. Further, there are many factors that must be weighed beyond those within the scope of the requested planning study. For this reason, it is important to advise that the M&A team is here to support the RBRA with technical bases for actions and recommendations for ecological conflict resolution, as well as recommendations on mooring location, types, and vessel mooring capacity. However, there will remain needs at the end of the study to complete other work and make policy decisions that are beyond the scope of the present request.

As you review this proposal, if you have any questions, please contact me. We look forward to your consideration of this submittal. We have reviewed the RBRA professional services agreement and take no exceptions.

Sincerely,



Keith W. Merkel, Principal Ecologist
(858) 560-5465
kmerkel@merkelinc.com

FIRM QUALIFICATIONS

Merkel & Associates, Inc.



Merkel & Associates, Inc. is a San Diego-based environmental consulting and contracting firm with additional offices in San Rafael CA, Arcata CA, Nehalem OR, and Tacoma WA. M&A specializes in biological resource and regulatory issues and provides its clients with a full range of ecological services in terrestrial, freshwater aquatic and marine environments. The stated mission of M&A is to offer technical information and insightful solutions to difficult and complex biological and regulatory issues. With a diverse group of 35 individuals, the firm has the capacity to provide a wide range of expertise, offering specialized expertise in ecology, water and sediment quality, habitat restoration and management, Geographic Information Systems (GIS) including spatial-numeric modeling and model development, natural resource-based legislation, and resource and regulatory agency interface and permitting.

Recognized for expertise in coastal and marine resource issues, the firm has worked extensively on resource assessments, long-term coastal monitoring, discharge impact assessments, marine/estuarine construction and dredging projects, regulatory permitting, and marine habitat restoration and management. M&A has designed, permitted, and implemented numerous large-scale monitoring and reporting programs encompassing such diverse disciplines as wetland habitat restoration, dredging and dredge material placement for habitat restoration efforts, and near-shore impacts. In total, M&A and its key staff members have designed, implemented, and/or monitored over 200 habitat restoration projects including over 120 coastal restoration programs.

The firm is nationally recognized for work in eelgrass habitat management and restoration. M&A has unique expertise with investigations, habitat restoration planning and implementation, and performance monitoring and ecological management issues within shallow marine and intertidal systems. Among the numerous recent key projects that the firm has performed that exhibit the M&A's capabilities with work of a similar nature to that required for the present effort are:

- **San Francisco Bay Creosote Piling Removal and Pacific Herring Habitat Restoration Project and Terminal 4 Creosote Removal Project (2015-2016)** – Site investigations, restoration planning and analyses, habitat design, environmental and permitting support.
- **San Diego Bay Native Oyster and Living Shoreline Pilot Restoration Study (2016-present)** – Investigations and development of pilot restoration program for native oyster expansion and ecological functions of shoreline protection in the face of sea level rise scenarios.
- **Tomales Bay Mooring Program Eelgrass Impact Recovery Study and Eelgrass Surveys (2015-2017)** – Between 2015 and 2017, M&A completed a program for the NOAA Greater Farallones National Marine Sanctuary to survey eelgrass and bathymetry within Tomales Bay, investigate moorings and mooring damage at 31 moorings slated for removal, recommend tackle removal methods, and complete post-removal investigations of biological and bathymetric damage recovery two years after removals occurred. In 2017, M&A was further tasked with the completion of a baywide eelgrass inventory using a hybrid of UAS and interferometric sidescan sonar surveys to address gaps in eelgrass distribution data at depth due to all prior surveys being completed using aerial survey methods alone and thus under-estimating eelgrass distribution in deeper waters.
- **Albany Beach Shoreline Enhancement Project (2012-present)** – M&A has worked with a multidisciplinary team for two separate contracts to develop ecologically functional shoreline rocky

intertidal, eelgrass, dunes and wetland restoration for the Albany Beach area including the Albany Bulb and Beach.

- **Bioengineering and Soft Shoreline Treatment Options Study (2012-2014)** – Project planning, implementation of pilot project construction and implementation of monitoring.
- **Oakland Middle Harbor Enhancement Area (1996-2006, 2016-present)** – Conceptual wetland design, permitting, final design and engineering, construction support of 190-acre shallow water enhancement, habitat development assessment. After a 10-year settlement period, M&A is completing physical and biological monitoring to evaluate site construction objectives and is restoring eelgrass habitat within the site.
- **Cosco Busan Damage Assessment Restoration Project (2014-present)** – M&A is completing multi-year eelgrass restoration within widely distributed areas in San Francisco Bay with its partner the Boyer Lab at SFSU EOSC. This work has included eelgrass restoration within Richardson Bay for the purpose of herring habitat enhancement.
- **San Francisco Eelgrass Restoration Program (2015-present)** – As an element of the mitigation of marine resource damage associated with the San Francisco Oakland Bay Bridge project, M&A is completing multi-year eelgrass restoration within widely distributed areas in San Francisco Bay with its partner the Boyer Lab at SFSU EOSC. This work has included eelgrass restoration within Richardson Bay.
- **Oakland and Richmond Harbor Maintenance Dredging Water Quality, Eelgrass Habitat Monitoring and Impact Assessment (2008-2018)** – Merkel & Associates provided water quality monitoring services, eelgrass impact assessment investigations and light level monitoring as a tool to identify potential risks of turbidity impacts to eelgrass beds for these Corps of Engineers maintenance projects.
- **San Clemente Island Wilson Cove Moorings Establishment and Northwest Harbor Mooring Study** – Merkel & Associates was charged with mapping eelgrass, kelp, and rocky reef habitats. Identifying mooring arcs required for moorings and identifying areas and mooring designs to accommodate large and small craft moorings within Wilson Cove that would avoid damage to natural resources. Presently, M&A is completing similar habitat mapping and investigations to support mooring locations within SCI's Northwest Harbor.

Other work that is of particular note due to the nature of the efforts, or location and resource focus include the following:

- Cosco Busan spill ephemeral data collection including eelgrass habitat surveys and bathymetric scar mapping for NRDA applications
- San Francisco Baywide eelgrass regional monitoring program design, development and testing
- San Francisco Bay eelgrass habitat predictive model development for purposes of analyzing restoration opportunities and the role of environmental stressors on eelgrass distribution
- San Francisco Bay eelgrass habitat characterization study, including bathymetric range analysis, light monitoring, and biological characterization
- Richmond Harbor maintenance dredging light monitoring program
- Marin Audubon Richardson Bay parcel eelgrass surveys
- Cass Gidley Marina eelgrass survey
- WETA Ferry eelgrass, mudflat and shoreline erosion assessment

Environmental Science Associates



ESA is a teaming partner with M&A on the RBRA Mooring Feasibility and Planning Study and brings the team technical expertise in hydrologic modeling, coastal engineering, environmental assessment, as well as regulatory policy and permitting. M&A will be drawing on ESA's expertise within coastal processes with especially strong capabilities and knowledge within San Francisco Bay. Besides bringing these strengths to the team, M&A has a long-standing teaming history with ESA and is presently working on two project of a similar nature with ESA. These include the Coastal Conservancy sponsored Richmond Terminal 4 Wharf, Warehouse, and Piling Removal Project headed by ESA, and the San Diego Bay Native Oyster and Living Shoreline Pilot Restoration Study headed by M&A. This history of collaboration provides a good and predictable performance of the project team.



Keith Merkel, Principal Ecologist

Merkel & Associates, Inc.



Mr. Merkel will serve as the project manager for the completion of the mooring feasibility and planning study. He has 36 years of experience as a professional environmental ecologist with experience on over 5,100 projects involving biological or water quality investigations, discharge and development impact assessment and monitoring, environmental regulatory permitting, and habitat restoration and management. Mr. Merkel has an educational and professional background in ecology, ecological assessment, and habitat restoration. He also has a strong background in physics, chemistry, statistics, and spatial-numeric modeling. He has a broad-based multidisciplinary understanding of natural systems, which has allowed Mr. Merkel to serve as the lead ecologist and/or project manager for over a hundred coastal subtidal and intertidal wetland restoration projects. Mr. Merkel served as a funded advisor to the National

Academy of Sciences - Marine Board, National Research Council: Committee on the Role of Technology in Marine Habitat Protection and Enhancement. He was also congressionally nominated to the Base Realignment and Closure (BRAC) Environmental Committee.

Mr. Merkel has an excellent working relationship with state and federal resource and regulatory agency staff working in coastal areas throughout California. He is widely recognized as a national expert on eelgrass habitat management issues and has completed 77 eelgrass restoration projects since 1986, transplanting 178.7 acres of eelgrass that has led to the establishment of over 460 acres of new eelgrass habitat. He pioneered the use of high resolution acoustic mapping technology for submerged aquatic vegetation in the 1980s. Mr. Merkel has been working on eelgrass and marine habitat management issues in San Francisco Bay since 1994. He has led three comprehensive baywide eelgrass surveys (2003, 2009, and 2014), was the developer of the San Francisco Bay predictive eelgrass distribution model, and developed the baywide regional monitoring program for San Francisco Bay. He has led many eelgrass restoration projects in San Francisco Bay and has also led numerous study programs to investigate the community ecology, physiology, and environmental stressors to eelgrass. In addition to work focused on eelgrass, Mr. Merkel has also conducted impact investigations and assessments, habitat restoration planning for many other marine and shoreline habitats, and marine resources programs involving hydroacoustic monitoring and modeling, fish and invertebrate community studies, as well as marine mammal monitoring and avian investigations and habitat enhancement. Work has included design of the Oakland Middle Harbor Enhancement Area, evaluation of ferry wake impacts, shoreline restoration along the Albany shoreline for East Bay Regional Parks, completion of multi-year water quality monitoring for the Army Corps of Engineers, and completion of Cosco Busan NRDA investigations for NOAA. He served as the lead ecologist for the design and engineering phases of the San Francisco Bay Creosote Piling Removal and Pacific Herring Habitat Restoration Project and is presently serving in this role for the Terminal 4 Creosote Removal Projects.

RICHARDSON'S BAY REGIONAL AGENCY

STAFF REPORT

For the meeting of January 10, 2019

To: Board of Directors
From: Beth Pollard, Executive Director
Subject: Letter to the Countywide Coordinated Entry Program seeking greater housing assistance priority for persons living on the water on Richardson's Bay

STAFF RECOMMENDATION:

Authorize Chair Winter to transmit a letter asking for greater consideration for housing assistance to persons living on the bay.

BACKGROUND:

There is a coordinated entry system for assessing the vulnerability of persons who are seeking assistance in obtaining housing in Marin County. It is a collaboration of multiple community, government, and faith-based agencies that, collectively, provide services ranging from prevent of homelessness to permanent housing placement. The system utilizes an assessment tool called the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT), which is also used elsewhere in the country, to determine risk and prioritization when providing assistance.

DISCUSSION:

The VI-SPDAT does not recognize the specific type of physical environment – such as living on a boat on the water – in the assessment; there are considerations like threats from other persons or their threat to themselves or others, but not hazards such as being on the water. What has been conveyed is that besides consistency with the national model, persons in other situations on land can also face physical hazards and it becomes a slippery slope to parse out specific conditions.

The City of Sausalito has been engaged in discussions at the City Council and staff level with representatives from the coordinated entry program urging water habitation be added to the priority ranking among persons seeking housing. They have reached out to the RBRA Board to seek collaboration in the effort for attention to the vulnerability of the population of persons on the water.

ANALYSIS:

Persons who stay on boats on the bay face unusual risks, especially during high wind and stormy conditions. A particularly vulnerable population are persons who are inexperienced, engage in substance abuse, or otherwise fail to adhere to safe boating practices. It is not uncommon to have at least one drowning each year, notably in the winter. As the attached letter from the Sausalito

City Manager notes, there was a drowning this past week of someone on his way to a vessel, with a companion – as well as public safety personnel – likewise in danger.

There is a critical need for attention to providing housing alternatives to those who otherwise live aboard vessels and endure difficult wind and wave conditions – especially when their vessels or their experience are not up to the challenge. At a minimum, it is reasonable to conclude that persons living on the water who are seeking housing assistance face or pose threats to themselves or others for purposes of the assessment tool and beyond.

Above and beyond the VI-SPDAT, a letter to the Coordinated Entry Program provides the opportunity for the Chair to convey the Board’s interest in multiple avenues for gaining access to housing alternatives for persons on the bay.

NEXT STEPS:

Staff would prepare a draft letter for Chair Winter’s signature conveying the direction of the Board.

Attachments:

Letter from Sausalito City Manager Adam Politzer, January 3, 2019



CITY OF SAUSALITO

420 Litho Street • Sausalito, CA 94965
Telephone: (415) 289-4100
www.sausalito.gov

January 3, 2019

Board of Directors
Richardson's Bay Regional Agency
c/o Marin County Community Development Agency, Planning Division
3501 Civic Center Drive, Room 308
San Rafael, CA 94903-4157

Dear RBRA Board Chair Winters and Directors Sears, Wickham, and Fraser,

This past week's recent tragic events resulting in the drowning death of one anchor out on Richardson Bay and the near drowning death of his companion serves as a devastating reminder of the dangers of living as an anchor out especially to those people with little or no skills as mariners. Sadly, this type of tragedy occurs each winter season with similar consequences. We can address this issue by providing housing resources to those persons living on the water that are a danger to themselves and to others.

The County of Marin Health and Human Services (HHS) currently uses an assessment tool called the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) to determine risk and prioritization when providing assistance to homeless and at-risk of homeless persons. Two years ago the City of San Rafael – in partnership with St. Vincent de Paul, Homeward Bound, the County of Marin, Buckelew, the Marin Housing Authority, and the Ritter Center – launched the Homeless Outreach Team (HOT Team) to house long-term, chronically homeless individuals in our community using VI-SPDAT to assist in assessment. The Homeless Outreach Team transitioned into a county-wide, systemic framework called Coordinated Entry still using VI-SPDAT. The County of Marin recently announced it has housed 100 of the most vulnerable, high-needs people in the County. While all of this is noteworthy progress, it is unfortunate that none of these people lived on Richardson's Bay. It is my belief that the people living on the water in Richardson Bay are in greater danger than those homeless on land and that the assessment tool should be modified to give greater weight to the anchor out population.

I am asking for your support in seeking a change to the method used by HHS to assess the risk to those anchor outs that would accept the opportunity for housing on land. Ashley Hart McIntyre, the Homelessness Policy Analyst for HHS, presented information on the topic of Focus on Priority Population – The Chronic Homeless to our City Council at its November 13, 2018, meeting. At that meeting she was asked by one of our Council Members about adding a point to the count during the VI-SPDAT assessment process for anchor outs. Ms. McIntyre replied that it was not possible as then other special interests groups would expect the same consideration. I simply do not agree. I am asking that RBRA write a letter to the HHS supporting the City of Sausalito's request to add one point to the VI-SPDAT assessment process for anchor outs.

We have an opportunity to make a meaningful difference in the lives of people that need our help the most. I hope that you will give this matter your thoughtful consideration and I look forward to working on a persuasive solution together.

Sincerely,



Adam Politzer, City Manager

cc: Joan Cox, Sausalito City Council Member
Jill Hoffman, Sausalito City Council Member
Beth Pollard, RBRA Executive Director

FAX NUMBERS:

Administration: (415) 289-4167
Recreation: (415) 289-4189

Community Development: (415) 339-2256

Library: (415) 331-7943
Public Works: (415) 289-4138

RICHARDSON'S BAY REGIONAL AGENCY

STAFF REPORT

For the meeting of January 10, 2019

To: Board of Directors
From: Beth Pollard, Executive Director
Subject: 2019 Draft Work Plan and Meeting Schedule

STAFF RECOMMENDATION:

Adopt a workplan for 2019 that focuses on decisions related to moorings in Richardson's Bay, utilizing the outcomes of a Mooring Feasibility & Planning Study and other research, analysis and discussion, and reserve the second Thursday of every month except August to meet from 5:30 pm to 7:30 pm, as needed.

BACKGROUND:

The Board has completed its 2018 Work Plan, which provided for the adoption of a 2019 Work Plan at year's end.

DISCUSSION:

In 2018, the Board adopted guiding principles, engaged in work session discussions, identified moorings as its preferred option to explore towards the goal of improving the health, safety, and management of the bay, crafted draft seaworthy, operable and related definitions and requirements for vessels, applied for grant funding, adopted an enforcement priority policy, and issued a request for proposals for a marine ecology-based study on advisable mooring locations, capacity, equipment/techniques, and transiting from vessels to shore .

In 2019, the Board is in a position to conduct the mooring study and use its findings to inform next steps about pursuing moorings as a management and health and safety tool. If the Board continues to pursue the mooring approach, there are several policy and management considerations such as:

1. *Identifying mooring locations, equipment, maximum number, and transiting to shore from vessels.* These issues are the primary focus of the mooring study and await the completion of the study.
2. *Considering a mooring permit program with associated issues such as what vessels will be eligible for a permit, for what duration, and under what conditions.* The Board could begin some aspects of this policy discussion before completion of the mooring study - such as an overall vision for how it sees the moorings being used over a period of time; or it could await the completion of the study when all its data and information is available.

3. *Determining responsibility for mooring groundtackle ownership, installation, inspection, maintenance and removal as public (i.e. RBRA) or private (i.e. vessel owner or other private enterprise) or a combination.* This discussion would be best timed for after the study identifies mooring equipment and related considerations for its installation, use, and maintenance.
4. *Developing an ordinance incorporating requirements associated with a mooring permit program.* The Board has reviewed draft language for vessel conditions and requirements and was poised to review an ordinance for first reading. The draft ordinance review by other agencies is taking a fair amount of time. Given potential for other requirements associated with a mooring permit program, adoption of an overall ordinance could await Board action on such a program.
5. *Preparing a transition plan for vessels to address changes, such as a mooring permit program, and a management and finance plan for mooring implementation.* The elements of the plans are contingent upon actions the Board takes relative to 1-4 above.

ANALYSIS:

In the proposed work plan, the first half of the year is focused primarily on conducting the mooring feasibility and planning study; this will not involve Board time until the study conclusions are presented. During this period of time, the Board could commence policy discussions around its vision for how any moorings pursued as a result of the study would be used unless it feels it needs the study conclusions to commence this work. Also during this time staff would be conducting research and analysis on the policy and management decisions for subsequent Board consideration.

The second half of the year is anticipated to be more labor intensive as the Board evaluates the recommendations from the study and lays a path forward around mooring placement, management, finance and other implementation policies and plans.

RECOMMENDED NEXT STEPS:

The mooring feasibility and planning study is key to accomplishing the recommended 2019 work plan. It is scheduled to take five months to accomplish. Some general policy discussion could take place in the meantime on the broad issue of how any moorings that the Board determines it would permit would be utilized. More specific policy or management considerations would be best timed when the Board has recommendations from the mooring study in hand.

Attached is a draft work plan that outlines broad objectives for the year and timeline for accomplishing them.

**Richardson's Bay Regional Agency
Board of Directors
Draft 2019 Work Plan**

In 2019, the Board's objectives are to initiate, draft or establish policy direction on:

- Mooring locations that will be permitted/not permitted
- Maximum number of moorings that will be permitted
- Type(s) of mooring equipment that will be permitted
- Conditions to consider in transiting from vessel to shore
- Vessel usage of moorings (i.e. liveaboard, unoccupied, transient)
- Vessel condition and other requirements for permitted use of moorings
- Mooring ownership, installation, inspection, maintenance, removal – public, private or both
- Mooring transition, management and finance plan

January – June

- Conduct and complete a marine-ecology based Mooring Feasibility & Planning Study
- Conduct policy discussion about what uses will be allowed for any potential moorings that may be permitted (i.e. liveaboard, unoccupied, transient)

July – December

- Conduct policy discussion on:
 - Mooring locations
 - Number of moorings
 - Vessel and mooring requirements
- Consider management options for mooring ownership, installation, inspection, and maintenance (i.e. public, private, or both)
- Develop an ordinance establishing mooring requirements
- Prepare a mooring transition, management and finance plan

RICHARDSON'S BAY REGIONAL AGENCY

STAFF REPORT

For the meeting of: January 10, 2019

To: RBRA Board of Directors
From: Bill Price – Harbor Administrator
Subject: 2018-19 2nd Quarter Report

Vessel abatement activities

The RBRA has remained active in this area, disposing of 78 boats since January 2018; 23 of these were VTIP turn-in vessels. Over \$203,000 has been expended in disposal efforts in 2018, and there is just under \$117,000 in this year's SAVE fund remaining, with an additional \$180,000 set for next year. We have until March 2019 to expend the remaining grant funds from 2018, and we will apply for an extension if unable to spend down the full amount.

Water testing

We will resume testing again in February 2019. There was one beach closure in the 2018 season (April – October)

Boat census

We conducted a comprehensive survey in October over two days: 194 vessels were counted, which is an increase of 19 vessels since the February 2018 survey. The October survey did include ten cruising yachts headed to Mexico, which is typical of the seasonal patterns of transient vessels moving down the coast. Eight or more vessels had relocated over from Sausalito waters. Synopsis report is attached.

Financial report

Our audit from FY2016 and FY2017 has been completed and the results are presented in this agenda.

Also attached is a mid-year report for FY19 that shows no anomalies on the projected numbers.

RBRA Budget-to-Actuals
July 1, 2018 - December 31, 2018

Revenues	FY 18-19 Budget	Actuals to date	(Unrealized)/Over realized
Interest Pooled Invst	\$ (900)	\$ (784)	\$ (116)
Slip Rentals	\$ (7,000)	\$ (3,640)	\$ (3,360)
Intergovt Revs-State	\$ (272,800)	\$ (87,156)	\$ (185,644)
Intergovt Revs-Local	\$ (415,196)	\$ (415,196)	\$ -
Other Sales & Services	\$ (6,000)	\$ (8,467)	\$ 2,467
Total	\$ (701,896)	\$ (515,243)	\$ (186,653)

Expenditures	FY 18-19 Budget	Actuals to date	(OVER)/UNDER BUDGET
Professional Services	\$ 639,296	208,247	\$ 431,049
Insurance Premiums	\$ 17,000	15,429	\$ 1,571
Communication	\$ 2,400	792	\$ 1,608
Rental & Oper Leases	\$ 32,000	16,605	\$ 15,395
Prof. Devel. Expenses	\$ 600	790	\$ (190)
Travel & Meetings	\$ 1,500	131	\$ 1,369
Office Expenses	\$ 400	134	\$ 266
Maint. & Repair-Equip	\$ 8,000	11,174	\$ (3,174)
Oil and Gas	\$ 700	293	\$ 407
Total	\$ 701,896	253,595	\$ 448,301

Revenue over Expenditure \$ (261,648)

Required use of fund balance \$ -

Richardson Bay Regional Agency
Vessel Census Summary
October 17 & 18, 2018

Summary

One hundred and ninety-four (194) vessels were observed in the county jurisdiction of Richardson Bay during a 2-day survey in October 2018. The vessel counts included 108 sailboats, 73 powerboats and 13 vessels that fit into the "other" category. This total does not include dinghies. Any vessel less than 12 feet in length was counted as a dinghy. There were sixty-seven (67) dinghies observed. The number of dinghies per vessel varied between 0 and 3. Kayaks and rowboats were not included in this survey.

One-hundred and twenty-two (122) vessels are registered with State. Twenty-three (23) vessels have U.S. Coast Guard documentation. Forty-nine (49) vessels have no visible registration.

One-hundred and twenty-seven (127) vessels (65%) have expired or no visible registration. Eighteen (18) of the 23 USCG documented vessels have expired registration.

Notes

- If a vessel was tethered to another vessel, and was greater than 12 feet in length, a new record was created for that vessel. However, if a vessel tethered to another vessel was less than 12 feet in length, and was capable of operating with a motor, it was tallied in the number of tenders.
- New vessels may not necessarily be a new vessel. There were several vessels that were unidentifiable during the Feb 2018 survey. A new vessel in October 2018 may be an unidentifiable vessel from the February 2018 survey. Matching images from different surveys is an option; however, during the next survey, there will be no way of confirming the identification of a vessel.