

# RICHARDSON BAY REGIONAL AGENCY

## STAFF REPORT

For the meeting of November 16, 2023

**To:** Board of Directors  
**From:** Brad Gross, Executive Director  
**Subject:** Executive Director's Report

### STAFF RECOMMENDATION:

Receive and file.

Reporting period September 14, 2023 – November 13, 2023

### SUMMARY:

Fiscal:

- 1 Delivered 2<sup>nd</sup> notice for annual invoices to three RBRA agency members. Two members still have outstanding balances.
- 2 Worked with MHA and HHS staff to set up invoice and reporting for Temporary Housing Voucher Program. To date \$86,170.00 has been expended on this program.
- 3 Audit for FY22/23 by O'Connor & Company commenced on 10/18/23.
- 4 Met with County Budget Office to review audit documents and discuss future budget plans.

Administration:

- 1 The new website has been up and running since the end of August. The website still requires ample attention and updates, but the level of attention is beginning to wane.
- 2 Attended deposition for upcoming case(s).
- 3 Numerous meetings with County Counsel and outside counsel regarding ongoing operations.
- 4 Secured new insurance coverage with current carrier. Both premium and retention were increased as discussed at past meetings but within expectations, and confirmed after review by our insurance broker and outside insurance consultant.
- 5 One claim was received during this reporting period and has been denied, appealed to the Chair which was subsequently denied by County Counsel due to untimely filing.
- 6 Worked with RGS staff on Deputy Harbor Master recruitment. Qualified applicants have been interviewed, a short list was developed, and a provisional

offer of employment was presented on 11/9/23 with an anticipated start date of 12/1/23.

BCDC:

- 1 Met with Enforcement Committee Staff monthly. Discussed agreement status, timeline, vessel removals and extensions.
- 2 Received verbal tentative approval for extension from BCDC staff for floating home. Waiting for concurrence and written confirmation.
- 3 Received response regarding EPZ signage and planning work has commenced.
- 4 A new date has been established for all vessels except Safe and Seaworthy to depart anchorage by 10/15/24.

Housing:

- 1 The program initiated 5/1/23, and since inception, four anchor outs housed, 7 participating, 1 in the queue to participate, and 2 have vouchers and are now seeking housing.
- 2 Housing Team meetings are now every two weeks to review, communicate, and to continue improve the Housing Voucher Program. These meetings have proven to be productive.
- 3 Weekly meeting with South Marin Case workers.
- 4 September 16, while in Sausalito, met with housing and anchor out advocate.
- 5 Episcopal Community Services assigned a dedicated case worker for anchor outs and has initiated shoreside meeting and on the water outreach.

Vessel Buy Back Program:

- 1 Three vessels and one floating home were purchased during the reporting period. Two of the vessels were turned in as part of the Housing Voucher Program.

Richardson Bay:

- 1 Communications with Harbor Master Malcolm on consistent basis for briefings on activities in the anchorage and throughout the bay.
- 2 Continue working with vessel owners and anchor outs on solutions to achieve our next BCDC Agreement milestone in 10/15/24.
- 3 Worked with outside counsel and Harbor Master Malcolm developing vessel notifications and strategized on timing of posting and progressive procedures for notifications up to and including administrative citations.

Eelgrass:

- 1 Board approved contract with Coastal Policy Solutions (CPS) working with Merkel & Associates to function as project manager of the U.S. Environmental Protection Agency San Francisco Water Quality Improvement Fund Grant. Work has commenced and updates will be provided by CPS.

- 2 Eelgrass Protection Zone signage project continues with anticipated installation by 10/24.

Sausalito:

- 1 Met with Sausalito Harbor Masters (3) solutions to floating homes, liveaboards and housing.
- 2 Met with Sausalito marina owner to explore opportunities for vessels and floating homes.
- 3 Provided comments on Sausalito Eelgrass Restoration Policy.

Grants:

- 1 Received updates on all grants, grant balances and applications.
- 2 Harbor Master Malcolm secured \$275,000 For Save Grant cycle 23/24. Seeking approval from Board on 11/16/23.

Public Outreach:

- 1 Weekly meetings with Progress Public Affairs to update and strategize.
- 2 Met with anchor outs, housing advocates and president of the Richardson Bay Anchor Out Association while in Sausalito on 9/15/23.
- 3 A new newsletter was produced and distributed on 10/31/23.
- 4 Regular updates and postings to new website.
- 5 Communication with press on a frequent basis.
- 6 Responded to multiple calls and emails from past and current anchor outs.

General:

- 1 Harbor Master Malcolm, Board Clerk Karen Prows working with County Counsel continue to dedicate extensive time to respond to the current Public Records Act request. The level of attention has been consistent between the last reporting period.
- 2 Email brief to Senator McGuire's office on RBRA activities- EPA grant, eelgrass, and temporary housing voucher program
- 3 Following anchor out issues in Alameda and providing public comments at all meetings and in writing to express concern regarding enforcement efforts in the Oakland/Alameda resulting in overspill coming to Richardson Bay.
- 4 Continue to work with staff at RGS to develop RBRA records retention policy.