

RICHARDSON'S BAY REGIONAL AGENCY
Board of Directors Meeting Agenda
Thursday, May 13, 2021

<https://zoom.us/j/4425459156?pwd=ZTRlHdCRDQ2dU1PcllXZHNRZkNIQT09>

Zoom Meeting ID: 442 545 9156

Password: 520819

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

Please see above meeting notice information about options to comment remotely in advance, during the meeting via Zoom by writing "I wish to comment" in the chat feature, or via phone by typing *9 to raise your hand. You will be recognized to speak at the appropriate time during the agenda items.

4:30 PM: CALL TO ORDER IN REMOTE OPEN SESSION – ROLL CALL

ADJOURN TO CLOSED SESSION:

1) CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to California Government Code § 54956.9(d)(2).

Number of potential cases: Three.

5:30 PM: RECONVENE IN REMOTE OPEN SESSION

- 1) Call to order and roll call.
- 2) Consent Agenda. The Consent Agenda reflects those agenda items with prior policy approval from the Board and/or are administrative matters. Unless any item is specifically removed by a member of the Board, staff, or public in attendance, the Consent Agenda will be adopted by one motion.
 - a) Approve minutes of April 8, 2021.
- 3) Fiscal year 2021-2022 budget. Staff recommendation: Approve Resolution No. 02-21 adopting the fiscal year 2021-2022 budget.
- 4) 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.
- 5) Reports/comments: a) Staff report; b) Board Member matters.
- 6) Adjourn.

RICHARDSON'S BAY REGIONAL AGENCY

Board of Directors Meeting Notice

Thursday, May 13, 2021, 5:30 pm

Via Remote Zoom Meeting: <https://zoom.us/j/4425459156?pwd=ZTRlHdCRDQ2dU1PcIlXZHNRZkNIQT09>

Meeting ID: 442 545 9156

Passcode: 520819

Coronavirus (COVID-19) Advisory Notice: In compliance with local and state shelter-in-place orders, and as allowed by Executive Order N-29-20 (March 17, 2020), the Agency will not offer an in-person meeting location for the public to attend this meeting. Members of the public may offer public comment remotely from a safe location as described below. Members of the Board of Directors or staff may participate in this meeting electronically or via teleconference.

How to participate remotely: Comments may be emailed to chavel@marincounty.org in advance of the meeting; please write "Public Comment" in the subject line. Comments submitted at least one hour prior to the start of the meeting will be forwarded to the Board of Directors prior to the meeting start. Those received after this time will be shared with the Board members after the meeting.

The meeting will be available to the public through Zoom video conference. Those who do not have access to Zoom may access the meeting by calling one of the toll-free phone numbers below.

The Richardson's Bay Regional Agency (RBRA) is inviting you to a scheduled Zoom meeting.

Topic: RBRA Board of Directors Meeting, Thursday, May 13, 2021

Time: May 13, 2021 - 5:30 PM Pacific Time (US and Canada)

Join Zoom Meeting: <https://zoom.us/j/4425459156?pwd=ZTRlHdCRDQ2dU1PcIlXZHNRZkNIQT09>

Meeting ID: 442 545 9156

Passcode: 520819

One tap mobile: 1 669 900 9128 US (San Jose)

Find your local number: <https://zoom.us/u/ayYK5Oc1j>

The RBRA encourages that comments be submitted in advance of the meeting. Those members of the public using the Zoom video conference function who wish to comment on an agenda item for public comment may write "I wish to comment" in the chat section of the remote meeting platform, or click on "raise hand" when that item is underway. Those members of the public attending by telephone who wish to comment should press *9 on their keypad. The Clerk will unmute the speakers one at a time at the appropriate time for public comment.

Any member of the public who needs special accommodations in advance of the public meeting to attend may email the Agency at chavel@marincounty.org, or phone (415) 971-3919, and we will use our best efforts to provide assistance. If assistance is needed during the meeting, you may email jmalcolm@marincounty.org, and best efforts will be made to provide such assistance.

RICHARDSON'S BAY REGIONAL AGENCY

DRAFT MINUTES OF APRIL 8, 2021

Board of Directors Meeting

HELD REMOTELY VIA ZOOM

5:30 PM: CONVENE IN REMOTE OPEN SESSION

1. Call to order and roll call.

MEMBERS PRESENT: Steve Block (Belvedere); Stephanie Moulton-Peters (Marin County); Jim Wickham, Chair (Mill Valley); Alice Fredericks (Tiburon)

MEMBERS ABSENT: None

STAFF: Curtis Havel (Harbormaster); Jim Malcolm (Assistant Harbormaster); Jenna Brady (Legal Counsel)

2. Consent Agenda

- a. Approve minutes of March 11, 2021.

Board Member Alice Fredericks noted she was present at the March 11, 2021 meeting and asked for the roll call to be amended accordingly.

No comment from public.

M/S Moulton Peters/Fredericks, to approve the Consent Agenda. Motion passed unanimously.

3. Presentation of the Draft Richardson's Bay Eelgrass Protection and Management Plan (EPMP) by Rebecca Schwartz Lesberg, Coastal Policy Solutions. Staff recommendation: receive presentation, open and receive public comment, and provide direction for preparation of a final plan for Board adoption.

Questions from Vice Chair Moulton Peters, Member Block and Chair Wickham.

Comments received from Sonja Hansen, Eva Crysanthe, Alden Bevington, Barbara Salzman, Richard James, Casey Arndt, Andrew Weltz.

The Board directed staff to provide an additional comment period (30 days) for the public on the draft EPMP with a return to the Board in June or July for consideration for adoption.

4. Open time for public expression.

Comments received from Eva Crysanthe, Sonja Hanson, Richard James, Robbie Powelson, Peter Romanowski, Aida, Rudy Wyatt, Yuki Johnson, Michael Ortega, Brian Hagan, Rafael.

5. Reports/comments.

Harbormaster Havel informed the Board that efforts are being made to post video online.

Chair Wickham noted that a new Chair will be elected soon.

7:20 PM: ADJOURN TO CLOSED SESSION

- 1) CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to California Government Code § 54956.9(d)(2). Number of potential cases: One.

8:57 PM: RE-CONVENE IN REMOTE OPEN SESSION

Chair Wickham noted that direction was given to staff and counsel, and there was nothing to report.

6. Adjournment.

The meeting was adjourned at 8:59pm

RICHARDSON'S BAY REGIONAL AGENCY

STAFF REPORT

For the meeting of: May 13, 2021

To: RBRA Board of Directors
From: Curtis Havel, Harbormaster
Subject: Fiscal Year 2021-22 Budget

STAFF RECOMMENDATION:

Approve Resolution No. 02-21 adopting the annual RBRA budget for fiscal year 2021-22.

BACKGROUND:

Each year in April or May, the Board of Directors adopts a budget for the next fiscal year that begins July 1 and ends June 30.

In developing the fiscal year 2021-22 budget, staff considered the following factors:

1. Ongoing implementation of the RBRA's adopted Transition Plan to create a safer, healthier and well-managed anchorage;
2. Projected actual revenues and expenses for fiscal year 2020-21 and estimated expenses and revenues next year – including grant funding for abatement of marine debris and abandoned vessels, and eelgrass protection; and,
3. Reliance on member agency contributions for a significant portion of RBRA's revenue, recognizing city/county budget constraints.

DISCUSSION/ANALYSIS:

Ongoing Implementation of Transition Plan

The RBRA Board of Directors adopted a Transition Plan at its meeting of June 11, 2020. The Transition Plan includes policies for improved vessel conditions, supporting efforts for placement of vulnerable individuals on unseaworthy vessels on the bay into safe and secure alternative housing, reducing the number of live-aboard vessels to zero, and protecting and restoring eelgrass habitat.

The RBRA has made significant progress on all these fronts. Nearly all the unoccupied vessels have been removed from the anchorage, resulting in a much safer anchorage. About 20% of the vessels on the anchorage enrolled in the "Safe and Seaworthy" program. Approximately half of those vessels have been inspected and were found to be operable and serviceable. Most recently, the Board considered a Draft Eelgrass Protection and Management Program (EPMP). Direction given to staff was to keep the

draft relatively simple/straightforward and to minimize cost. While these objectives were achieved, many comments from the public are seeking a more thorough EPMP. Fortunately, the RBRA's consultant, Coastal Policy Solutions, successfully obtained grant funding from the Ocean Protection Council to support ongoing efforts to adopt and implement the EPMP.

Significant progress was made relating to outreach and alternative housing. The RBRA's consultant, Andrew Hening, successfully established a coalition of social service providers and raised awareness about the plight of vulnerable individuals living on unseaworthy vessels in the anchorage. Mr. Hening's efforts contributed to the assignment of two, full-time dedicated outreach case workers to South Marin, including Richardson's Bay. To date, approximately 15% of the anchorage has received assessment via the Vulnerability Index – Service Prioritization Decision Assistance Tool (VISPDAT) and are being assisted with documentation should an opportunity for housing placement arise.

Ultimately, the Transition Plan drives towards reducing the number of permanently moored vessels in Richardson's Bay to zero. To accomplish this, budget resources have been reprioritized to support contingencies related to connecting persons with contacts for housing alternatives and social services, as well as removal of vessels whose owners/occupants who did not enroll in the Safe and Seaworthy Program. These contingencies also acknowledge the evolving negotiations with the San Francisco Bay Conservation and Development Commission (BCDC) and demonstrate a commitment to managing the anchorage consistent with the RBRA's rules and regulations for anchoring in Richardson's Bay.

Projected fiscal year 2021-22 actuals and adjustments in expenses and revenues for next year

The proposed fiscal year budget 2021-22 (FY 21-22) maintains relatively flat with a 2% CPI increase.

Staffing:

The staffing structure for 2021-22 continues to include two, full-time staff people (a Harbormaster/Harbor Administrator and an Assistant Harbormaster). The Harbor Administrator would continue to be the administrator of the agency, report to the Board, administer the budget, oversee RBRA operations, represent the agency, and perform related duties and responsibilities. The Harbor Administrator also would continue to implement the agency's Transition Plan, including the *Safe & Seaworthy* program, the Eelgrass Protection and Management Plan, and coordination of outreach services for the anchorage. The Assistant Harbormaster would patrol, enforce regulations, assist with grant reimbursements, and support the Harbor Administrator in various assignments.

In order to continue implementation of the Transition Plan, including ongoing removal of unoccupied vessels, enforcement of time limits on incoming vessels, and

eventual removal of permanently anchored vessels, it is recommended that funding be made available for any additional assistance for housing placement outreach as well as support from law enforcement. As discussed above, the proposed budget accommodates contingencies for support of outreach services and law enforcement with financial resources from available fund balance.

The budget for this staffing structure is thus far a shifting of internal priorities within the existing budget, although an increase in funding may be required later in the fiscal year as operations move forward.

Revenues:

State of California Boating & Waterways Surrendered and Abandoned Vessels Exchange Program (SAVE): Staff has obtained a \$400,000 grant from the CA Boating & Waterways 2020 Surrendered and Abandoned Vessel Exchange Program.

Ocean Protection Council (OPC) grant: The RBRA accepted an award from the Ocean Protection Council's Coastal Resilience Grant Program in the amount of \$324,681.31, for purposes of finalizing and implementing RBRA's Eelgrass Protection and Management Plan.

Member agency contributions

The draft budget proposes to increase member contributions by 2% to keep up with consumer price index issues. The existing budget will enable ongoing existing staffing towards realizing a safe, healthy, and well-managed bay through implementation of the Transition Plan.

In recognition of COVID-19 stresses on public agency budgets, staff has endeavored to budget as prudently as possible while also providing support for successful transition efforts towards a time when fewer staff resources and other funds will be needed to simply maintain the anchorage rather than needing to invest in changes.

FISCAL IMPACT/NEXT STEPS:

Adoption of the budget will allow continued operation of the agency. Staff will continue to seek grant funding to support agency efforts.

Attach:

Draft Resolution No. 02-21
Proposed 2021-22 Budget
Member Agency Contributions

RICHARDSON'S BAY REGIONAL AGENCY

RESOLUTION NUMBER 02-21

OF THE RICHARDSON'S BAY REGIONAL AGENCY

ADOPTING A FISCAL YEAR 2021-22 BUDGET

WHEREAS, the Board of Directors annually establishes a budget of projected revenues and expenditures for the Richardson's Bay Regional Agency (RBRA); and

WHEREAS, RBRA staff has prepared a proposed 2021-22 budget that reflects cost estimates and revenue projections for the current and next fiscal years; and

WHEREAS, the proposed 2021-22 budget reflects an increase of two percent (2%) in member agency contributions, and proposes to expend funds from available fund balance; and

WHEREAS, the Board of Directors may make mid-year budget adjustments to reflect new grant commitments or additional assessments on member agencies to carry out the Board's direction; and

WHEREAS, the proposed budget was presented to the Board of Directors at its meeting of May 13, 2021, at which time the public had the opportunity to comment,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby adopts the attached budget for fiscal year 2021-22 in the amount of \$\$1,336,600

PASSED AND ADOPTED by the Board of Directors of the Richardson's Bay Regional Agency on May 13, 2021.

Votes:

CERTIFICATION:

Jim Wickham - Board Chair

Curtis Havel - Harbormaster

Richardson's Bay Regional Agency (RBRA)

FY 2021-22 Proposed Budget

EXPENDITURES		FY 20-21	FY 20-21	FY 21-22	
BUDGET ACC	DESCRIPTION	Budget	Projected	Proposed	Budget Notes
522510	PROFESSIONAL SERVICES	\$767,000	\$734,750	\$1,278,100	See Professional Services below**
521615	INSURANCE PREMIUMS	\$17,000	\$18,400	\$19,000	Property, liability
521310	COMMUNICATION	\$3,700	\$2,000	\$2,500	Internet, cell phone, Zoom, minor equip.
522925	RENTAL & OPER. LEASES	\$20,000	\$13,000	\$13,500	Office; RBRA vessel slips
523210	PROF. DEVEL. EXPENSES	\$1,600	\$1,000	\$2,000	Dues & continuing ed
523410	TRAVEL & MEETINGS	\$500	\$250	\$500	Remote meetings in FY21
522815	PUBLICATION	\$500	\$0	\$500	Legal and HR notices
522410	OFFICE EXPENSES	\$1,725	\$2,000	\$2,000	
521810	MAINT. & REPAIR - EQUIP	\$15,000	\$46,634	\$15,000	FY21: Grant for engine & misc equipment
523420	OIL AND GAS	\$2,800	\$2,000	\$3,500	Patrol vessel
	TOTAL EXPENDITURES	\$829,825	\$820,034	\$1,336,600	

In-house notes

PROFFSIONAL SVS.

PROF. SERVICES BREAKOUT		FY 20-21	FY 20-21	FY 21-22	
BUDGET ACC	DESCRIPTION	Budget	Projected	Proposed	Budget Notes
522545	LEGAL	\$35,000	\$30,000	\$35,000	Routine, enforcement, BCDC
522510	RAPID RESPONSE PROGRAM	\$7,000	\$7,000	\$7,000	Vessel retrieval/storm response
522715	LAB SERVICES	\$9,000	\$9,500	\$9,600	Water testing
522510	SPECIAL APPOINTMENT	\$350,000	\$300,000	\$360,000	Harbormaster + Asst. HM
522510	VESSEL ABATEMENT	\$275,000	\$282,000	\$432,000	SAVE grant + \$32K for commercial vessels
522510	ADMINISTRATION	\$17,000	\$17,000	\$19,000	Overhead, website
522510	AUDIT	\$9,000	\$0	\$9,500	Towards biennial audit
522510	WASTE AWEIGH PROGRAM	\$8,000	\$1,000	\$0	Program transitioned to subscription serv
525510	COORDINATED OUTREACH	\$22,000	\$22,000	\$0	FY 22: Performed through County grant
525510	EELGRASS MANAGEMENT		\$56,250	\$301,000	Primarily grant funded plan
522510	CONTINGENCY	\$35,000	\$10,000	\$55,000	Unforseen costs
522510	ADD'L TRANSITION IMPLEMENTATION			\$50,000	Unplanned costs
	SUBTOTAL - PROF SERVICES	\$767,000	\$734,750	\$1,278,100	

REVENUES		FY 20-21	FY 20-21	FY 21-22	
BUDGET ACC	DESCRIPTION	Budget	Projected	Proposed	Budget Notes
441115	INTEREST POOLED INVST	\$1,500	\$2,500	\$2,000	
	INTERGOVT REVS - FED	\$4,736	\$4,736	\$0	
451970	INTERGOVT REVS - STATE (SAVE)	\$250,000	\$250,000	\$400,000	SAVE grant
	INTERGOVT REVS - STATE (DBW-Vessel)		\$46,634		
	INTERGOVT REVS - Ocean Protection Grant	\$0	\$26,250	\$298,431	Eelgrass protection/mngt grant
	INTERGOVT REVS - COUNTY		\$15,000		FY21: Eelgrass plan, grant applications
	Subtotal	\$256,236	\$345,120	\$700,431	
461250	INTERGOVT REVS - LOCAL	\$573,589	\$573,589	\$586,169	RBRA Member Dues
	TOTAL REVENUES	\$829,825	\$918,709	\$1,286,600	
	USE OF FUND BALANCE			\$50,000	For unplanned transition costs
	TOTAL FUNDS AVAILABLE			\$1,336,600	

