



Regular Public Session of May 24, 2016

**Santa Cruz Port Commission
MINUTES**

Commission Members Present:

Toby Goddard	Chairman
Dennis Smith	Vice-chairman
Reed Geisreiter	Commissioner
Bill Lee	Commissioner
Stephen Reed	Commissioner

REGULAR PUBLIC SESSION – 7:00 PM

Chairman Goddard 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. Oral Communication

In response to a question posed by Commissioner Lee, Port Director Ekers discussed the dredge crew's operating plan for the remainder of the 2015-16 season.

Port Director Ekers stated that approximately 64,000 CY of material remain to be dredged, and the crew currently moves approximately 4,000 CY of material each day. She stated that a permit extension has been granted through mid-June, noting that additional time is needed to address entrance conditions and the area near AA-dock.

Vice-chairman Smith asked if an emphasis will be placed on entrance dredging for the remainder of the season. Port Director Ekers stated that *Seabright* will continue to work in the entrance and on the harbor's west side, while the Toyo pump is deployed on the east side.

CONSENT AGENDA

3. Approval of Minutes
 - a) Special Closed and Regular Public Session of April 26, 2016
4. Approval of Amendment to Port Director's Employment Agreement
5. Approval of Resolution 16-08 – Adopting Amendment to the Santa Cruz Port District's Unrepresented Salary Schedule.

Discussion: Vice-chairman Smith requested that an amendment to the minutes of April 26, 2016, be made to reflect his opinion that emails between constituents and elected officials are considered private, however they are subject to disclosure through the Public Records Act. He also expressed his opinion that e-mails directed to the Commission as a whole are public records.

MOTION: Motion made by Vice-chairman Smith, seconded by Commissioner Lee to approve the consent agenda with the requested amendment to the minutes of April 26, 2016.
- *Motion carried unanimously. Commissioner Reed ABSTAINED.*

REGULAR AGENDA

6. Dredge Build Update – Review of Costs, Funding Sources and Schedule

Discussion: Port Director Ekers discussed the most recent dredge delivery schedule, noting that the first delivery trucks are anticipated to arrive on Tuesday, June 14, 2016. She stated that the delivery schedule is subject to change.

Port Director Ekers reviewed the following:

- DSC Dredge (DSC) is working on presenting an acceptable delivery plan for the new dredge. The initial delivery plan was rejected by Mesiti-Miller Engineering, due to launch ramp load tolerances. A revised plan is expected within the next several days.
- The launch ramp and adjacent parking areas will be fenced off to restrict pedestrian, bicycle, and vehicle access during the build process. Sidewalks will remain open to safely accommodate pedestrians.
- Traffic and parking along Lake Avenue will be impacted to accommodate delivery trucks. CHP will be contacted to coordinate traffic control.
- Notification to residential neighbors regarding impacts to the neighborhood has been sent.
- Advertising for the "Dredge Delivery" special is underway. Notification regarding the launch ramp closure and discounted visitor berthing rates for trailerable vessels is being distributed.

Vice-chairman Smith asked if a specific worksite within the launch ramp area has been determined. Port Director Ekers stated that the entire launch ramp will be utilized for mobilization, however, an aisle along the east wall will remain open to accommodate safety / emergency vehicles. She stated that as construction progresses, areas of the launch ramp will be reopened.

In response to a question posed by Commissioner Reed, Port Director Ekers stated that DSC is liable for any damages sustained to the launch ramp. She stated that in an effort to minimize any damage to the ramp, Mesiti-Miller Engineering is reviewing all plans submitted by DSC.

The Commission discussed the two recommended after-market items (density gage and bumper system) for the new dredge. There was consensus among the Commission to proceed with the density gage, but to postpone installation of the bumper system until after the dredge is assembled and operational, as not to cause a delay in delivery.

Port Director Ekers reviewed the current costs associated with the new dredge. She stated that Commission allocation of the Corps of Engineers' cost share contribution for 2015 and 2016 (\$400,000) for the balance of the dredge purchase is recommended.

MOTION: Motion made by Commissioner Reed, seconded by Commissioner Geisreiter to allocate the \$400,000 Corps of Engineers' cost share contribution for 2015 and 2016 for the balance of the dredge purchase.
- *Motion carried unanimously.*

7. Approval of Cash / Payroll Disbursements – April 2016

Discussion: In regards to warrant #45350 – Lockton Insurance Brokers, LLC, Commissioner Geisreiter asked for an update on the District's annual insurance policy renewal process. Port Director Ekers stated that with the exception of the commercial liability insurance policy, all renewal premiums were on budget. She stated that the commercial liability premium increased 1-2%.

Commissioner Lee asked for additional information on warrant #45352 – Electric Kettle, *Seabright* Centrifuge, and warrant #45359 – Advertising. Facilities Maintenance and Engineering Manager Kerkes stated that the electric kettle is not used as part of the centrifuge, but is a basic electric kettle for warming water (break room supply). Administrative Services Manager Olin stated that the \$300 fee for advertising allows the District to place harbor related brochures and material onboard the City's trolley.

In regard to warrant #45398 – Beach Equipment Fuel, Commissioner Lee asked what the process is for fueling beach equipment. Facilities Maintenance and Engineering Manager Kerkes stated that the District's flatbed truck, which contains a portable fuel tank, is brought to Flyer's and filled. The flatbed then distributes fuel to beach equipment, when needed.

In response to a question posed by Vice-chairman Smith regarding warrant #45441, Port Director Ekers stated that SWRCB is the State Water Resources Control Board.

MOTION: Motion made by Commissioner Geisreiter, seconded by Commissioner Lee to approve cash/payroll disbursements for April 2016, in the amount of \$736,514.43.
- Motion carried unanimously.

INFORMATION

8. Port Director's Report
Launch Ramp Cameras

Cameras have been installed in the launch ramp to provide live-streaming footage of the dredge build process. Cameras will be accessible on the website prior to dredge delivery.

Murray Street Bridge Update

The City and County are working to include the replacement of a sanitary sewer force main into the scope of the project. This addition will push the timeframe back, which now has an estimated bid date of spring 2017.

Fishery Lease

At the request of the current resident fish buyer (H&H Fresh Fish), advertising a request for proposals for the fishery leasehold (long-term lease) has been postponed until August.

Request for Proposals – Aldo's Seawall

Proposals for the Preliminary Engineering & Conceptual Design of Seawall Repair or Replacement Project are due on June 7, 2016. Award of the project is anticipated in June.

Tsunami Closeout

Port Director Ekers thanked Administrative Services Manager Olin and Accounting Technician Scott for their work submitting final tsunami closeout documents. She stated that 40 projects totaling \$20 million have been completed.

Review of Request from Todd Fraser, Bayside Marine

The Commission reviewed email correspondence submitted by Todd Fraser, owner of Bayside Marine. Mr. Fraser has requested to receive a rent reduction to compensate for any potential lost revenue due to the launch ramp closure.

There was consensus among the Commission for the following:

- Direct staff to discuss potential business impacts from the launch ramp closure with Mr. Fraser.
- Direct staff to inform Mr. Fraser of the Port District's claims process. At the conclusion of the launch ramp closure, a claim may be submitted to the Commission for review. Claim is to include evidence of lost revenue.

9. Harbormaster's Report

Vice-chairman Smith asked for an update on the Lexipol based policies and procedures manual for law enforcement personnel. Harbormaster Marshall stated that the manual is in draft form and may need minor revisions to conform to updated legislature.

Vice-chairman Smith asked if the manual can be presented for review at the June meeting, stating that an established operating procedure for the Deputy Harbormasters is important. Port Director Ekers stated that the policies will be brought before the Commission in June.

A discussion ensued about the feasibility of hosting a cardboard kayak race and haunted harbor event for 2016.

There was no discussion on agenda items 10-16.

10. Facilities Maintenance & Engineering Manager's Report
11. Kelp Study Final Report
12. Sea Scouts Bi-Annual Report
13. Review of Delinquent Accounts
14. Review of Financial Reports
 - a) Comparative Seasonal Revenue Graph
 - b) Tsunami Financial Overview
15. Crime/Incident/Citation Report – March 2016
16. Port Commission Review Calendar/Follow-Up Items

Chairman Goddard adjourned the regular public session at 8:35 PM



Toby Goddard, Chairman