



Special Public Session of April 26, 2018

Santa Cruz Port Commission
Policy-Operations Committee Meeting
MINUTES

Committee Members Present:

Dennis Smith
Toby Goddard

Staff Present:

Marian Olin, Port Director
Holland Mac Laurie, Admin. Services Manager
Latisha Marshall, Harbormaster
Emma Olin, Admin. Assistant I

Committee-Chair Smith called the special public session to order at 3:02 PM at the Santa Cruz Harbor Public Meeting Room, 365 A Lake Avenue, Santa Cruz, CA 95062.

1. Oral Communication (*There was no discussion on this agenda item*)
2. Review Proposed Vessel Insurance Standards

Discussion: The Policy-Operations Committee met to discuss and refine a vessel insurance policy recommendation to present to the full Commission for consideration.

Committee-Chair Smith stated that the Policy-Operations Committee held a special public meeting on August 16, 2017, and again on March 13, 2018, to discuss the development of a vessel insurance policy and receive stakeholder input.

Port Director Olin stated that staff has prepared draft ordinance language, a draft policy, and a revised policy administration proposal for review and consideration by the committee.

Commissioner Goddard suggested that the proposed draft ordinance language be modified to say, "all vessels must be insured in accordance with Port District policies to retain a slip license." Committee-Chair Smith agreed, stating that he is supportive of Commissioner Goddard's revision to the ordinance language.

Commissioner Goddard stated that he is supportive of the draft policy and administration proposal as presented. He stated that the draft policy reflects public interest and incorporates ideas and feedback received from stakeholders. Committee-Chair Smith agreed.

Administrative Services Manager Mac Laurie stated that the draft policy is intended to be general in nature, to allow flexibility of application. She stated that in the event future revisions to the vessel insurance requirements are warranted (i.e. change to the type and/or amount of insurance), all changes

can be addressed on a policy level, rather than requiring an ordinance modification.

Port Director Olin stated that staff recognizes that a transition period will exist following policy implementation. During this transition period, which is estimated to last approximately six months to one year, staff will further develop the administrative procedures necessary to monitor and achieve compliance. She stated that staff recommends an interim compliance report be presented in fall 2019, and that enforcement action be delayed until after the interim Commission review in fall 2019.

Commissioner Goddard expressed concern about the administrative burden associated with monitoring policy expirations on a monthly basis, rather than annually. Committee-Chair Smith agreed and stated that an interim compliance report will give staff the opportunity to evaluate best practices and determine if any administrative changes are necessary.

Administrative Services Manager Mac Laurie stated that the current marina management software program provides a tracking mechanism for insurance information, so staff will have the ability to monitor expiring policies on a monthly basis and send courtesy reminders, as needed.

A discussion ensued regarding a modification to the slip license agreement (SLA), if the proposed policy is approved. Administrative Services Manager Mac Laurie stated that an amendment to the SLA may not be required, as the SLA does not comprehensively list all Port District ordinances, yet each ordinance is still fully enforceable. Committee-Chair Smith suggested that ordinance booklets be distributed upon signing a new SLA.

Port Director Olin stated that the committee's recommendations will be brought to the full Commission for consideration at the regular public session of May 22, 2018.

A discussion ensued regarding the additional insured endorsements requirement. Committee-Chair Smith invited insurance industry representatives to attend the regular public session of May 22, 2018, to help answer questions relative to vessel insurance and additional insured endorsements.

Committee-Chair Smith adjourned the special public committee meeting at 4:13 PM.


Marian Olin, Port Director