



Regular Public Session of January 22, 2019

**Santa Cruz Port Commission
MINUTES**

Commission Members Present:

Dennis Smith	Chairman
Stephen Reed	Vice-chairman
Toby Goddard	Commissioner
Darren Gertler	Commissioner
Neli Cardoso	Commissioner

REGULAR PUBLIC SESSION – 7:00 PM

Chairman Smith brought the regular public session to order at 7:00 PM at the Santa Cruz Harbor Public Meeting Room, 365 A Lake Avenue, Santa Cruz, CA 95062.

1. Pledge of Allegiance
2. Oath of Office
 - a) Toby Goddard
 - b) Neli Cardoso

Administrative Services Manager MacLaurie administered the Oath of Office to Commissioner Goddard and Commissioner Cardoso.

3. Oral Communication

Discussion: Dan Haifley, current Executive Director of O'Neill Sea Odyssey, introduced Rachel Kippen as his successor and new Executive Director of the program.

Chairman Smith referenced a recent news article written by Gary Griggs, which addressed commercial fishing in the Monterey Bay area. Chairman Smith stated that supporting our commercial fleet is imperative as trends in the industry continue to change.

CONSENT AGENDA

4. Approval of Minutes
 - a) Regular Public Session of November 27, 2018
 - b) Special Public and Special Closed Session of December 4, 2018
5. Notice of Completion – Pile Repair and Replacement Project – Phase I

6. Approval of Resolution 19-01 – Approving an Amended, Consolidated Salary Schedule for Unrepresented Employees

Port Director Olin stated that the following corrections have been made to the consent agenda:

- Item 4, Page 6: Correction has been made to correct typographical error to reflect Chairman Smith vs. Goddard.
- Item 6, Page 12: Date has been updated to reflect January 22, 2019, rather than October 23, 2018.
- Item 6, Page 12: Government Code of Regulations has been revised to California Code of Regulations (CCR).

MOTION: Motion made by Commissioner Goddard, seconded by Commissioner Gertler to approve the consent agenda with amendments.
- *Motion carried unanimously.*

REGULAR AGENDA

7. Presentation by P. McCormick – LAFCO Port District Boundary

Discussion: Port Director Olin introduced Pat McCormick, Executive Officer for the Local Agency Formation Commission (LAFCO). Mr. McCormick provided an overview of the Port District's boundary lines, noting that LAFCO will perform a review of the District's boundary this year.

The Commission discussed impacts associated with expanding or shrinking the District's boundary line. Vice-chairman Reed discussed the reasons why he feels shrinking the boundary is an option that should be considered. Mr. McCormick stated that LAFCO is only responsible for performing a review of the boundary line and is unable to request annexation or incorporation on behalf of the District. Annexation can be requested by registered voters, the Port District, or another government agency.

In response to a question posed by Port Director Olin, Mr. McCormick stated that the Port District will have an opportunity to weigh in on LAFCO's determination of the boundary line during the review process.

8. Review of Concession Lot Automation Project

Discussion: Port Director Olin stated that in FY17, funding in the amount of \$150,000 was allocated to fully automate the concession parking lot. She stated that the Capital Improvement Program (CIP) currently describes the project as a fully automated system, which eliminates the attendant-run cash register.

Port Director Olin stated that a revision to the project description is being proposed to include a mix of self-pay and attendant-pay options.

Chairman Smith expressed his support for revising the project scope to include the attendant-pay option. Vice-chairman Reed agreed.

In response to a question posed by Vice-chairman Reed, Port Director Olin stated that it is estimated that funding in the amount of \$240,000 will be required to complete the project. She stated that \$150,000 is currently allocated in the CIP and an estimated \$90,000 contribution is planned in FY20.

MOTION: Motion made by Commissioner Goddard, seconded by Vice-chairman Reed to authorize staff to issue a Request for Proposals for the Concession Lot Automation Project, revising the project description to include a mix of self-pay and attendant-pay options.

- *Motion carried unanimously.*

9. Consideration of Business Parking Request

Discussion: Port Director Olin stated that Commissioner Cardoso has requested the Commission consider providing free parking spaces for use by specific harbor businesses. She stated that staff does not recommend approval for the following reasons:

- Loss of parking revenue
- Issues with enforcement
- Does not benefit all harbor businesses
- Does not simplify parking regulations or enforcement

Commissioner Cardoso reviewed her proposal and expressed her belief that designating free parking spaces for specific harbor businesses would benefit the individual business owner. She suggested that enforcement could be performed by each business owner.

A discussion ensued regarding the feasibility of enforcement and the potential revenue loss to the Port District. There was consensus among the Commission to make no change to the business / visitor parking management and enforcement in the southeast harbor area.

Commissioner Gerlter suggested that parking signage in the area be reviewed and updated to improve communications, if warranted. Chairman Smith agreed.

MOTION: Motion made by Vice-chairman Reed, seconded by Commissioner Goddard to make no change to the business / visitor parking management and enforcement in the southeast harbor area.
- *Motion carried unanimously.*

10. 2019 Port District Priorities

Port Director Olin stated that the Port District Priorities are reviewed on an annual basis and used to help guide the budget process. She reviewed the comprehensive list of 2019 priorities.

Vice-chairman Reed stated that he is supportive of the District's 2019 priorities list. He suggested a change be incorporated to the Stewardship section to place an emphasis on issues impacting small craft harbors. He stated that significant differences exist between small craft harbors and deeper draft ports, so focusing attention on policies and regulatory developments specifically impacting small craft harbors will be advantageous. There was consensus among the Commission to incorporate this change.

Commissioner Gertler suggested that a category addressing educational priorities be included with next year's list. Port Director Olin stated that language similar to the District's mission statement regarding education can be included on the 2020 list.

Commissioner Goddard expressed support for the 2019 priorities list and noted that it will be beneficial to complete necessary updates to the Port District's personnel policy handbook.

Port Director Olin requested input on the feasibility of the District achieving the District of Distinction accreditation from the Special District Leadership Foundation (SDLF). She explained that in order to receive the accreditation, individual Commissioners must participate in training seminars/webinars preapproved by the California Special District Association (CSDA). Commissioner Goddard expressed support for moving forward with the District of Distinction accreditation, noting that the training seminars are beneficial.

MOTION: Motion made by Vice-chairman Reed, seconded by Commissioner Goddard to confirm the Port District's 2019 Priorities, amending the Stewardship section to include an emphasis on issues impacting small craft harbors.
- *Motion carried unanimously.*

11. Approval of Cash / Payroll Disbursements – November and December 2018

Discussion: In response to a question posed by Vice-chairman Reed, Port Director Olin confirmed that the vendor, CALE America Inc., supplies and services the District's parking pay stations and appurtenant equipment.

MOTION: Motion made by Vice-chairman Reed, seconded by Commissioner Goddard to approve cash/payroll disbursements for November 2018, in the amount of \$607,513.71, and December 2018, in the amount of \$588,403.20.
- *Motion carried unanimously.*

INFORMATION

12. Port Director's Report

Special Public Budget Session

Port Director Olin stated that a special public budget session is scheduled for Tuesday, February 12, 2019.

California Marine Affairs and Navigation Conference (CMANC)

Port Director Olin stated that the annual CMANC conference is scheduled for the week of March 4, 2019, in Washington D.C. There was consensus among the Commission to approve out-of-state travel for Port Director Olin and Chairman Smith to attend the conference.

PG&E Project

Port Director Olin stated that the PG&E project in the north harbor is complete. She stated that final payment for the temporary construction easement is pending.

Tenant Percent Rent Audit

Port Director Olin stated that Accounting Technician II Mark Eldridge recently completed an audit of Café El Palomar's monthly percent rent reports. She stated that Café El Palomar received a clean audit, with no issues to report.

Charter Application

Port Director Olin stated that O'Neill Yacht Charters (OYC) recently submitted a charter application for a new vessel. She stated that staff will meet with representatives from OYC to discuss the proposal and hopes to bring the item before the Commission in March.

USACE Funding

Port Director Olin stated that despite the partial government shutdown, the District has received reimbursement from the Corps in the amount of \$96,250.

Twin Lakes Beachfront Project

Port Director Olin stated that the County is working to engineer a fix for the recent sinkholes on the beach, which formed in the area of new storm drain outlets.

Aldo's Seawall Project

Mesiti-Miller Engineering is finalizing plans and specifications for the Aldo's Seawall Project in preparation for bidding.

Dredge Training

The Port District's dredge consultant, Ancil Taylor, is scheduled for an onsite visit and training focusing on safety and increased production during the week of February 4, 2019.

13. Harbormaster's Report

Commissioner Goddard commended Harbor Patrol for the life saving efforts made during 2018. He stated that the search and rescue statistics are a testament to their training and experience.

In response to a question posed by Vice-chairman Reed, Harbormaster Marshall stated that a "life saved" is quantified when a victim is pulled from the water or pulled from a vessel that is in imminent threat (fire, actively sinking, etc.).

There was consensus among the Commission to approve out-of-state travel for Assistant Harbormaster Blake Anderson to attend an electrolysis training course in Wisconsin.

14. Facilities Maintenance & Engineering Manager's Report

Facilities Maintenance and Engineering Manager Kerkes stated that in an effort to address the shoaled entrance conditions, the crew is working an extended schedule

15. 2019 Committee Assignments (There was no discussion on this agenda item)

16. Review of Delinquent Accounts (There was no discussion on this agenda item)

17. Review of Financial Reports

- a) Comparative Seasonal Revenue Graphs
- b) Quarterly Budget Report as of December 31, 2018
- c) Employee Count as of December 31, 2018
- d) Quarterly Boatyard Report
- e) Quarterly Fuel Sales Report
- f) LAIF Statement

In response to a question posed by Commissioner Goddard, Port Director Olin stated that interest income has increased, due to increased cash reserves.

18. Crime/Incident/Citation Report – November and December 2018 (There was no discussion on this agenda item)

19. Written Correspondence (There was no discussion on this agenda item)

- a) Email from A. Eberle, Assemblymember Stone's Office to Chairman Smith

- b) Letter from County of Santa Cruz Sheriff-Coroner, to Santa Cruz Harbor Patrol
- c) Letter to Congressman Panetta, from Chairman Smith
- d) Letter from Assemblymember Stone, to Port Commission
- e) Letter from P. McCormick, LAFCO to Port Commission

20. Port Commission Review Calendar/Follow Up Items (There was no discussion on this agenda item.

Chairman Smith adjourned the regular public session at 8:52 PM



Dennis Smith, Chairman