



Special Closed & Regular Public Session of December 12, 2017

**Santa Cruz Port Commission
MINUTES**

Commissioners Present:

Toby Goddard	Chairman
Dennis Smith	Vice-Chairman
Reed Geisreiter	Commissioner
Stephen Reed	Commissioner
Darren Gertler	Commissioner

SPECIAL PUBLIC SESSION – 4:00 PM

Chairman Goddard brought the special public session to order at 4:00 PM at the Santa Cruz Harbor Office, 135 Fifth Avenue, Santa Cruz, CA 95062.

1. Oral Communication (*There was no discussion on this agenda item*)
2. Announcement of Closed Session Pursuant to Government Code (Ralph M. Brown Act) Section 54957.6 and 54956.8.

At 4:01 PM, Chairman Goddard announced the Commission will meet in closed session to discuss agenda items 3 and 4.

SPECIAL CLOSED SESSION

3. Conference with Labor Negotiators
Agency Designated Representative: M. Olin
Employee Organization: Harbor Employees' Association, Operating Engineers Local No. 3 and Harbor Management Group
4. Conference with Real Property Negotiators
Property: 616 Atlantic Avenue
Agency Designated Representative: M. Olin
Negotiating Parties: Aldo's Restaurant
Under Negotiation: Lease

SPECIAL PUBLIC SESSION

5. Action and Vote Disclosure after Closed Session Pursuant to Government Code (Ralph M. Brown Act) Section 54957.1.

Chairman Goddard announced that the Commission took no reportable action in closed session on items 3 and 4.

Chairman Goddard adjourned the special open session following the closed meeting at 4:55 PM.

REGULAR PUBLIC SESSION – 5:00 PM

Chairman Goddard brought the regular public session to order at 5:05 PM at the Santa Cruz Harbor Public Meeting Room, 365 A Lake Avenue, Santa Cruz, CA 95062.

6. Pledge of Allegiance
7. Oral Communication

Slip renter Greg Cotten distributed informational material to the Commission about available resources for the homeless population in Santa Cruz. Port Director Olin thanked Mr. Cotten for his contribution and stated that she will share the information with Harbormaster Marshall.

Vice-chairman Smith thanked the dredge crew for their hard work deepening the fairways in the north harbor.

Commissioner Goddard stated that the Lighted Boat Parade was a success. He thanked staff for their hard work at the event. Commissioner Gertler agreed and suggested that staff consider operating the launch ramp shuttle van during next year's Lighted Boat Parade to promote visitor parking in the 7th and Brommer Overflow Parking Lot.

CONSENT AGENDA

8. Approval of Minutes
 - a) Special Closed & Regular Public Session of November 28, 2017

MOTION: Motion made by Commissioner Reed, seconded by Vice-chairman Smith to approve the consent agenda.
- *Motion carried unanimously.*

REGULAR AGENDA

9. Approval of Resolution 17-12 – Adopting the Memorandum of Understanding Between Santa Cruz Port District and the Harbor Employees' Association

Discussion: Port Director Olin stated that negotiations with the Harbor Employees' Association (HEA) began in October 2017. She stated that the Port District

and the HEA have engaged in negotiations on a new contract and highlighted the following:

- 3-year labor contract
- Implements updates to the Classification and Compensation Study originally completed by Public Sector Personnel Consultants in 2014
- Implements cost-of-living increases each year of contract (3%, 3%, 1.5%)

Port Director Olin stated that staff recommends approval of Resolution 17-12, which adopts negotiated terms of the Memorandum of Understanding between the Port District and HEA.

Port Director Olin added that when all bargaining units have completed negotiations, staff will present a consolidated salary schedule to comply with CalPERS requirements.

MOTION: Motion made by Commissioner Geisreiter, seconded by Vice-Chairman Smith to approve resolution 17-12, adopting the Memorandum of Understanding between Santa Cruz Port District and the Harbor Employees' Association.

- *Motion carried unanimously.*

10. Approval of Resolution 17-13 – Adopting the Memorandum of Understanding Between Santa Cruz Port District and the Operating Engineers Local No. 3

Discussion: Port Director Olin distributed copies of the proposed Memorandum of Understanding (MOU) between the Port District and the Operating Engineers Local No. 3 (OE3).

Port Director Olin stated that the Port Commission met in closed session prior to tonight's meeting and reached a tentative agreement with Operating Engineers Local No. 3 (OE3), and highlighted the following:

- 2-year labor contract
- Implements updates to the Classification and Compensation Study originally completed by Public Sector Personnel Consultants in 2014
- Implements cost-of-living increases each year of contract (3%, 3%)
- Changes position titles from Supervising Harbor Maintenance Worker and Harbor Maintenance Worker I, II and III (Assigned to Dredging Operations) to Supervising Harbor Dredge Worker and Harbor Dredge Worker I, II, III

In response to a question posed by Chairman Goddard, Port Director Olin confirmed that there have been no changes to the job descriptions for the Harbor Dredge Worker positions. She stated that all cross-over duties with Facilities will remain intact.

Port Director Olin stated that staff recommends approval of Resolution 17-13, which adopts negotiated terms of the Memorandum of Understanding between the Port District and OE3.

MOTION: Motion made by Commissioner Reed, seconded by Commissioner Gertler to approve resolution 17-13, adopting the Memorandum of Understanding between Santa Cruz Port District and the Operating Engineers Local No. 3.
– *Motion carried unanimously.*

11. Nomination for Position of Regular Special District Member on the Consolidated Redevelopment Oversight Board for Santa Cruz County

Discussion: Port Director Olin stated that LAFCO is beginning the appointment process for the independent special districts' member and alternate on the Consolidated Redevelopment Oversight Board in Santa Cruz County. Port Director Olin stated that staff recommends nominating Commissioner Geisreiter for the position.

Commissioner Geisreiter stated that he has been serving on the Redevelopment Oversight Board as a member of the public and is interested in continuing to serve on the consolidated board.

In response to a question posed by Commissioner Reed, Commissioner Geisreiter stated that he would abstain from voting on any issues presented by the Consolidated Redevelopment Oversight Board that may present a conflict of interest for the Port District.

Vice-chairman Smith asked for additional information about the nomination process. Port Director Olin stated that LAFCO oversees the appointment process and has sent a letter to all special districts in Santa County requesting nominations. She stated that the letter is included in the staff report.

Commissioner Reed stated that he is supportive of nominating Commissioner Geisreiter for the position of regular special district member on the Consolidated Redevelopment Oversight Board.

MOTION: Motion made by Commissioner Reed, seconded by Vice-chairman Smith to nominate Commissioner Geisreiter for position of regular special district member on the Consolidated Redevelopment Oversight Board for Santa Cruz County.
- *Motion carried unanimously.*

12. Election of Port Commission Officers for 2018

Discussion: Port Director Olin thanked Chairman Goddard for his service as Chairman in 2017, and expressed her appreciation for his assistance and support throughout the year.

MOTION: Motion made by Commissioner Geisreiter, seconded by Commissioner Gertler to nominate Vice-chairman Smith for Chairman, and Commissioner Reed for Vice-chairman for 2018.
- *Motion carried unanimously.*

13. Approval of Cash / Payroll Disbursements – November 2017

Discussion: Vice-chairman Smith inquired about Warrant #48828 – Asphalt for North Harbor Parking Lot Repairs, and he suggested that the Port District allocate funding in the FY19 budget for parking lot repairs.

MOTION: Motion made by Vice-Chairman Smith, seconded by Commissioner Reed to approve the Cash / Payroll Disbursements for November 2017, in the amount of \$449,705.78.
- *Motion carried unanimously.*

INFORMATION

14. Port Director's Report

California Regional Water Quality Control Board (CRWQCB)

Port Director Olin stated that Steve Krcik of Red Hills Environmental has successfully uploaded the harbor's sediment test data to the California Environmental Data Exchange Network (CEDEN) for the 2016/17 dredge season. She stated that the uploaded data has expanded sediment testing for polychlorinated biphenyls (PCBs). She reported that the PCB testing indicated that harbor sediment was free of PCB contamination.

Commissioner Reed requested a copy of the data that was uploaded to CEDEN. Port Director Olin stated that it is likely that the results are in raw data format, but that she will follow up with Mr. Krcik.

Twin Lakes Beachfront Project Update

Port Director Olin stated that the County of Santa Cruz's Twin Lakes Beachfront Improvement Project has made significant progress and is currently ahead of schedule.

Port District Recruitment

Port Director Olin introduced and welcomed two employees to their new positions at the harbor:

- Jason Laine, *Harbor Maintenance Worker II*
- Jeremy Bodas, *Harbor Maintenance Worker II (Provisional)*

Assembly Bill 1129

Port Director Olin stated that she and Chairman Goddard met with Assembly Member Mark Stone to discuss Assembly Bill 1129. She stated that the bill is currently inactive, but if approved, the bill will not change permitting processes for the harbor. She stated that its primary purpose is to provide a mechanism for assessing civil penalties for permit violations.

US Army Corps of Engineers Work Plan

Port Director Olin stated that she has submitted a U.S. Army Corps of Engineers work plan funding request to Senator Harris' office in the amount of \$449,000 (\$385,000 for annual funding plus \$64,000 in shortfall funding) to reimburse the Port District for expenditures related to dredging the federal entrance channel.

15. Harbormaster's Report (*There was no discussion on this agenda item*)
16. Facilities Maintenance & Engineering Manager's (FME) Report

Commissioner Reed asked for an update on dredging operations. Port Director Olin stated that crews are dredging both the federal entrance channel and the north harbor concurrently. She stated that FME Kerkes will purchase a new flange for *Twin Lakes*, so that the crew can effectively address the remaining material shoaling the north-west corner of the entrance channel later this season.

Port Director Olin stated that the pumpout facility, located at the harbor's fuel dock, is currently not operational. She stated that staff submitted a grant application to replace the pumpout facility to the Division of Boating and Waterways (DBW) in June 2017, but DBW's grant review process is currently backlogged. She reported that staff will try to implement a repair, and continue efforts to expedite the grant.

In response to a question posed by Vice-chairman Smith, Port Director Olin stated that staff has scheduled a building inspection of 333 Lake Avenue to learn more about the current structural condition of the building.

17. Review of Financial Reports *(There was no discussion on this agenda item)*
 - a) Comparative Seasonal Revenue Graphs
18. Crime / Incident / Citation Report – November 2017 *(There was no discussion on this agenda item)*
19. Port Commission Review Calendar / Follow-Up Items

Chairman Goddard asked which Commissioners need to complete 2018 ethics training. Administrative Services Manager Mac Laurie stated that she will follow up and notify Commissioners soon.

Chairman Goddard adjourned the regular public session at 5:49 pm.

Dennis Smith, Chairman

Santa Cruz Port District
Resolution 18-01

January 23, 2018

On the motion of _____

Duly seconded by _____

A resolution authorizing the Port Director to execute documents accepting a Clean Vessel Act Pumpout Grant from the State of California Division of Boating and Waterways.

WHEREAS, the State of California Division of Boating and Waterways funds a Clean Vessel Act Pumpout Grant Program to help fund the construction, renovation, operation, and maintenance of pumpout and dump stations to service pleasure craft; and,

WHEREAS, the grant program will reimburse the District for up to 75% of the installed cost of pumpout, which includes the cost of new equipment, or the renovation of existing equipment, and other miscellaneous equipment needed for a complete and efficient station; and,

WHEREAS, the total estimated cost of the project is not-to-exceed \$20,000; and

WHEREAS, the Port District is required to fund a 25% matching contribution for participation in this grant program, which can include cash, the fair market value of any labor or materials provided, or a combination thereof; and,

WHEREAS, the Port District's 25% matching contribution will not exceed \$5,000.

NOW, THEREFORE, BE IT RESOLVED that the Santa Cruz Port District Commission hereby authorizes the Port Director to execute contract documents for the Clean Vessel Act Pumpout grant.

PASSED AND ADOPTED, by the Santa Cruz Port District Commission this 23rd day of January, 2018, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Approved by:

Dennis Smith, Chairman
Santa Cruz Port Commission

Santa Cruz Port District
Resolution 18-02
January 23, 2018

ON THE MOTION OF _____

DULY SECONDED BY _____

A resolution of the Santa Cruz Port District Commission declaring that governing body members and volunteers shall be deemed to be employees of the District for the purpose of providing workers' compensation coverage for said certain individuals while providing their services.

WHEREAS, Santa Cruz Port District utilizes the services of Governing Body Members and Volunteers; and

WHEREAS, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

WHEREAS, the Governing Body wishes to extend Workers' Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark in the box to the left of the descriptions:

- All members of the Governing Body of the Port District as presently or hereafter constituted and/or
- All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
- Individuals on Work-study programs
- Interns
- Other Volunteers
- _____

[designate]

NOW THEREFORE, BE IT RESOLVED, that such persons coming within the categories specified above, including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of the Port District for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Governing Body Members and other designated individuals will not be considered an employee of the Port District for any purpose other than for such Workers' Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Governing Body Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of Santa Cruz Port District.

PASSED AND ADOPTED by the Santa Cruz Port Commission, this 23rd day of January, 2018, by the following vote:

AYES _____

NOES _____

ABSENT _____

APPROVED BY:

Dennis Smith, Chairman
Santa Cruz Port Commission



TO: Port Commission

FROM: Marian Olin, Port Director

DATE: January 17, 2018

SUBJECT: Approval of Resolution 18-03, approving an amended, consolidated salary schedule for the Harbor Management Group, Harbor Employees' Association, Operating Engineers Local No. 3 and unrepresented employees, and approval of salary and benefit agreement between Santa Cruz Port District and Harbor Management Group.

Recommendation: *Approve of Resolution 18-03, approving an amended, consolidated salary schedule for represented and unrepresented employees of the Santa Cruz Port District; and, approve amended salary and benefit agreement between the Santa Cruz Port District and Harbor Management Group.*

BACKGROUND

The Port Commission approved labor agreements with the Harbor Employees' Association (HEA) and Operating Engineers Local No. 3 (OE3) at its public meeting of December 12, 2017. The labor agreements are effective January 1, 2018.

The Port Commission has reached agreement on a salary and benefit package for the Harbor Managers Group, which is commensurate with the agreement reached with HEA. The Commission reviewed the salary and benefit proposal in closed session on December 12, 2017. The amended salaries for the Harbor Management Group are presented for approval in Resolution 18-03, which consolidates the salary schedule for all represented and unrepresented employees.

Additionally, California law mandates an increase to minimum wage effective January 1, 2018, and changes to other unrepresented positions are recommended based on internal equities.

ANALYSIS

Staff recommends approval of Resolution 18-03 (Attachment A), which amends the salary schedules for represented and unrepresented positions; and, consolidates the salary schedule based on the agreements between the Port District employee bargaining groups as summarized below:

1. Salaries:
 - a. Harbor Management Group: Effective January 16, 2018, implement a 3% increase to the Grade and Step Plan, and implement the salary survey update which results in a single grade increase to the Administrative Services Manager, Harbormaster and Facilities, Maintenance and Engineering positions from Grade 28 to Grade 29.

- Effective January 1, 2019, implement a 3% increase to the Grade and Step Plan, and a single grade increase to the Administrative Services Manager, Harbormaster and Facilities, Maintenance and Engineering positions from Grade 29 to Grade 30. Effective January 1, 2020, implement a 1.5% increase to the Grade and Step Plan.
- b. Harbor Employees Association: Effective January 1, 2018, consolidate the 3% increase to the Grade and Step Plan on the salary schedule and salary survey update which results in a single grade increase to the Harbor Maintenance Worker I, II and III positions. Effective January 1, 2019, consolidate the 3% increase to the Grade and Step Plan on the salary schedule. Effective January 1, 2020, consolidate the 1.5% increase to the Grade and Step Plan on the salary schedule.
 - c. Operating Engineers Local No. 3: Effective January 1, 2018, consolidate the 3% increase to the Grade and Step Plan and survey update which results in a single grade increase to the Supervising Harbor Dredge Worker and Harbor Dredge Worker I, II and III positions. Effective January 1, 2019, consolidate the 3% increase to the Grade and Step Plan.
 - d. Unrepresented Employees: Increase wages to align with California minimum wage standards effective January 1, 2018, and increase the pay rate for the Harbor Maintenance Worker I, II and III and Provisional Parking Coordinator positions by 3%.
2. Commensurate with HEA and OE3 labor agreements effective January 1, 2018, tentative agreement on other salary and benefits (Attachment B) for the Harbor Management Group are summarized below:
- a. Medical Coverage – Increase District cap for Employee + one dependent and Employee + two or more dependents.
 - b. Med In Lieu – For employees hired prior to January 16, 2015, reduce med-in-lieu over term of contract to \$250 per month after January 1, 2020. Savings to District to be allocated to increase District cap for Employee + one and Employee + two or more dependents.
 - c. Vacation – Accrue vacation on semi-monthly basis effective January 1, 2019.
 - d. Personnel Policies Handbook to be updated.

Resolution 18-03 is included as Attachment A, and Exhibit 1 to the resolution contains the actual salary schedule. The salary schedule consolidates all current classifications and contract employees, including those represented by the various bargaining units and currently adopted Memoranda of Understanding (MOU) for represented employees and those for unrepresented employees.

IMPACT ON PORT DISTRICT RESOURCES

Approving the consolidated salary schedule does change or alter financial impacts associated with the represented labor agreements, which were previously approved by the Port Commission.¹ The

¹ Harbor Employees Association and Operating Engineers Local No. 3 labor agreements were approved by the Port Commission on December 12, 2017.

maximum benefited cost increases over the prior year for the Harbor Management Group are calculated below.

HARBOR MANAGEMENT GROUP PROPOSAL

MAX COST INCREASES OVER PRIOR YEAR WITH IMPLEMENTATION OF SURVEY OVER 2 YRS
(1-1-2018 AND 1-1-2019)

	2018	2019	2020
SALARIES	\$ 23,868	25,848	5,148
OVERHEAD	13,041	14,123	2,813
	\$ 36,909	\$ 39,971	\$ 7,961
% OF TOTAL BUDGET	0.4%	0.5%	0.1%
	3-YR TOTAL: \$ 84,842		

Notes:

1. Includes 3 HMG employees
2. Cost increases based on top step.
3. Overhead includes employer taxes, CalPERS at various tiers; medical; dental; Life-LTD-ADD (54.64%)

The actual cost to the Port District is estimated to be lower because not all management employees have progressed to the top step of the salary schedule.

The California minimum wage increase impacts approximately 9 current employees, and two current employees are impacted by wage increases to the Harbor Maintenance Worker I and Parking Coordinator – Provisional positions. The maximum benefited cost increase over the prior year totals for unrepresented employees is estimated at \$8,983 for calendar year 2018.

- ATTACHMENT –
- A. Resolution 18-03 – Consolidating and adopting amendments to the salary schedule for represented and unrepresented Santa Cruz Port District employees
 - B. Tentative Agreement on Salary and Benefits between Santa Cruz Port District and Harbor Management Group

Santa Cruz Port District
Resolution 18-03
January 23, 2018

ON THE MOTION OF _____

SECONDED BY _____

A resolution of the Santa Cruz Port District Commission consolidating and adopting amendments to the salary schedule for represented and unrepresented Santa Cruz Port District employees.

WHEREAS, pursuant to California Government Code Section 20636 (b)(1), the Port Commission shall periodically adopt a pay schedule for all Port District employees; and

WHEREAS, the Government Code of Regulations (CCR) Section 570.5 further clarifies that the pay schedule be approved and adopted by the governing body; and

WHEREAS, the pay schedule consolidates all of the currently approved salaries from the various Memoranda of Understandings, Contracts and Resolutions for represented employees as well as for all unrepresented employees; and

WHEREAS, all of the salary pay rates and ranges have previously been approved by Resolution, except the changes detailed in Exhibit 1 of this Resolution, which increase the pay ranges for the Harbor Management Group employees by 3% effective January 16, 2018, and 3% effective January 1, 2019, and 1.5% effective January 1, 2020, and increases Harbor Management Group positions by one salary grade, from Grade 28 to Grade 29 effective January 16, 2018, and from Grade 29 to Grade 30 effective January 1, 2019. Wages for unrepresented employees will increase to align with California minimum wage standards effective January 1, 2018, and the pay rate for the following unrepresented positions will increase by 3%: Harbor Maintenance Worker I, II and III; Parking Coordinator – Provisional.

NOW, THEREFORE, BE IT RESOLVED, that the Santa Cruz Port District Commission does hereby:

1. adopt the amended consolidated salary schedule (Exhibit 1) adjusting the pay ranges for the Harbor Management Group employees by 3%, effective January 16, 2018, and 3% effective January 1, 2019, and 1.5% effective January 1, 2020; and
2. increase the Harbor Management group positions by one salary grade, from Grade 28 to Grade 29 effective January 16, 2018, and from Grade 29 to Grade 30 effective January 1, 2019; and
3. increase wages for unrepresented employees to align with California minimum wage standards effective January 1, 2018; and
4. increase wages for the following unrepresented positions by 3%: Harbor Maintenance Worker I, II and III; Parking Coordinator – Provisional.

PASSED AND ADOPTED by the Santa Cruz Port Commission, this 23rd day of January, 2018, by the following vote:

AYES _____

NOES _____

ABSENT _____

APPROVED BY:

Dennis Smith, Chairman
Santa Cruz Port Commission

Santa Cruz Port District
MONTHLY SALARY RANGES BY POSITION
2018

Santa Cruz Port District Full Time Equivalent Employees -- All Positions

Effective	Position	Bargaining Group	Salary Grade	Monthly Salary Range/Step*						
				1	2	3	4	5	6	7
1/1/2018	Accounting Technician	HEA	20	\$4,225	\$4,436	\$4,658	\$4,891	\$5,135	\$5,392	\$5,662
1/1/2018	Administrative Assistant I	HEA	20	\$4,225	\$4,436	\$4,658	\$4,891	\$5,135	\$5,392	\$5,662
1/16/2018	Administrative Services Manager	HMG	29	\$6,554	\$6,882	\$7,226	\$7,587	\$7,967	\$8,365	\$8,783
1/1/2018	Boatyard Supervisor	HEA	22	\$4,658	\$4,891	\$5,135	\$5,392	\$5,662	\$5,945	\$6,242
1/1/2018	Boatyard Crew	HEA	17	\$3,650	\$3,832	\$4,024	\$4,225	\$4,436	\$4,658	\$4,891
1/1/2018	Customer Service Representative	HEA	19	\$4,024	\$4,225	\$4,436	\$4,658	\$4,891	\$5,135	\$5,392
1/1/2018	Deputy Harbormaster	HEA	20	\$4,225	\$4,436	\$4,658	\$4,891	\$5,135	\$5,392	\$5,662
1/1/2018	Facilities Coordinator	HEA	19	\$4,024	\$4,225	\$4,436	\$4,658	\$4,891	\$5,135	\$5,392
1/16/2018	Facilities Maintenance and Eng Manager	HMG	29	\$6,554	\$6,882	\$7,226	\$7,587	\$7,967	\$8,365	\$8,783
1/1/2018	Harbor Maintenance Worker I	HEA	16	\$3,475	\$3,650	\$3,832	\$4,024	\$4,225	\$4,436	\$4,658
1/1/2018	Harbor Dredge Worker I	OE3	16	\$3,475	\$3,650	\$3,832	\$4,024	\$4,225	\$4,436	\$4,658
1/1/2018	Harbor Maintenance Worker II	HEA	18	\$3,832	\$4,024	\$4,225	\$4,436	\$4,658	\$4,891	\$5,135
1/1/2018	Harbor Dredge Worker II	OE3	18	\$3,832	\$4,024	\$4,225	\$4,436	\$4,658	\$4,891	\$5,135
1/1/2018	Harbor Maintenance Worker III	HEA	20	\$4,225	\$4,436	\$4,658	\$4,891	\$5,135	\$5,392	\$5,662
1/1/2018	Harbor Dredge Worker III	OE3	20	\$4,225	\$4,436	\$4,658	\$4,891	\$5,135	\$5,392	\$5,662
1/16/2018	Harbormaster	HMG	29	\$6,554	\$6,882	\$7,226	\$7,587	\$7,967	\$8,365	\$8,783
7/29/2016	Port Director	NA	NA	\$9,167	NA	NA	NA	NA	NA	\$12,229
1/1/2018	Senior Deputy Harbormaster	HEA	22	\$4,658	\$4,891	\$5,135	\$5,392	\$5,662	\$5,945	\$6,242
1/1/2018	Supervising Harbor Maintenance Worker	HEA	22	\$4,658	\$4,891	\$5,135	\$5,392	\$5,662	\$5,945	\$6,242
1/1/2018	Supervising Harbor Dredge Worker	OE3	23	\$4,891	\$5,135	\$5,392	\$5,662	\$5,945	\$6,242	\$6,554

*Ranges shown are paid semi-monthly

Bargaining Groups:

- HMG = Harbor Management Group
- HEA = Harbor Employees Association
- OE3 = Operating Engineers Local No. 3

Santa Cruz Port District
MONTHLY SALARY RANGES BY POSITION
2019

Santa Cruz Port District Full Time Equivalent Employees -- All Positions											
Effective	Position	Bargaining Group	Salary Grade	Monthly Salary Range/Step*							
				1	2	3	4	5	6	7	
1/1/2019	Accounting Technician	HEA	20	\$4,352	\$4,570	\$4,798	\$5,038	\$5,290	\$5,554	\$5,832	
1/1/2019	Administrative Assistant I	HEA	20	\$4,352	\$4,570	\$4,798	\$5,038	\$5,290	\$5,554	\$5,832	
1/1/2019	Administrative Services Manager	HMG	30	\$7,089	\$7,443	\$7,815	\$8,206	\$8,617	\$9,048	\$9,501	
1/1/2019	Boatyard Supervisor	HEA	22	\$4,798	\$5,038	\$5,290	\$5,554	\$5,832	\$6,124	\$6,430	
1/1/2019	Boatyard Crew	HEA	17	\$3,760	\$3,947	\$4,145	\$4,352	\$4,570	\$4,798	\$5,038	
1/1/2019	Customer Service Representative	HEA	19	\$4,145	\$4,352	\$4,570	\$4,798	\$5,038	\$5,290	\$5,554	
1/1/2019	Deputy Harbormaster	HEA	20	\$4,352	\$4,570	\$4,798	\$5,038	\$5,290	\$5,554	\$5,832	
1/1/2019	Facilities Coordinator	HEA	19	\$4,145	\$4,352	\$4,570	\$4,798	\$5,038	\$5,290	\$5,554	
1/1/2019	Facilities Maintenance and Eng Manager	HMG	30	\$7,089	\$7,443	\$7,815	\$8,206	\$8,617	\$9,048	\$9,501	
1/1/2019	Harbor Maintenance Worker I	HEA	16	\$3,579	\$3,760	\$3,947	\$4,145	\$4,352	\$4,570	\$4,798	
1/1/2019	Harbor Dredge Worker I	OE3	16	\$3,579	\$3,760	\$3,947	\$4,145	\$4,352	\$4,570	\$4,798	
1/1/2019	Harbor Maintenance Worker II	HEA	18	\$3,947	\$4,145	\$4,352	\$4,570	\$4,798	\$5,038	\$5,290	
1/1/2019	Harbor Dredge Worker II	OE3	18	\$3,947	\$4,145	\$4,352	\$4,570	\$4,798	\$5,038	\$5,290	
1/1/2019	Harbor Maintenance Worker III	HEA	20	\$4,352	\$4,570	\$4,798	\$5,038	\$5,290	\$5,554	\$5,832	
1/1/2019	Harbor Dredge Worker III	OE3	20	\$4,352	\$4,570	\$4,798	\$5,038	\$5,290	\$5,554	\$5,832	
1/1/2019	Harbormaster	HMG	30	\$7,089	\$7,443	\$7,815	\$8,206	\$8,617	\$9,048	\$9,501	
7/29/2016	Port Director	NA	NA	\$9,167	NA	NA	NA	NA	NA	NA	
1/1/2019	Senior Deputy Harbormaster	HEA	22	\$4,798	\$5,038	\$5,290	\$5,554	\$5,832	\$6,124	\$6,430	
1/1/2019	Supervising Harbor Maintenance Worker	HEA	22	\$4,798	\$5,038	\$5,290	\$5,554	\$5,832	\$6,124	\$6,430	
1/1/2019	Supervising Harbor Dredge Worker	OE3	23	\$5,038	\$5,290	\$5,554	\$5,832	\$6,124	\$6,430	\$6,751	

*Ranges shown are paid semi-monthly

Bargaining Groups:

- HMG = Harbor Management Group
- HEA = Harbor Employees Association
- OE3 = Operating Engineers Local No. 3

Santa Cruz Port District
MONTHLY SALARY RANGES BY POSITION
2020

Santa Cruz Port District Full Time Equivalent Employees -- All Positions

Effective	Position	Bargaining Group	Salary Grade	Monthly Salary Range/Step*						
				1	2	3	4	5	6	7
1/1/2020	Accounting Technician	HEA	20	\$4,417	\$4,639	\$4,870	\$5,114	\$5,369	\$5,638	\$5,920
1/1/2020	Administrative Assistant I	HEA	20	\$4,417	\$4,639	\$4,870	\$5,114	\$5,369	\$5,638	\$5,920
1/1/2020	Administrative Services Manager	HMG	30	\$7,195	\$7,555	\$7,933	\$8,330	\$8,747	\$9,184	\$9,644
1/1/2020	Boatyard Supervisor	HEA	22	\$4,870	\$5,114	\$5,369	\$5,638	\$5,920	\$6,217	\$6,526
1/1/2020	Boatyard Crew	HEA	17	\$3,816	\$4,006	\$4,207	\$4,417	\$4,639	\$4,870	\$5,114
1/1/2020	Customer Service Representative	HEA	19	\$4,207	\$4,417	\$4,639	\$4,870	\$5,114	\$5,369	\$5,638
1/1/2020	Deputy Harbormaster	HEA	20	\$4,417	\$4,639	\$4,870	\$5,114	\$5,369	\$5,638	\$5,920
1/1/2020	Facilities Coordinator	HEA	19	\$4,207	\$4,417	\$4,639	\$4,870	\$5,114	\$5,369	\$5,638
1/1/2020	Facilities Maintenance and Eng Manager	HMG	30	\$7,195	\$7,555	\$7,933	\$8,330	\$8,747	\$9,184	\$9,644
1/1/2020	Harbor Maintenance Worker I	HEA	16	\$3,633	\$3,816	\$4,006	\$4,207	\$4,417	\$4,639	\$4,870
1/1/2019	Harbor Dredge Worker I	OE3	16	\$3,579	\$3,760	\$3,947	\$4,145	\$4,352	\$4,570	\$4,798
1/1/2020	Harbor Maintenance Worker II	HEA	18	\$4,006	\$4,207	\$4,417	\$4,639	\$4,870	\$5,114	\$5,369
1/1/2019	Harbor Dredge Worker II	OE3	18	\$3,947	\$4,145	\$4,352	\$4,570	\$4,798	\$5,038	\$5,290
1/1/2020	Harbor Maintenance Worker III	HEA	20	\$4,417	\$4,639	\$4,870	\$5,114	\$5,369	\$5,638	\$5,920
1/1/2019	Harbor Dredge Worker III	OE3	20	\$4,352	\$4,570	\$4,798	\$5,038	\$5,290	\$5,554	\$5,832
1/1/2020	Harbormaster	HMG	30	\$7,195	\$7,555	\$7,933	\$8,330	\$8,747	\$9,184	\$9,644
7/29/2016	Port Director	NA	NA	\$9,167	NA	NA	NA	NA	NA	\$12,229
1/1/2019	Senior Deputy Harbormaster	HEA	22	\$4,870	\$5,114	\$5,369	\$5,638	\$5,920	\$6,217	\$6,526
1/1/2020	Supervising Harbor Maintenance Worker	HEA	22	\$4,870	\$5,114	\$5,369	\$5,638	\$5,920	\$6,217	\$6,526
1/1/2019	Supervising Harbor Dredge Worker	OE3	23	\$5,038	\$5,290	\$5,554	\$5,832	\$6,124	\$6,430	\$6,751

*Ranges shown are paid semi-monthly

Bargaining Groups:


- HMG = Harbor Management Group
- HEA = Harbor Employees Association
- OE3 = Operating Engineers Local No. 3

SANTA CRUZ PORT DISTRICT
TENTATIVE AGREEMENT ON SALARY AND BENEFITS
BETWEEN SANTA CRUZ PORT DISTRICT AND HARBOR MANAGEMENT GROUP

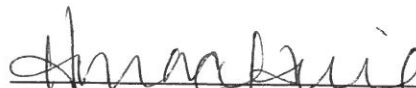
December 31, 2017

- I. Three year contract: January 1, 2018 to December 31, 2020.
- II. Salaries – As of January 16, 2018, implement a 3% increase to the Grade and Step Plan, and implement the salary survey update which results in a two grade increase to the Harbor Management Group positions, implemented as follows: a single grade increase from Grade 28 to 29 as of January 16, 2018, and a single grade increase from Grade 29 to 30 as of January 1, 2019. Implement a 3% increase to the Grade and Step Plan on January 1, 2019; and, a 1.5% increase to the Grade and Step Plan on January 1, 2020.
- III. Medical Coverage – Increase District cap for Employee + one dependent and Employee + two or more dependents in an amount commensurate with District savings from reductions in payment-in-lieu of medical coverage over term of contract as outlined in Harbor Employees' Association Memorandum of Understanding effective January 1, 2018.
- IV. Med In Lieu – For employees hired prior to January 16, 2015, reduce med-in-lieu over term of contract to \$250 per month after January 1, 2020 as outlined in Harbor Employees' Association Memorandum of Understanding effective January 1, 2018. Savings to District to be allocated to increase District cap for Employee + one and Employee + two or more dependents over term of contract.
- V. Vacation – Accrue vacation on semi-monthly basis as outlined in Harbor Employees' Association Memorandum of Understanding effective January 1, 2018.
- VI. Personnel Policies Handbook to be updated to current regulatory requirements and to delete salaries and benefits incorporated into Harbor Employees' Association and Operating Engineers Local No. 3 Memoranda of Understanding. Reopener on personnel policies left over from prior contract terms.
- VII. Paid Administrative Leave to remain at 40 hours / year with no carry-over from year-to-year.

The labor agreement will be presented to the Commission for approval on January 23, 2018. If approved, terms will be effective as of January 16, 2018.



Marian Olin, Port Director
Santa Cruz Port District



Holland MacLaurie, Adm. Services Manager
Harbor Management Group

Santa Cruz Port District
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PORT COMMISSIONERS:
Toby Goddard
Dennis Smith
Reed Geisreiter
Stephen Reed
Darren Gertler

TO: Port Commission
FROM: Marian Olin, Port Director
DATE: January 17, 2018
SUBJECT: Port District Priorities 2018

Recommendation: Discuss and confirm priorities for Port District administration for 2018

Each year, the Port Commission establishes priorities to guide the Port District's activities and initiatives over the coming year. The priorities are developed to address long- and short-term needs of the harbor and its users, as well as the community at large. Priorities are arranged into categories (e.g. Sustainability, Accountability, Community, etc.) that reflect the broad scope of the Port District's functions and responsibilities.

The Port Commission met in closed session prior to this evening's meeting to provide the Port Director with a six-month performance review and to establish priorities for 2018 ('Attachment 'A'). The priorities for 2018 were developed in collaboration between the Port Commission and the Port Director for the upcoming year.

ATTACHMENT – A. Port District Priorities 2018

Santa Cruz Port District Priorities 2018

The following priorities for 2018 were developed in collaboration between the Port Commission and the Port Director for the upcoming year.

Accountability

Financial Management

- Continue to ensure that required coverage ratios and reporting requirements are met for refinanced debt.
- Continue to carefully manage Port District's financial resources to allow for continuous growth in capital reserves and ongoing investment in infrastructure consistent with the Port Commission's adopted Reserve Policy.

Transparency

- Accurate and timely information is distributed through a variety of means to the Port Commission and the public.

Human Resources

- Update Port District Personnel Handbook to reflect current legal requirements and employee memoranda of understanding (MOU's).

Sustainability

Infrastructure

- Continue design and permitting process for replacement of the west side seawall supporting Aldo's Harbor Restaurant and pursue lease documents supporting the rebuilding of the restaurant structure.
- Implement scheduled Capital Improvement Projects:
 - a. Pile replacement project (Phase 1)
 - b. New dock gates and electronic keys for dock gates and restrooms (Dock Upgrades and Harbor Security project)
 - c. Evaluate unused space in south harbor parking lots and add parking spaces where practicable. Add parking pay stations in underserved areas of the harbor.
 - d. Identify additional storage opportunities for kayaks, SUPs and other small craft.
- Participate in the Murray Street Bridge project to minimize operational and financial impacts on the harbor operation to the extent possible.

Navigation and Operations

Dredging Program

- Maintain safe passage for vessels transiting the federal entrance channel and provide access to berthing and refuge.
- Continue to pursue funding from the US Army Corps of Engineers on an annual basis for their annual cost share under the Memorandum of Agreement for operation and maintenance of the federal entrance channel.
- Maintain dredge equipment in a manner that ensures safety, reliability, enhanced production and an extended life span.
 - a. Schedule bi-annual inspections of the dredge to be performed by a qualified third-party contractor.

Commercial Fishery

- Maintain sustainable commercial fishing activity.
- Facilitate sustainability of boatyard operation and plan for redevelopment.

Stewardship

- Monitor and actively participate in policy and regulatory development impacting harbors.

Community

- Strengthen relationships with other marinas and marine-related entities, and identify opportunities to share information and resources.
- Continue coordination efforts with the City of Santa Cruz and the County of Santa Cruz on projects and initiatives of mutual concern.

Leadership

- Strengthen intergovernmental and community relationships.
- Maintain certification of Excellence in Transparency from California Special Districts Leadership Foundation.
- Achieve accreditation as a District of Distinction.

Santa Cruz Port District
Accounts Payable Monthly Check Register
December 2017

Date	No.	Vendor	Description	Amount
12/5/2017	48968	Big Creek	CALE Parking Machine Concrete Base	\$81.16
12/5/2017	48969	Blueprint Express of Santa Cruz	Scanning Services (Blueprints)	\$19.23
12/5/2017	48970	VOIDED CHECK		
12/5/2017	48971	California Regional Water Quality Control Board	Annual 401 Certification for Dredging	\$4,000.00
12/5/2017	48972	CANTANHO, DAVID	Security Deposit Refund	\$115.66
12/5/2017	48973	Comcast	Business Internet Service	\$387.50
12/5/2017	48974	Comerica Cardmember Services	Meeting Refreshments, Office Supplies, Boatyard Retail Items, Flashing for 2222 East Cliff Drive, Adobe LiveCycle Subscription, Asphalt Sealant & Supplies for North Harbor Parking Lot Repairs, T-Shirts for Classic Car Show, Gasket Kit for Travelift	\$5,928.05
12/5/2017	48975	County of Santa Cruz Auditor	Citation Tax (October 2017)	\$2,287.00
12/5/2017	48976	FRUMKIN, MICHAEL	Security Deposit Refund	\$47.00
12/5/2017	48977	GP Crane & Hoist	Travelift Repairs	\$889.19
12/5/2017	48978	Hartford Fire Insurance Company	Flood Insurance	\$2,271.00
12/5/2017	48979	Jorgensen, Siegel, McClure & Flegel, LLP	Legal Consultation	\$1,130.70
12/5/2017	48980	K2 Refrigeration	Ice Machine Service at Fishery	\$1,127.69
12/5/2017	48981	Kelly-Moore Paint Company, Inc.	Painting Supplies	\$2,073.63
12/5/2017	48982	LYNCH, JOHN	Key Deposit Refund	\$40.00
12/5/2017	48983	Mesiti-Miller Engineering, Inc.	Consulting Services - Aldo's Seawall Design & Engineering Services	\$9,987.50
12/5/2017	48984	NAEGELE, CHRIS	Security Deposit Refund	\$242.88
12/5/2017	48985	West Marine Pro	Trailer Jacks for Boatyard	\$117.70
12/5/2017	48986	SANTOS, THOMAS	Security Deposit Refund	\$284.66
12/5/2017	48987	Santa Cruz Municipal Utilities	Utilities	\$44.27
12/5/2017	48989	Silver & Katz	Union Representation (Payroll Deduction)	\$210.00
12/5/2017	48990	Summit Uniforms	Harbor Patrol Uniform Safety Equipment	\$202.11
12/5/2017	48991	Tesla Inc	Event Deposit Refund	\$5,000.00
12/5/2017	48992	Wendy L. Cumming	CPA Consulting Services	\$290.00
12/5/2017	48993	WRIGHT, TIMOTHY	Security Deposit Refund	\$205.00

12/5/2017	48994	YANON, ADAM	Security Deposit Refund	\$355.09
12/5/2017	48995	Candace Yeung-Lopez	Claim Settlement	\$5,662.26
12/5/2017	48996	YOUNG, BRYAN	Security Deposit & Credit Balance Refund	\$306.95
12/6/2017	48997	California State Disbursement Unit	Wage Garnishment (Payroll Deduction)	\$324.50
12/7/2017	48998	Staples Credit Plan	Computer Monitor, Toner	\$581.26
12/7/2017	48999	Arturo Acevedo	Mileage Expense Reimbursement - Pesticides Training	\$59.80
12/7/2017	49000	Citi Cards	Breakroom Supplies, Replacement Tire for Rental Trailer	\$216.20
12/13/2017	49001	County of Santa Cruz DPW	901 7th Avenue Lease	\$800.00
12/14/2017	49002	Ace Portable Services	Portable Toilet Rental	\$85.90
12/14/2017	49003	AmeriDyn	Annual Maintenance Plan Dynamics Accounting Software	\$980.80
12/14/2017	49004	Amerigas	Fuel for Street Sweeper	\$210.99
12/14/2017	49005	A Sign ASAP!	Signage	\$136.25
12/14/2017	49006	AT&T	Telephone	\$837.27
12/14/2017	49007	AT&T	Telephone	\$287.32
12/14/2017	49008	A Tool Shed Rentals	Air Compressor for Harbor Beach	\$171.00
12/14/2017	49009	B AND B Small Engine	Woodcutter Bar & Chain Oil	\$19.36
12/14/2017	49010	Bay Plumbing Supply, Inc.	Plumbing Supplies	\$141.24
12/14/2017	49011	Bayside Oil II, Inc.	Hydraulic Oil for <i>Twin Lakes</i>	\$843.36
12/14/2017	49012	Burke, Williams & Sorensen, LLP	Legal Consultation	\$7,716.00
12/14/2017	49013	Cale America, Inc.	Parking Machine Monthly Service (6 Machines)	\$534.00
12/14/2017	49014	Comcast	Cable Service	\$51.74
12/14/2017	49015	Computer Technical Specialists, Inc.	Email Scanning & Backup Services	\$283.50
12/14/2017	49016	Data Ticket, Inc.	Citation Processing	\$444.70
12/14/2017	49017	Fastenal Company	Drinking Water for Dredge Crew	\$36.24
12/14/2017	49018	Garda CL West, Inc.	Deposit Courier Service	\$229.48
12/14/2017	49019	Grainger	Drill Batteries, Fall Protection Kit	\$435.52
12/14/2017	49020	Gsolutionz	Telephone System Maintenance Agreement	\$199.99
12/14/2017	49021	Home Depot Credit Services	Light Bulbs, Fiberglass Pushbroom, Nylon Barb/Bushing, Saw Blade, J-Dock Shower Remodel Supplies, Plumbing Supplies, Window for Concession Parking Lot Kiosk	\$938.61
12/14/2017	49022	Hose Shop	Hydraulic Hoses for <i>Dauntless</i>	\$411.61

12/14/2017	49023	Jim Clark	Annual Backflow Testing	\$845.18
12/14/2017	49024	Kelly-Moore Paint Company, Inc.	Painting Supplies	\$14.91
12/14/2017	49025	King's Paint & Paper, Inc.	Painting Supplies	\$21.59
12/14/2017	49026	McMaster-Carr Supply Company	Razor Blades, Locking Pins	\$35.07
12/14/2017	49027	MEDINA, RICK	Security & Key Deposit Refund	\$148.21
12/14/2017	49028	Mesiti-Miller Engineering, Inc.	Project Manager Services - Twin Lakes Beachfront Project	\$246.50
12/14/2017	49029	Mid County Auto Supply	Fuse, Battery for Parking Machine	\$139.75
12/14/2017	49030	Mission Uniform Service	Uniform Cleaning	\$348.85
12/14/2017	49031	MBS Business Systems	Copy Machine Quarterly Maintenance & Copy Charges	\$595.27
12/14/2017	49032	Operating Engineers Local Union No. 3	Union Dues (Employee Payroll Deduction)	\$248.00
12/14/2017	49033	PCCH&PM	Annual Membership Dues	\$265.00
12/14/2017	49034	Pacific Gas & Electric Company	Utilities	\$1,680.28
12/14/2017	49035	Palace Art & Office Supply	Office Supplies	\$382.67
12/14/2017	49036	Peninsula Diesel Inc.	<i>Dauntless</i> Steering Repair & Upgrade	\$15,124.94
12/14/2017	49037	Peterson	Filters & Batteries for <i>Twin Lakes</i>	\$292.05
12/14/2017	49038	West Marine Pro	Extension Cord, Life Ring and Mount	\$109.22
12/14/2017	49039	Santa Cruz Electronics, Inc.	Fuse for Parking Gate	\$16.11
12/14/2017	49040	SC Fuels	Gasoline & Diesel for Fuel Dock	\$18,530.27
12/14/2017	49041	Santa Cruz Municipal Utilities	Utilities	\$3,241.76
12/14/2017	49042	Sean Rothwell	Training Expense Reimbursement (Marine Firefighter Operations Course)	\$2,193.87
12/14/2017	49043	SNEEDEN, RICHARD	Security Deposit Refund	\$230.32
12/14/2017	49044	Soil Control Lab	Water Testing	\$360.00
12/14/2017	49045	Southeast Publications	Advertising	\$499.00
12/14/2017	49046	STUHAN, ANTHONY	Credit Balance Refund	\$322.50
12/14/2017	49047	Supply Works	Janitorial Supplies, Air Deodorizers	\$1,102.73
12/14/2017	49048	Syn-Tech Systems, Inc	Technical Support	\$44.55
12/14/2017	49049	Triton Construction	Fuel Tank Maintenance	\$900.00
12/14/2017	49050	United Rentals, Inc.	Boom Rental for Lighthouse Painting	\$1,381.46
12/14/2017	49051	Valero Marketing & Supply Company	Fuel for Fleet Vehicles	\$1,975.96
12/14/2017	49052	Verizon Wireless	Cellphone & Tablet Services	\$303.12
12/14/2017	49053	West Coast Wire Rope	Tow Straps for <i>Twin Lakes</i>	\$2,174.42

	49054	VOIDED CHECK		
12/20/2017	49055	Jorge Lopez	2017 Medical Expense Reimbursement	\$700.00
12/20/2017	49056	Josh Wagoner	2017 Medical Expense Reimbursement	\$58.33
12/20/2017	49057	Latisha Marshall	2017 Medical Expense Reimbursement	\$700.00
12/20/2017	49058	Patrick Herrick	2017 Medical Expense Reimbursement	\$233.33
12/20/2017	49059	Ryan Stephenson	2017 Medical Expense Reimbursement	\$700.00
	49060-64	VOIDED CHECKS		
12/20/2017	49065	California State Disbursement Unit	Wage Garnishment (Payroll Deduction)	\$324.50
12/21/2017	49066	California Coast Uniform Co., Inc.	Uniform Embroidery	\$39.00
12/21/2017	49067	Carpi Clay & Smith	Washington Representation	\$800.00
12/21/2017	49068	Jorgensen, Siegel, McClure & Flegel, LLP	Legal Consultation	\$2,882.70
12/21/2017	49069	Mesiti-Miller Engineering, Inc.	Consulting Services - Aldo's Seawall Design & Engineering Services	\$6,865.00
12/21/2017	49070	UNUM Life Insurance Co. of America	Life, LTD & AD&D Insurance	\$1,035.65
12/29/2017	49071	A.M. Leonard Inc.	Landscaping Tools	\$287.35
12/29/2017	49072	Ace Portable Services	Portal Toilet Rental	\$85.90
12/29/2017	49073	Allied Administrators for Delta Dental	Delta Dental Insurance	\$2,269.10
12/29/2017	49074	Angie McGraw	Expense Reimbursement (Operations Staff Schedule Application) - Monthly	\$25.00
12/29/2017	49075	AT&T	Telephone	\$1,657.94
12/29/2017	49076	Avaya Financial Services	Telephone System Lease	\$337.76
12/29/2017	49077	Bay Building Janitorial, Inc.	Janitorial Services & Waste Oil Removal	\$2,850.00
12/29/2017	49078	Bay Planning Coalition	Annual Membership Dues 2018	\$1,325.00
12/29/2017	49079	Bay Plumbing Supply, Inc.	Water Fountain Repair Supplies, Torch	\$137.66
12/29/2017	49080	BERTRAM, BEN	Security Deposit & Credit Balance Refund	\$398.15
12/29/2017	49081	Big Creek	J-Dock Shower Remodel Supplies, Tape Measure, Roof Repair Supplies	\$306.26
12/29/2017	49082	Bow Wow Pet Waste Products	Pet Waste Station Bags	\$261.53
12/29/2017	49083	Brass Key Locksmith, Inc.	Deadbolts for Dock Gates, Key Cylinders and Locks	\$799.47
12/29/2017	49084	Burke, Williams & Sorensen, LLP	Legal Consultation	\$11,386.67
12/29/2017	49085	C&N Tractors	Starter for Kubota Engine	\$726.90
12/29/2017	49086	CAHM & PC	Annual Membership Dues 2018	\$300.00
12/29/2017	49087	Complete Mailing Service	Statement Printing & Postage	\$534.96
12/29/2017	49088	County of Santa Cruz DPW	Hazmat Disposal	\$83.00

12/29/2017	49089	Crow's Nest Restaurant	1/2 Concession Lot Garbage & Compactor Lease	\$2,828.07
12/29/2017	49090	Darco Printing & Paper	Printing	\$176.03
12/29/2017	49091	Dave's Repair Service	Vapor Pressure Testing & Replacement of Vapor Pressure Vent at Fuel Dock	\$1,266.93
12/29/2017	49092	Digital Printing Systems	Shipping for Concession Lot Tickets	\$214.46
12/29/2017	49093	Elevator Service Company	Elevator Contract Service (\$218.40 Tenant Reimbursable)	\$400.00
12/29/2017	49094	Fastenal Company	Drinking Water for Dredge Crew, Wrench Set, Grease Fittings	\$543.22
12/29/2017	49095	Ferguson Enterprises, Inc.	Pipe Flanges, Gaskets, Restroom Fan	\$1,077.19
12/29/2017	49096	First Alarm Security & Patrol, Inc.	Security Patrol	\$5,188.68
12/29/2017	49097	Flyers Energy, LLC	Fuel for Beach Equipment and Travelift	\$644.05
12/29/2017	49098	Garda CL West, Inc.	Excess Items Fee	\$6.00
12/29/2017	49099	Geo. H. Wilson, Inc.	Quarterly Boiler Maintenance	\$335.00
12/29/2017	49100	GP Crane & Hoist	Quarterly Hoist Maintenance	\$389.19
12/29/2017	49101	Grainger	Gloves, G-Dock Lift Station Pump, Office Supplies, Traffic Cones	\$9,915.82
12/29/2017	49102	HD Supply Facilities Maintenance, Ltd.	Drill Set, J-Dock Shower Remodel Supplies	\$52.46
12/29/2017	49103	Hub Parking Technology	Repair of Concession Parking Lot Gate	\$332.01
12/29/2017	49104	Independent Electric Supply, Inc.	Light Bulbs	\$76.86
12/29/2017	49105	Jim Clark	Annual Backflow Testing	\$504.00
12/29/2017	49106	King's Paint & Paper, Inc.	Painting Supplies	\$32.05
12/29/2017	49107	Latisha Marshall	Expense Reimbursement - Employee Recognition Luncheon	\$63.50
12/29/2017	49108	Lawson	Hydraulic Fittings for <i>Squirt</i>	\$719.48
12/29/2017	49109	Long Distance Consolidated Billing	Long Distance Telephone	\$75.25
12/29/2017	49110	MAILFINANCE	Postage Meter Lease	\$178.92
12/29/2017	49111	Marina Ware	Quarterly Support Services	\$875.00
12/29/2017	49112	Marine Lien Sale Service	Lien Sale Service	\$160.00
12/29/2017	49113	Matheson Tri-Gas, Inc.	Welding Supplies	\$444.60
12/29/2017	49114	McMaster-Carr Supply Company	Door Stoppers, Desiccant for <i>Twin Lakes</i> , Pressure Washer Supplies	\$179.03
12/29/2017	49115	Melinda Nakagawa	Annual Biologist Training for Dredge Monitors and Crew	\$181.03
12/29/2017	49116	Mission Uniform Service	Uniform Cleaning	\$712.93
12/29/2017	49117	Monterey Bay Marine	Shrink Wrap for <i>Free Ride</i>	\$381.49
12/29/2017	49118	Moore & Sons Outboard Motors, Inc.	Steering Repair & Service for <i>Almar</i>	\$2,695.79
12/29/2017	49119	Olive Springs Quarry, Inc.	Asphalt for North Harbor Parking Lot	\$122.65

12/29/2017	49120	Pacific Gas & Electric Company	Utilities & Energy Efficient Loan	\$25,427.08
12/29/2017	49121	Peninsula Diesel Inc.	Exhaust Cover for <i>Dauntless</i>	\$1,729.90
12/29/2017	49122	Peterson	Ventilation for C32 & C8 Motors, Batteries, Filters, Engine Cap for <i>Twin Lakes</i>	\$12,973.02
12/29/2017	49123	Red Wing Shoe Store	Safety Boots for Maintenance Worker	\$189.47
12/29/2017	49124	Royal Wholesale Electric	Light Bulbs	\$62.68
12/29/2017	49125	San Lorenzo	Tools for J-Dock Shower Remodel	\$59.54
12/29/2017	49126	Santa Cruz Municipal Utilities	Utilities	\$4,231.01
12/29/2017	49127	SC Fuels	Gasoline & Diesel for Fuel Dock	\$19,045.77
12/29/2017	49128	Supply Works	Janitorial Supplies	\$1,037.66
12/29/2017	49129	The Embroidery Works	Uniform Hats	\$818.51
12/29/2017	49130	US Relay	Monthly Webcam Service (2 Cameras)	\$484.00
12/29/2017	49131	VALCARCEL, ED	Credit Balance Refund	\$750.00
12/29/2017	49132	West Coast Wire Rope	Wire Pulling Lubricant (20 Gallons) for <i>Squirt & Twin Lakes</i>	\$1,078.06
12/29/2017	49133	West Marine Pro	Boatyard Retail Items	\$58.18
12/29/2017	49134	West Marine Pro	Electronic Connectors and Supplies for Radio Repair, Buoys for North Harbor Dredge Pipe, Harbor Patrol Boat Supplies, Putty/Epoxy	\$886.50
12/4/2017	EFT	Bankcard	Credit Card Processing	\$1,199.03
12/5/2017	EFT	Merchant Bankcard	Credit Card Processing	\$391.89
12/5/2017	EFT	CalPERS	Health Insurance Premiums	\$32,456.89
12/5/2017	EFT	PayChex	Payroll Taxes	\$28,210.98
12/5/2017	EFT	PayChex	Payroll Processing Fees	\$380.67
12/6/2017	EFT	CalPERS	CalPERS Retirement Unfunded Liability	\$15,209.73
12/11/2017	EFT	TransFirst	Credit Card Processing	\$784.31
12/11/2017	EFT	TransFirst	Credit Card Processing	\$168.86
12/12/2017	EFT	Chargelt Pro	Credit Card Processing	\$15.00
12/15/2017	EFT	PayChex	Timeclock Fee	\$371.00
12/20/2017	EFT	PayChex	Payroll Taxes	\$27,502.07
12/20/2017	EFT	PayChex	Payroll Processing Fees	\$377.50
	December 2017 Disbursements			358,838.59
	December 2017 Payroll			127,797.03
	Total December 2017 Disbursements			486,635.62



Harbormaster's Report

Regular Public Session of January 23, 2018

Boatyard Report:

Service	Dec 17'	Nov '17	Oct '17
Haul outs	10	11	16
Hang in straps	6	9	8
Haul from water onto trailer	0	0	0
Splash	9	12	19
To/From Trailer	1	1	2
Crane Ops	2	0	0
Masts	0	0	0
Trailer Boats (No Lift)	0	0	0

The sailing vessel, *Merlin*, departed Santa Cruz Harbor for her new port in Florida.

Almar was hauled out and serviced at the boatyard for bottom work.

Harbor Activities/Events/News:

The Santa Cruz Yacht Club hosted the 32nd annual Lighted Boat Parade at the Santa Cruz Harbor on Saturday, December 5, 2017. The event was well attended and participation was strong. A fun time was had by all.

On Saturday, December 9, 2017, Port District staff hosted the first annual "Santa at the Harbor." Santa began his journey by saying hello and spreading holiday cheer at various harbor businesses and restaurant, and then boarded the Harbor Patrol vessel, *Almar*, to visit the Santa Cruz Municipal Wharf.

Training:

Due to special events and holidays, staff did not participate in training during the month of December.

Fuel Prices

Unleaded	\$3.99
Diesel	\$3.29
Commercial Diesel	\$3.10



Facilities and Engineering Manager's Report

Public Meeting of January, 23, 2018

Dredge Operations

North Harbor Dredging

Crews have made significant progress deepening the X-J channel and have successfully completed dredging quadrants Q-3D, Q-3C and Q-3B. Once quadrant Q-3 is finished, crews will begin dredging quadrants Q-2 and Q-1 with the Toyo pump.

Pipeline

Crews replaced the steel pipeline that connected the beach valve box to the west and offshore disposal pipes. Crews removed the rusted pipe and replaced it with approximately 120' of high-density polyethylene (HDPE) pipe. Crews cut up the old pipeline and hauled it to the scrap yard.

Maintenance

Clean Marina Inspection

Crews are preparing for the Clean Marina inspection, which is scheduled for Monday, January 22, 2018. The inspection occurs on a five-year basis and is necessary for the harbor to maintain its status as a certified Clean Marina. Clean Marina objectives:

1. Fuel and oil spills first response
2. Fuel and oil spill cleanup
3. Use and storage of toxic chemicals and paints
4. Types of boat maintenance that can and cannot be performed dockside
5. Recovery of dust and debris from boat maintenance
6. Proper bilge cleanup and pumping methods
7. Fire hazard sources
8. Fish cleaning and waste
9. Trash management and disposal
10. Storm and other facility runoff sources

Staff works hard to ensure that the harbor is protected from pollutants. Staff maintains the waste oil stations and waste fuel shed, stores pollutants and/or chemicals in secondary containment bins, keeps the District up-to-date with the Stormwater Pollution Prevention Plan (SWPPP), and follows the appropriate containment measures if there is a spill.

Lift Station

Crews have been working hard to repair the lift station at Johnny's and on the west side (Santa Cruz Yacht Club). Crews have installed four new float switches at the Johnny's lift station. Crews determined that the west side (Yacht Club) lift station is blocked with grease and are in the process of replacing the lift station's electrical panel.

Boatyard Curb

Crews constructed an approximately 120' asphalt curb in the boatyard. The curb will allow the boatyard to retain and filter more of its stormwater. This project was recommended by the Port District's Qualified Industrial Stormwater Practitioner (QISP) as a means of improving stormwater management in the boatyard.

Miscellaneous

Electronic Gate Key Installation

Staff is working to fabricate new dock gates to facilitate going forward with obtaining bids to retrofit all restroom and dock gates with electronic key access. Maintenance crews plan to retrofit the dock gates with new aluminum gates and wings that will support the hardware for electronic key system.

Santa Cruz Port Commission

2018 COMMITTEES

Business/Finance

Rates, leases, fees and charges for services, labor agreements, taxes, revenues, business practices

Dennis Smith, Committee Chair
Reed Geisreiter

Policy/Operations

Ordinances, regulation, enforcement, general policy interpretation, harbor operations

Dennis Smith, Committee Chair
Toby Goddard

Construction/ Maintenance

Capital improvements, renovation, major projects, facility upgrades, capital planning

Steve Reed, Committee Chair
Darren Gertler

Dredging

Operations, maintenance, permits, regulatory compliance, renewal and replacement, prevention (watershed management)

Toby Goddard, Committee Chair
Steve Reed

Communications/Outreach

Public and governmental relations (local, state, and federal), neighborhood issues, legislation, advocacy

Reed Geisreiter, Committee Chair
Darren Gertler

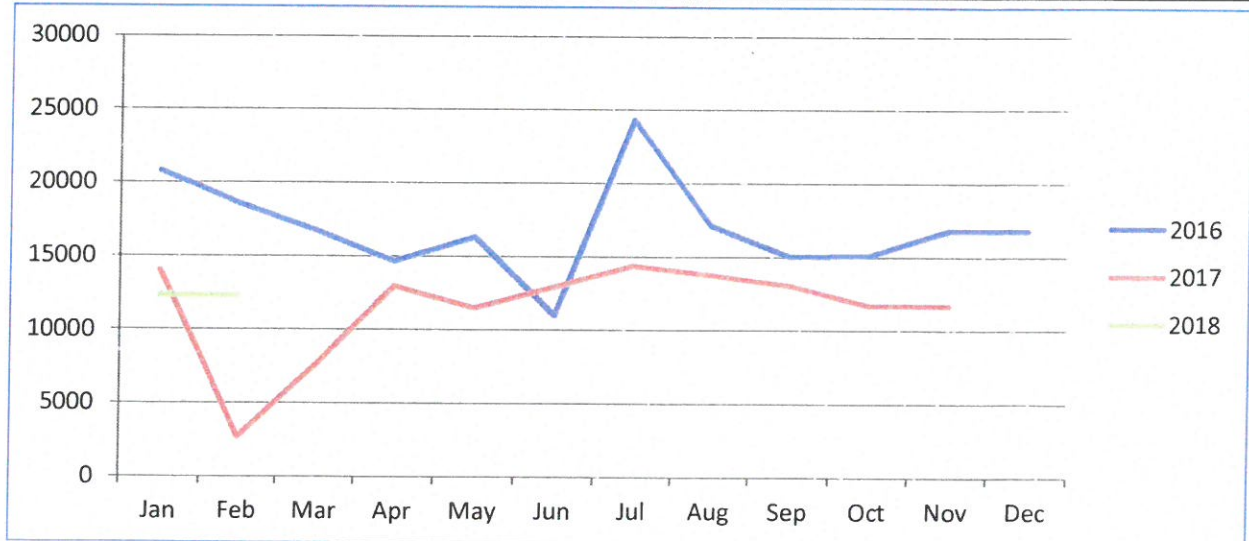
Note: Committee chair is current Commission chair, or senior member.

rev. 01/11/18

Santa Cruz Port District
60 DAY DELINQUENT ACCOUNTS

The following accounts have balances 60 days delinquent as of January 17, 2018.

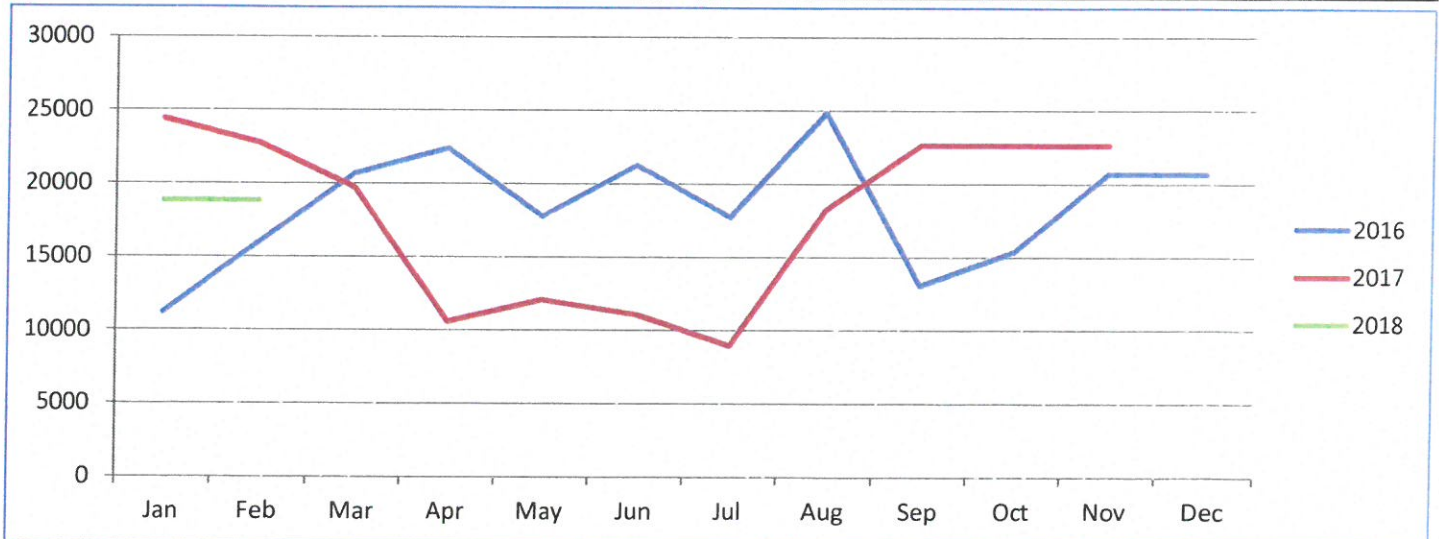
Account Number	Current Month	30 Day Balance	60 Day Balance	90 Day Balance	Total Balance
2862	721.80	657.20	630.52	0.00	2,009.52
3529	543.60	440.14	75.00	0.00	1,058.74
1995	426.44	323.97	296.50	0.00	1,046.91
47248	426.85	408.10	161.49	0.00	996.44
3243	361.37	323.90	288.41	0.00	973.68
48376	330.97	328.47	300.96	0.00	960.40
2883	425.52	323.05	186.00	0.00	934.57
56297	376.85	274.78	247.72	0.00	899.35
3094	254.48	254.03	229.57	0.00	738.08
3131	255.51	259.58	94.76	0.00	609.85
3083	271.40	263.43	30.46	0.00	565.29
48850	176.55	175.31	129.70	0.00	481.56
55115	174.82	144.50	85.25	0.00	404.57
55132	149.53	123.77	123.77	0.00	397.07
56972	86.74	86.24	61.24	0.00	234.22
Total:	4,982.43	4,386.47	2,941.35	0.00	12,310.25



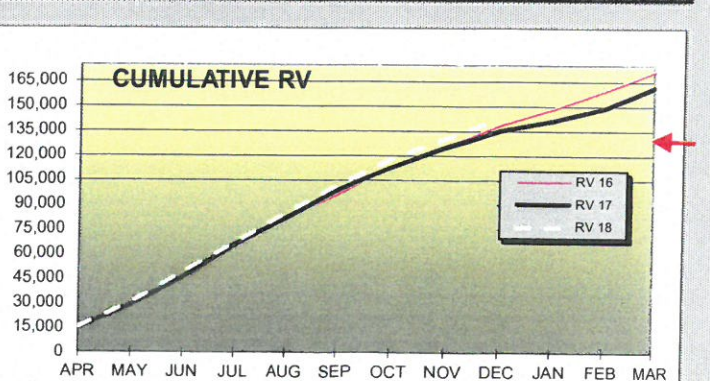
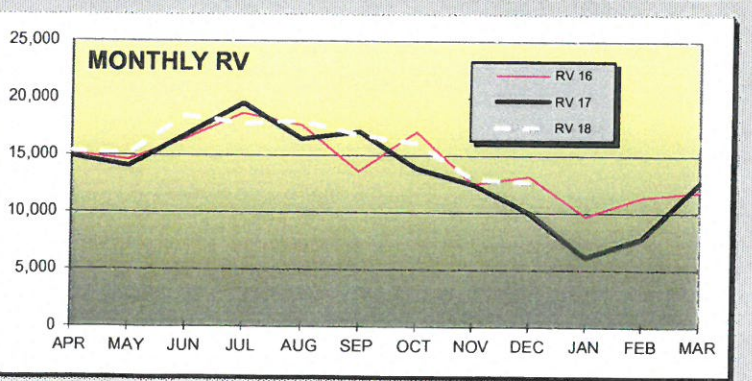
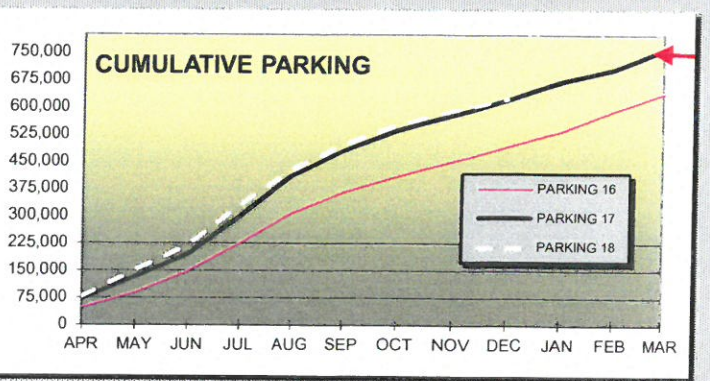
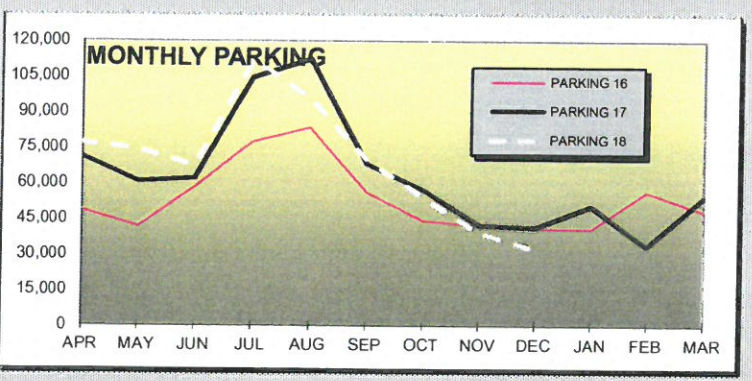
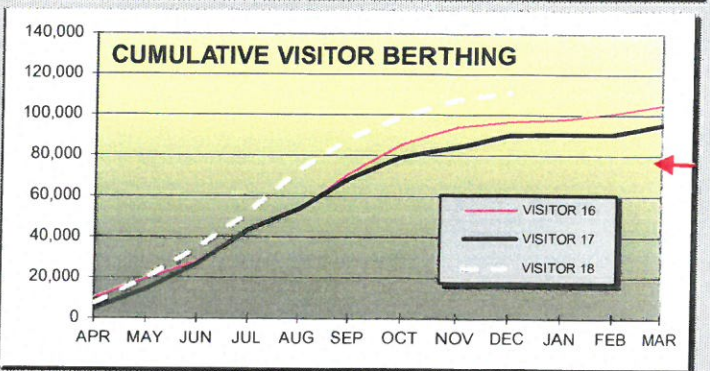
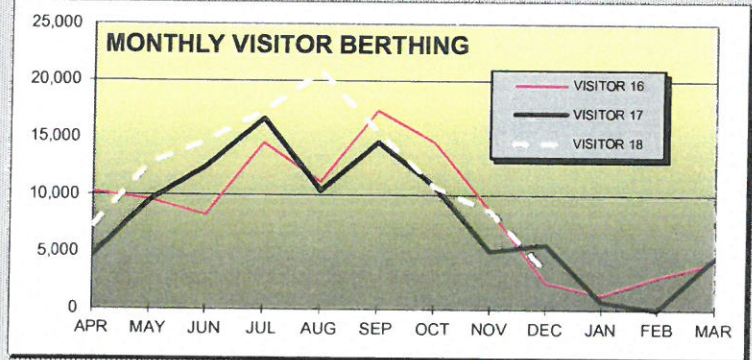
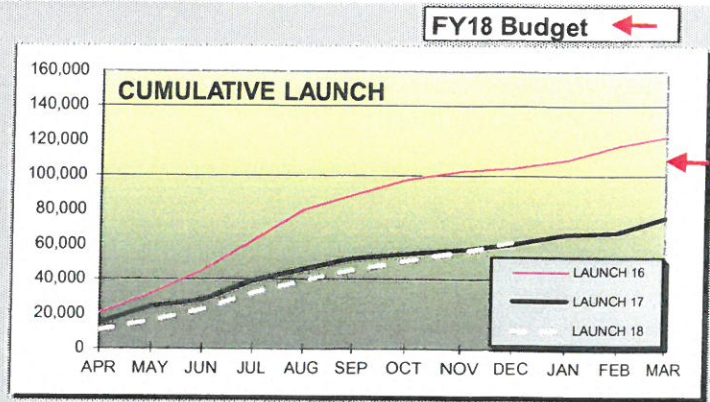
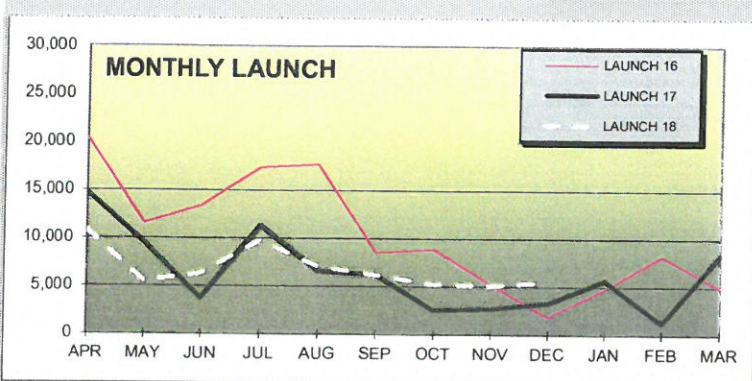
Santa Cruz Port District
90+ DAY DELINQUENT ACCOUNTS

The following accounts have balances 90 days delinquent or greater as of January 17, 2018.

Account Number	Current Month	30 Day Balance	60 Day Balance	90+ Day Balance	Total Balance	Commercial Slip	Action
2434	0.00	0.00	0.00	2,321.61	2,321.61	X	Bad Debt
42719	0.00	40.37	40.37	1,980.21	2,060.95		Bad Debt
56219	749.59	446.13	442.68	379.52	2,017.92		Revoke 1/31/18
48143	237.59	0.00	366.01	1,047.23	1,650.83		Bad Debt
56820	0.00	0.00	0.00	1,285.50	1,285.50		Bad Debt
48794	34.08	0.00	523.35	667.23	1,224.66		Bad Debt
56146	356.00	258.80	338.93	171.40	1,125.13		Revoke 1/31/18
2007	131.62	31.62	31.62	885.66	1,080.52		Bad Debt
2617	285.51	253.63	257.70	187.06	983.90		Revoke 1/31/18
56386	231.86	230.17	228.48	95.85	786.36		Revoke 1/31/18
3272	0.00	0.00	0.00	731.64	731.64		Bad Debt
48463	82.56	82.10	81.65	403.54	649.85		Revoke 1/31/18
56894	0.00	0.00	0.00	528.53	528.53		Bad Debt
57114	88.21	87.70	87.19	227.24	490.34		Revoke 1/31/18
56994	84.76	84.28	83.79	168.07	420.90		Revoke 1/31/18
55172	0.00	28.13	210.09	162.98	401.20		Liened / Revoked
56716	0.00	0.00	0.00	349.36	349.36		Bad Debt
55153	84.28	83.79	83.31	57.83	309.21		Revoke 1/31/18
48692	0.00	0.00	0.00	209.50	209.50		Bad Debt
57054	0.00	0.00	0.00	192.24	192.24		Bad Debt
TOTAL:	2,366.06	1,626.72	2,775.17	12,052.20	18,820.15		



SEASONAL INCOME



TO: Port District Commission
FROM: Latisha Marshall, Harbormaster
DATE: January 1, 2018
SUBJECT: Crime/Incident/Citation Report December 2017

Crime Reports, Assist Outside Department (AOD), and Incident Reports:

- 12/04/17 Harbor Patrol responded to a report of an elderly subject who tripped and fell while walking on the east side access road below Murray Street Bridge. The subject was transported to Dominican Hospital for treatment.
- 12/06/17 Harbor Patrol responded to a report of an elderly subject who suffered an altered state of consciousness near the launch ramp. The subject was transported to Dominican Hospital via ambulance for treatment.
- 12/19/17 Harbor Patrol took an accident report after a rig trailering a vessel unintentionally collided with a parked vessel in the north harbor dry storage lot. Both vessels sustained minor damage. No injuries were reported.
- 12/31/17 Harbor Patrol arrested a subject for two outstanding warrants in the area of U-Dock. Harbor Patrol transported the subject to county jail without further incident.

Search/Rescue/Recovery:

- 12/18/17 Harbor Patrol responded to a report from Coast Guard Station Monterey of a vessel in distress in the area of the mile buoy. Coast Guard Monterey had lost radio contact with the vessel operator, who had reported running out of fuel and requested assistance. Harbor Patrol remained on scene until Tow Boat U.S. arrived and towed the vessel back to the harbor.
- 12/20/17 Harbor Patrol responded to a report of a flare sighting in the area of Wilder Ranch State Beach. Once on scene, Harbor Patrol discovered that the U.S. Coast Guard was conducting flare training.
- 12/28/17 Harbor Patrol responded to a report of a swimmer in distress in the area of Woodrow Avenue. Prior to Harbor Patrol's arrival, the subject self-rescued, and the call was cancelled.

December Parking Citations: 99

Port Commission Review Calendar 2018-19

2018

January-March

- ✓ Committee assignments for 2018
- ___ Sea Scouts' bi-annual report
- ___ Slip vacancy bi-annual report / waiting list statistics
- FY 19 Budget
- Review 5-year CIP
- ___ Ethics Training Update
- ___ Form 700 Filing (due by 03/31 each year)

April-June

- ___ Intero lease exp. 5/31/18 (no option)
- ___ Dredge Report 2017-18
- ___ Vessel Use List Review

July-September

- ___ Review of O'Neill Sea Odyssey slip rent reduction / charter fee. PC action of 07/07
- ___ Sea Scouts' bi-annual report
- ___ Slip vacancy bi-annual report / waiting list statistics
- ___ Review / amend conflict of interest code

October-December

- ___ Annual review of business use of slips
- ___ Ethics training (Dec 2018)
- ___ Port Commission officers for 2019
- ___ Update on Murray Street Bridge Project
- ___ Biennial Update to Conflict of Interest Code

Committee Review Items (timeline not specified)

- ___ Review sublet fee structure, partnership fee structure, and monthly end-tie rates (Business-Finance Committee)
- Discuss insurance requirements for licensees (Policy/Operations Committee) review complete; future public workshop to be scheduled

2019

January-March

- ___ Committee assignments for 2019
- ___ Sea Scouts' bi-annual report
- ___ Slip vacancy bi-annual report / waiting list statistics
- ___ FY 20 Budget
- ___ Review 5-year CIP
- ___ Ethics Training Update
- ___ Form 700 Filing (due by 03/31 each year)
- ___ Bi-annual Anti-Harassment/Anti-Discrimination Training

April-June

- ___ Dredge Report 2018-19
- ___ Vessel Use List Review

July-September

- ___ Review of O'Neill Sea Odyssey slip rent reduction / charter fee. PC action of 07/07
- ___ Sea Scouts' bi-annual report
- ___ Slip vacancy bi-annual report / waiting list statistics

October-December

- ___ Annual review of business use of slips
- ___ Port Commission officers for 2020
- ___ Nexus Wealth Advisors lease exp. 11/30/19 (2) 3 year options

Future Calendar

- ABC End-Tie review after Murray Street Bridge Retrofit

Updated 11/20/17
Progress/CommissionReviewCalendar-2017.doc

Key

- ___ Pending
- In process
- ✓ Done