

Santa Cruz Port District
135 5th Avenue
Santa Cruz, CA 95062
831.475.6161
831.475.9558 Fax
www.santacruzharbor.org



PORT COMMISSIONERS:
Toby Goddard
Dennis Smith
Reed Geisreiter
Stephen Reed
Darren Gertler

Special Closed & Regular Public Session of January 23, 2018

Santa Cruz Port Commission MINUTES

Commissioners Present:

Dennis Smith Chairman
Toby Goddard Commissioner
Reed Geisreiter Commissioner
Darren Gertler Commissioner

Commissioners Absent:

Stephen Reed Vice-Chairman

SPECIAL PUBLIC SESSION – 5:30 PM

Chairman Smith brought the special public session to order at 5:30 PM at the Santa Cruz Harbor Office, 135 Fifth Avenue, Santa Cruz, CA 95062.

1. Oral Communication
2. Announcement of Closed Session Pursuant to Government Code (Ralph M. Brown Act) Section 54957.

At 5:31 PM, Chairman Smith announced the Commission will meet in closed session to discuss agenda item 3.

SPECIAL CLOSED SESSION

3. Public Employee Performance Evaluation
Title: Port Director

SPECIAL PUBLIC SESSION

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

Chairman Smith announced that the Commission took no reportable action in closed session on item 3.

Chairman Smith adjourned the special open session following the closed meeting at 6:45 PM.

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.

- 5. Pledge of Allegiance
- 6. Oral Communication

Discussion: Joe Altmann, Commodore of the Santa Cruz Yacht Club, stated that the Yacht Club looks forward to continuing a good working relationship with the harbor in the upcoming year. Mr. Altmann invited the Commission to attend the Yacht Club's 90th anniversary celebration in April 2018.

The Commission expressed their appreciation for the continued cooperative working relationship between the Port District and Santa Cruz Yacht Club.

Slip renter Niels Kisling expressed his concern about being placed on the 2018 vessel use list, stating that he is an active boater and long-time slip renter.

Slip renter Rob Nichols asked for additional information regarding the 2018 waiting list renewals.

Administrative Services Manager Mac Laurie stated that the waiting list renewal notices are slightly different from those sent in prior years. She explained that 2018 waiting list renewal invoices were sent out in January, and a reminder letter will be sent to all customers with unpaid waiting list invoices in mid-February.

CONSENT AGENDA

- 7. Approval of Minutes
 - a) Special Closed and Special Public Session of December 12, 2017

MOTION: Motion made by Commissioner Goddard, seconded by Commissioner Geisreiter to approve the consent agenda.

- *Motion carried. Vice-Chairman Reed ABSENT.*

REGULAR AGENDA

- 8. Presentation by O'Neill Sea Odyssey on 100,000th Student Campaign

Discussion: O'Neill Sea Odyssey's (OSO) Executive Director Dan Haifley gave a presentation on OSO's 100,000th Student Campaign. He stated that OSO anticipates that the program will serve its 100,000th student in July 2018, and a celebratory ceremony will be held in fall 2018.

The Commission expressed their appreciation for OSO's efforts and thanked Mr. Haifley for his contributions.

9. Approval of Resolution 18-01 – Authorizing the Port Director to Execute Documents Accepting a Clean Vessel Act Pumpout Grant from the State of California Division of Boating and Waterways

Discussion: Port Director Olin stated that staff submitted a Clean Vessel Act Pumpout Grant Application to California State Parks, Division of Boating and Waterways (DBW), in June 2017. She stated that the grant application requests funding for the construction of a new pumpout facility at Santa Cruz Harbor.

Port Director Olin stated that the Port District's pumpout grant application is currently under review, but stated that Resolution 18-01 is required to complete the District's application packet.

MOTION: Motion made by Commissioner Gertler, seconded by Commissioner Geisreiter to approve Resolution 18-01 – Authorizing the Port Director to Execute Documents Accepting a Clean Vessel Act Pumpout Grant from the State of California Division of Boating and Waterways.
- *Motion carried. Vice-Chairman Reed ABSENT.*

10. Approval of Resolution 18-02 – Declaring that Governing Body Members and Volunteers shall be Deemed to be Employees of the Port District for the Purpose of Providing Workers' Compensation Coverage

11. Discussion: Port Director Olin stated that Resolution 18-02 fulfills Special District Risk Management Authority (SDRMA) workers' compensation coverage requirements for governing body members.

In response to a question posed by Commissioner Goddard, Port Director Olin confirmed that approval of the resolution will not negatively impact the District's workers' compensation costs.

MOTION: Motion made by Commissioner Goddard, seconded by Commissioner Geisreiter to approve Resolution 18-02 – Declaring that Governing Body Members and Volunteers shall be Deemed to be Employees of the Port District for the Purpose of Providing Workers' Compensation Coverage.
- *Motion carried. Vice-Chairman Reed ABSENT.*

12. Approval of Resolution 18-03 – Adopting Amendments to the Port District's Salary Schedule and Approval of Salary and Benefit Agreement Between Santa Cruz Port District and Harbor Management Group

Discussion: Port Director Olin recommended approval of Resolution 18-03, which approves the following:

- An amended consolidated salary schedule, which increases 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
- An increase to 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
- An increase in wages for unrepresented employees to align with California minimum wage standards effective January 1, 2018; and
- An Increase in wages for the following unrepresented positions by 3%: Harbor Maintenance Worker I, II and III; Parking Coordinator – Provisional.

Port Director Olin reported that the tentative agreement reached with the Harbor Management Group on other salary and benefits is commensurate with labor agreements reached with the Harbor Employees' Association and Operating Engineers Local No. 3 as outlined in the staff report.

MOTION: Motion made by Commissioner Gertler, seconded by Commissioner Geisreiter to approve Resolution 18-03 – Adopting Amendments to the Port District's Salary Schedule and Approval of Salary and Benefit Agreement Between Santa Cruz Port District and Harbor Management Group
 – *Motion carried. Vice-Chairman Reed ABSENT.*

13. Port District Priorities 2018

Port Director Olin highlighted the following Port District priorities for 2018:

- Ensure that debt service coverage ratios are met;
- Manage financial resources consistent with the Port District's Financial Reserve Policy;
- Continue the design and permitting process for the west side seawall;
- Implement scheduled Capital Improvement Projects (Pile Replacement Project, installation of electronic gate key system and retrofit of dock gates, identification of additional parking and storage opportunities in the harbor);
- Maintain a safe and navigable federal entrance channel;
- Strengthen relationships with other marinas and marine-related entities;
- Continue to work with the City of Santa Cruz and County of Santa Cruz on projects and initiatives of mutual concern;
- Maintain certification of Excellence in Transparency from the California Special Districts Leadership Foundation and achieve accreditation as a District of Distinction.

Chairman Smith stated that he is supportive of the District's 2018 priority list, noting that the list is comprehensive and there are many planned upcoming projects.

In response to a question posed by Chairman Smith, Port Director Olin stated that Mesiti-Miller's sub-consultant is currently working on obtaining permits for the west side seawall project.

A discussion ensued regarding the progress of the electronic gate key installation. Commissioner Goddard suggested that a presentation on the electronic gate key project be included in an upcoming meeting. Commissioner Geisreiter agreed, and emphasized the importance of this project. Port Director Olin stated that staff will provide a detailed update on the electronic gate key project at an upcoming meeting.

Commissioner Geisreiter noted the list is extensive and it is understood that not all items will be completed in a single year. He commented that its purpose is to provide a framework for prioritizing projects and activities in the coming year.

In addition to strengthening relationship with other marinas and marine-related entities, Commissioner Goddard commented that strengthening relationships with harbor customers and users is also important.

14. Approval of Cash / Payroll Disbursements – December 2017

Discussion: Chairman Smith asked for additional information on Warrant #48991 – Event Deposit Refund. Administrative Services Manager Mac Laurie stated that Tesla was issued a security deposit refund in the amount of \$5,000 for a commercial film shoot at the harbor.

Commissioner Goddard asked for additional information on Warrant #49101 – Gloves, G-Dock Lift Station Pump, Office Supplies, Traffic Cones. Port Director Olin stated that the G-Dock lift station pump comprises a majority of the expense.

Commissioner Goddard asked for additional information on Warrant #49122 – Ventilation for C32 and C8 Motors, Batteries, Filters, Engine Cap for *Twin Lakes*. Port Director Olin stated that the ventilation equipment purchased was not included as *Twin Lakes*' warranty work, but was installed to improve emissions ventilation in the engine room.

MOTION: Motion made by Commissioner Goddard, seconded by Commissioner Geisreiter to approve the Cash / Payroll Disbursements for December 2017 in the amount of \$486,635.62.

- *Motion carried. Vice-Chairman Reed ABSENT.*

INFORMATION

15. Port Director's Report

California Marine Affairs and Navigation Conference (CMANC)

Port Director Olin stated that the annual CMANC conference is scheduled for the week of March 5, 2018, in Washington D.C. Commissioner Goddard stated that he and Port Director Olin attended last year's conference and it was very beneficial.

There was consensus among the Commission to approve out-of-state travel for Port Director Olin and one Commissioner to attend the conference.

Tsunami Watch

Port Director Olin stated that the National Tsunami Warning Center (NTWC) issued a tsunami watch after a major earthquake struck off the coast of Alaska, during the early morning of January 23, 2018. Staff responded and initiated an incident command system. At approximately 4:15 AM, the NTWC cancelled the tsunami watch.

Building Inspection – 333 Lake Avenue

Port Director Olin stated that a building inspection was conducted at 333 Lake Avenue, and she will provide Commissioners who are interested with a copy of the report.

Beneficial Re-Use of Sediment

Port Director Olin stated that she attended a Sanctuary Advisory Council (SAC) Meeting on December 15, 2018. She stated that the SAC reached consensus on a recommendation to change the definition of dredged material from "waste" to "beneficial re-use." She stated that this reinterpretation may allow the Sanctuary to authorize placement of clean sand below mean high water for designated projects.

New Website Launch

Port Director Olin stated that staff has successfully launched the harbor's new website. She stated that the new website improves user navigation and site accessibly.

Commissioner Goddard suggested that a tribute to former Commissioner Norm Lezin be included on the new website.

16. Harbormaster's Report (*There was no discussion on this agenda item*)

17. Facilities Maintenance & Engineering Manager's Report

Port Director Olin stated that Facilities Maintenance & Engineering Manager (FME) Kerkes has developed a prototype for a new dock gate that can support the technology needed for electronic key access. She stated that FME Kerkes will invite Commissioners to review the prototype when it is completed.

Commissioner Goddard asked for update on north harbor dredging. Port Director Olin stated that crews have made slow, but steady progress deepening the X-J channel and are moving north toward the culvert area. She stated that crews intend to dredge the area at the northernmost end (near the culverts) with the Toyo pump assisted by *Squirt*. Port Director Olin noted that north harbor dredging, in areas where material is greater than 80% sand, is permitted through April 30, 2018.

18. 2018 Committee Assignments

Chairman Smith stated that the 2018 Committee Assignments has been revised to reflect that Vice-Chairman Reed is Committee-Chair of the Construction / Maintenance Committee.

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

20. Review of Financial Reports

a) Comparative Seasonal Revenue Graphs

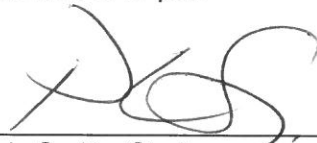
Commissioner Goddard commented that the launch ramp revenue is lower than FY18 projections.

21. Crime / Incident / Citation Report – December 2017

Chairman Smith commended staff for their response during the heavy swell event on January 18, 2018, which impacted the north harbor area.

22. Port Commission Review Calendar / Follow-Up Items (*There was no discussion on this agenda item*)

Chairman Smith adjourned the regular public session at 8:17 pm.



Dennis Smith, Chairman