



# Activity Report

**TO:** Board of Harbor Commissioners

**FROM:** Julie van Hoff, Director of Administrative Services

**THRU:** James B. Pruet, General Manager

**DATE:** November 16, 2022

**SUBJECT:** Administrative Activity Report for October 2022

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## Public Records Requests

- Working on William Holsinger, Esq. request for OPM records from 2012-2022. Sent two letters in October.
- Received request from John Ullom for copies of Sewer Authority MidCoast and potable water invoices.
- Received request from John Ullom for copies of emails regarding the 9/26/22 Special Meeting and OneShoreline.
- Received and responded to request for copies of the IT Support Services RFP as well as invoices paid to date against the contract with Think Connected.
- Received and responded to request from Carpenters Local 217 for copies for the Minerva Construction Bid on PPH Restroom Project.

## Grants

- In process of completing SAVE grant reimbursement request for 2 vessels at OPM.
- In process of completing a Boating Safety and Enforcement Equipment grant reimbursement request.
- Received \$75,478 from FEMA for COVID-19 assistance.
- Received \$594,865 from FEMA for dredging.
- In process of completing CalOES Hazard Mitigation Assistance grant.

## Financial

- Continued gathering lease documents and compiling spreadsheets to implement GASB 87 lease accounting.
- Gathering support and compiling spreadsheets for Other -Post Employment Benefits- GASB 75.

- Reviewing GASB 68 Pension journal entry and information provided by the independent auditor and CALPERS.
- Launched first Past Due Process in ERP system and distributed 10-day penalty letters.

### **Human Resources/Payroll**

- Continued follow-up with OE3 Health Insurance Trust Fund administrator on overpayment of health premiums, and coverage errors. Met with OE3 Director of Benefits to discuss outstanding issues and rates for next year.
- Transitioning paper based Human Resource information to ERP system.
- Reviewed applications for Customer Service Representative position.
- Attended webinar titled "HR Boot Camp for Special District".

### **Leases/CAPs/Special Events**

- Followed up with lessees regarding most recent proof of insurance documents and late submittals of Statement of Earnings.

### **Information Technology**

- Working on general processes and system optimizations in ERP system.
- Working on reconciling project accounting module with general ledger accounts.
- Kick off meeting for implementation of Office 365.

### **Other**

- In process of organizing District electronic and paper records.
- Completed training assignments to comply with CalOSHA.
- In process of organizing vehicle/vessel titles.
- Attended Government Affairs Committee meeting sponsored by Half Moon Bay Chamber of Commerce.

### Matrix of On-Going Activities

Number of:	Total FY 20/21	Total FY 21/22	July-October FY 22/23
A/P Checks	1,183	1,336	391
Payroll Direct Deposits	1,185	1,083	424
Personnel Action Forms	73	80	42
Recruitments	3	9	4
Employee Leaves/ Workers' Comp	15	23	5
Journal Entries	649	606	123
A/R Transactions-			
PPH	26,486	24,527	8,314
OPM	18,580	16,226	5,222
Draft Policies	4	2	6