



Special Closed Session of June 12, 2020

**Santa Cruz Port Commission
MINUTES**

Commission Members Present (Via teleconference):

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

SPECIAL PUBLIC SESSION

Chairman Reed brought the special public session to order at 5:00 PM via teleconference at the Santa Cruz Harbor office conference room, 135 5th Avenue, Santa Cruz, CA 95062.

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

Chairman Reed 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 and T. Davis
Employee Organization: Harbor Employee Association, Harbor Management Group, and Operating Engineers Local No. 3
4. Conference with Real Property Negotiators
Agency Designated Representative: M. Olin
Negotiating Parties: Harbor Restaurant Operators (Café El Palomar; Crow's Nest Restaurant; Aldo's Harbor Restaurant; Java Junction; Johnny's Harborside
Under Negotiation: Lease Addendum

SPECIAL PUBLIC SESSION

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

Chairman Reed re-convened the special public session at 5:52 pm and announced the following:

Item 3: No reportable action

Item 4: Motion made by Vice-chairman Goddard, seconded by Commissioner Smith to authorize the Port Director to:

1. Execute lease addendum documents establishing temporary outdoor dining areas for Crow's Nest, Café El Palomar, and Aldo's Harbor Restaurant; and
2. Approve minor modification to designate areas as may be required to meet regulator requirements and;
3. Stress the importance of garbage cleanup with each tenant.
 - *Motion carried unanimously by roll call.*
 - o Reed: YES
 - o Goddard: YES
 - o Smith: YES
 - o Gerler: YES
 - o Geisreiter: YES

Chairman Reed adjourned the special public session at 5:53 PM.

Stephen Reed, Chairman



Special Closed and Regular Public Session of June 23, 2020

**Santa Cruz Port Commission
MINUTES**

Commission Members Present (Via teleconference):

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

SPECIAL PUBLIC SESSION – 5:00 PM

Chairman Reed brought the special public session to order at 5:00 PM via teleconference at the Santa Cruz Harbor Conference Room, 135 5th Avenue, Santa Cruz, CA 95062.

1. Oral Communication
2. Announcement of Closed Session Pursuant to Government Code (Ralph M. Brown Act) Section 54956.8

At 5:00 PM, Chairman Reed announced the Commission will meet in closed session to discuss agenda items 3 and 4.

SPECIAL CLOSED SESSION

3. Conference with Real Property Negotiators
Agency Designated Representative: M. Olin
Negotiating Parties: 616 Atlantic Avenue (Aldo's Restaurant)
Under Negotiation: Lease
4. Conference with Real Property Negotiators
Agency Designated Representative: M. Olin
Negotiating Parties: 2218 East Cliff Avenue (Crow's Nest 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 Reed announced that the Commission took no reportable action in closed session on items 3 and 4.

Chairman Reed adjourned the special open session following the closed meeting at 6:23 PM.

REGULAR PUBLIC SESSION – 7:00 PM

Chairman Reed convened the regular public session at 7:00 PM via teleconference at the Santa Cruz Harbor Conference Room, 135 5th Avenue, Santa Cruz, CA 95062.

1. Pledge of Allegiance
2. Oral Communication

Chairman Reed stated that the Commission took no reportable action in closed session on agenda items 3 and 4.

Commission Gertler expressed his appreciation for staff's efforts in partnering with CA State Parks Division of Boating and Waterways to implement a life jacket loaner program at the Santa Cruz Harbor launch ramp.

CONSENT AGENDA

3. Approval of Minutes
 - a) Regular Public Session of May 26, 2020
4. Approval of O'Neill Sea Odyssey Sublease – 2222 East Cliff Drive, Suite 200 (Tenant: State Farm Insurance)
5. Approval of Resolution 20-06 – Designation of Applicant's Agent for Non-State Agencies for the Purpose of Obtaining Federal Assistance
6. Approval of Resolution 20-07 – Designating Port District Officers as Authorized Local Agency Investment Fund (LAIF) Agents
7. Public Hearing to Approve Resolution 20-08 – Adopting a Conflict-of-Interest Code

Discussion: Commissioner Goddard requested that item 7, Public Hearing to Approve Resolution 20-08 – Adopting a Conflict-of-Interest Code, be moved to the regular agenda to allow for public comment and discussion.

MOTION: Motion made by Commissioner Geisreiter, seconded by Commissioner Smith to approve the consent agenda items 3 through 6.

- *Motion carried unanimously by roll call.*

- *Reed: YES*
- *Goddard: YES*
- *Smith: YES*
- *Gertler: YES*
- *Geisreiter: YES*

REGULAR AGENDA

7. Public Hearing to Approve Resolution 20-08 – Adopting a Conflict-of-Interest Code

Discussion: Vice-chairman Goddard requested that Resolution 20-08 be revised to indicate that no amendment to the agency's conflict of interest code is required.

MOTION: Motion made by Vice-chairman Goddard, seconded by Commissioner Geisreiter to approve Resolution 20-08, adopting a conflict-of-interest code, with the requested revision.

- *Motion carried unanimously by roll call.*
 - *Reed: YES*
 - *Goddard: YES*
 - *Smith: YES*
 - *Gertler: YES*
 - *Geisreiter: YES*

8. Approve Extended Warranty Contract with Scheidt and Bachmann for Concession Parking Lot Equipment

Discussion: Port Director Olin requested approval of the extended warranty contract with Scheidt and Bachman for a one-year term, with four, one-year options to renew. She stated that the routine preventative maintenance performed and software updates provided under this warranty will ensure the equipment remains in top operating condition.

Port Director Olin reviewed the annual warranty costs (paid to Scheidt and Bachmann on a monthly basis):

Year 1 (April 1, 2021)	\$27,800
Year 2 (April 1, 2022)	\$28,634
Year 3 (April 1, 2023)	\$29,493
Year 4 (April 1, 2024)	\$30,378
Year 5 (April 1, 2025)	\$31,289

Port Director Olin stated that adequate funding will be included in the FY22 budget for this expense.

MOTION: Motion made by Commissioner Geisreiter, seconded by Commissioner Smith to approve the extended warranty contract with Scheidt and Bachmann USA, Inc., for a one-year term, with four, one-year options to renew.

- *Motion carried unanimously by roll call.*
 - *Reed: YES*
 - *Goddard: YES*
 - *Smith: YES*
 - *Gertler: YES*
 - *Geisreiter: YES*

9. Consider Amendments to Concession-Operated Charter Permits and Review Charter Fee Schedule

Discussion: Port Director Olin stated that as a result of the recent shelter-in-place closure, staff has received numerous requests from charter operators seeking various permit modifications. She stated that staff has reviewed and considered each request, and developed the following recommendations to bring continuity to the charter program and fee schedule:

- Require charters to commence operations within 60 days of permit issuance
- Rescind currently inactive charter permits:
 - O'Neill – *Marie Celine*
 - Dolan – *Second charter permit*
- Apply 6-pak charter fee to J. Thomas, rather than business use of slip at 1.5X slip rent;
- Schedule a future comprehensive committee review of the charter program and fee schedule

Vice-chairman Goddard stated that he is supportive of requiring charters to commence operations within 60 days of permit issuance or upon a mutually agreed upon start date. He stated that it will be beneficial to grant the Port Director discretion to approve extensions to the effective date, in the event of unforeseen delays (i.e. Coast Guard certification, etc.).

Commissioner Geisreiter agreed and stated that the motion should clarify that the 60-day provision to commence operations for any inactive charters begins from the date of tonight's meeting.

Vice-chairman Goddard suggested it may be useful to define "inactive" to ensure consistency. A brief discussion ensued about how to define inactive charters. Port Director Olin stated, for now, she is taking a simplistic view of inactivity:

- No vessel
- Permit holder requests an extended leave
- Permit holder states they don't conduct charters

Port Director Olin stated that inactivity due to COVID-19 or similar disruptions would not be grounds to rescind a permit. It was generally agreed that future discussion to define a policy on inactivity would be beneficial.

Charter operator, Tom Dolan, expressed his intent to commence operations under his second permit, which was issued in March 2018, and requested at least 90 to 120 days to begin operating due to COVID-19 setbacks.

The Commission discussed extending the 60-day provision allow operators to commence in 90-days.

MOTION: Motion made by Vice-chairman Goddard, seconded by Commissioner Geisreiter to:

1. Require charter operators to commence charter operations within 90 days of permit issuance, or a mutually agreed upon start date;
2. Rescind inactive charter permits;
3. Apply charter fee to J. Thomas 6-pak charter business;
4. Perform a comprehensive review of charter fees at a future committee meeting
5. Modifications made as part of this motion take effect immediately and are not to be imposed retroactively.
 - *Motion carried unanimously by roll call.*
 - *Reed: YES*
 - *Goddard: YES*
 - *Smith: YES*
 - *Gertler: YES*
 - *Geisreiter: YES*

10. General Election of November 2020

- a) Approval of Resolution 20-09 – Serving Notice to County Clerk of Election Office to be Filled and Transmittal of Map and Boundaries
- b) Approval of Resolution 20-10 – Ordering an Election and Requesting Consolidation of the Election
- c) Administrative Calendar

Discussion: In response to a question posed by Vice-chairman Goddard, Port Director Olin confirmed that approval of Resolution 20-10 consolidates the election. She stated that additional information regarding the estimated cost of this year's election can be obtained from the County.

MOTION: Motion made by Commissioner Gertler, seconded by Commissioner Geisreiter to approve Resolution 20-09, serving notice to County Clerk of Election Office to be filled and transmittal of map and boundaries; and Resolution 20-10, ordering an election and requesting consolidation of the election.

- *Motion carried unanimously by roll call.*
 - *Reed: YES*
 - *Goddard: YES*
 - *Smith: YES*
 - *Gertler: YES*
 - *Geisreiter: YES*

11. Approval of Cash / Payroll Disbursements – May 2020

Discussion: Port Director Olin noted that warrant #53491 to SDRMA for 2020-2021 workers' compensation insurance in the amount of \$112,309 exceeded the budgeted amount of \$105,000, due to an increased experience rating, which reduces the District's discount. In FY19 the Port District budgeted \$116,000 for workers' compensation and actual costs were \$85,000.

MOTION: Motion made by Commissioner Smith, seconded by Chairman Reed to approve the cash and payroll disbursements for May 2020 in an amount of \$522,29.61.

- *Motion carried unanimously by roll call.*

- *Reed: YES*
- *Goddard: YES*
- *Smith: YES*
- *Gertler: YES*
- *Geisreiter: YES*

INFORMATION

12. Port Director's Report

FEMA Public Assistance Grant

Port Director Olin stated that on June 1, 2020, she applied for the FEMA Public Assistance Grant. If accepted, the District will be eligible for reimbursement of certain COVID-19 related services and supplies. Labor and legal services are being tracked, but not likely to be eligible for reimbursement.

Murray Street Bridge

Port Director Olin stated that the City anticipates issuing a Request for Proposals for the Murray Street Bridge Seismic Retrofit Project in early-2021, and noted that the project will not likely commence for another several years.

COVID-19 Landside Tenant Extended Payment Plans

Port Director Olin stated that 10 landside tenants have executed extended payment plans.

13. Harbormaster's Report

Harbormaster Anderson stated that he received a total of 32 marina customer extended payment plan requests; 13 declined; 19 were executed.

14. Facilities Maintenance & Engineering Manager's (FME) Report

Port Director Olin stated that FME Manager Kerkes is not in attendance at tonight's meeting. She reported that the crews have been performing work on *Dauntless* to patch the deck and will begin preparations for replacing the disposal pipeline on harbor beach, which is scheduled to take approximately 2 weeks.

15. Dredge Report 2019-20

Administrative Services Manager MacLaurie stated that the dredge crew had a very successful 2019-20 season. She stated that the crew continues to hone their skills and achieve increased production.

Administrative Services Manager MacLaurie stated that the staff is currently developing a plan to transition north harbor dredging duties back to the dredge department for the 2020-21 season.

A brief discussion ensued regarding the methodology used for estimating daily dredge volumes. Staff confirmed that several factors, including total run time, pumping hours, dredge location, and the presence of debris are taken into consideration when calculating the estimated daily total.

16. Financial Reports (*There was no discussion on this agenda item*)
 - a) Comparative Seasonal Revenue Graphs
17. Delinquent Account Reporting (*There was no discussion on this agenda item*)
18. Harbor Patrol Incident Response Report – May 2020 (*There was no discussion on this agenda item*)
19. Written Correspondence (*There was no discussion on this agenda item*)
 - a) Letter to Chairman Reed from Law Office of Steven J. Andre
 - b) Letter to Chairman Reed from Mr. Wilson
 - c) Letter to Mr. Wilson from Chairman Reed
20. Port Commission Review Calendar / Follow-Up Items (*There was no discussion on this agenda item*)

Chairman Reed adjourned the regular public session at 8:12 PM.

Stephen Reed, Chairman

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

TO: Port Commission
FROM: Holland MacLaurie, Administrative Services Manager
DATE: July 7, 2020
SUBJECT: Approval of Sublease Agreements – 2222 E. Cliff Drive, Suite 234
(Tenant: Surfrider Foundation)

Recommendation: Approve O'Neill Sea Odyssey sublease agreement.

BACKGROUND

Surfrider Foundation currently subleases Suite 234 at 2222 East Cliff Drive. The tenant seeks to extend the lease term through July 31, 2021.

ANALYSIS

The terms of the lease agreement are below:

Tenant: Surfrider Foundation
Term: August 1, 2020, to July 31, 2021
Space: 2222 E. Cliff Drive, Suite 234 (432 SF)
Rent: \$1,149 / month (\$2.66 SF)
Use: Office Space
Insurance: \$1 million, with Santa Cruz Port District named as additional insured

IMPACT ON PORT DISTRICT RESOURCES

Tenant rent is increasing by \$32 per month. The Port District receives approximately 16% of OSO's sublet revenue.

ATTACHMENTS: A – Lease for Suite 234
B – List of OSO subleases

FOURTEENTH AMENDMENT TO LEASE

This Fourteenth Amendment to Lease ("Fourteenth Amendment"), dated for reference purposes only as April 10, 2020, is made by and between O'Neill Sea Odyssey, a California nonprofit corporation ("Landlord") and Surfrider Foundation, a California nonprofit corporation. ("Tenant").

RECITALS

A. Landlord and Tenant entered into that certain Lease dated April 15, 2004 ("Lease"), for certain Premises consisting of 432± square feet and commonly known as 2222 East Cliff Drive, Suite 234, Santa Cruz, California ("Premises"). The parties thereafter entered into a First Amendment of Lease dated April 30, 2007 ("First Amendment") a Second Amendment to Lease dated June 27, 2008 ("Second Amendment") a Third Amendment dated June 2, 2009 ("Third Amendment") a Fourth Amendment dated June 2, 2010 ("Fourth Amendment"), a Fifth Amendment ("Fifth Amendment") dated June 15, 2011 a Sixth Amendment ("Sixth Amendment") dated April 26, 2012, a Seventh Amendment ("Seventh Amendment") dated May 31, 2013, an Eight Amendment ("Eighth Amendment") dated April 3, 2014, a Ninth Amendment ("Ninth Amendment") dated March 30, 2015, Tenth Amendment ("Tenth Amendment") dated April 18, 2016, Eleventh Amendment ("Eleventh Amendment") on April 18, 2017, a Twelfth Amendment ("Twelfth Amendment") on March 7, 2018 and a Thirteenth Amendment ("Thirteenth Amendment") on April 4th, 2019.

B. The parties wish to further amend the Lease as set forth in this Fourteenth Amendment.

C. The capitalized terms used and not otherwise defined herein shall have the same meanings and definitions as set forth in the Lease.

AMENDMENT PROVISIONS

1. **Term.** The Lease Term for the Premises shall be modified to continue in force from August 1, 2020, until it expires on July 31, 2021 ("New Term").

2. **Base Rent.**

<u>Months</u>	<u>Rental Rate/SF/MO/NNN</u>
New Term	\$2.662/sq. ft. = \$1,149/mo.

3. **General:**

3.1 **Effect of Amendment; Ratification.** Except as otherwise modified by this Fourteenth Amendment, the Lease shall remain unmodified and in full force and effect. In the event of any conflict or inconsistency between the terms and conditions of the Lease and the terms and conditions of this Fourteenth Amendment, the terms and conditions of this Fourteenth Amendment shall prevail.

3.2 **Attorney's Fees.** The provisions of the Lease respecting payment of attorney's fees shall also apply to this Twelfth Amendment.

3.3 **Counterparts.** If this Fourteenth Amendment is executed in counterparts, each counterpart shall be deemed an original.

3.4 **Authority to Execute Amendment.** Each individual executing this Fourteenth Amendment on behalf of a partnership or corporation represents that he or she is duly authorized to execute and deliver this Fourteenth Amendment on behalf of the partnership and/or corporation and that this Fourteenth Amendment is binding upon the corporation or partnership in accordance with its terms.

3.5 Governing Laws. This Fourteenth Amendment and any enforcement of the agreements and modifications set forth above shall be governed by and construed in accordance with the laws of the State of California.

4. Tenant Improvements: Landlord shall not be required to provide any Tenant Improvements to the Premises during the New Term or any subsequent Extension Terms.

IN WITNESS WHEREOF, the parties hereto have executed this Fourteenth Amendment as of the date and year first above written.

LANDLORD:
O'Neill Sea Odyssey,
a California nonprofit corporation

By:



Rachel Kippen
Its: Executive Director

DATED: April 10, 2020

TENANT:
Surfrider Foundation,
a California nonprofit corporation

By:



ALLISON WEBSTER
Its: CHAIRPERSON

DATED: July 1, 2020

SANTA CRUZ PORT DISTRICT
By:

Marian Olin
Its: Port Director

DATED: _____, 2020

OSO 2222 East Cliff Drive Leases as of 07/07/2020

Space	Tenant	Term	Expires	Amt/Sq ft	Sq. feet	Total	Renewal Status
200	State Farm - Chris Buich	5 yrs (1)	7/31/2021	\$4.59	616	\$2,829.75	Renewed
204	Laurel Andres, MFCC	2 yrs	7/31/2021	\$3.93	210	\$825.00	Renewed
208	Dr. Donald Markle	1.5 yr	6/3/2021	\$4.65	165	\$767.25	Renewed
212	Public Consulting Group	2 yr	12/1/2020	\$4.24	270	\$1,144.80	Renewed
216	Mary Morgan	5 Year (2)	3/31/2023	\$4.88	478	\$2,332.25	Renewed
220	Estriatus Law	2 yrs	3/14/2022	\$4.42	337	\$1,490.97	Renewed
234	Surfrider Foundation	1 yr	7/31/2020	\$2.59	432	\$1,117.00	In process
222	O'Neill Sea Odyssey	25 years	12/31/2028	\$0.00	1207	\$0.00	25 Years
TOTAL MONTHLY					3715	\$10,507.02	
TOTAL ANNUAL						\$126,084.24	



TO: Port Commission

FROM: Marian Olin, Port Director

DATE: July 22, 2020

SUBJECT: Authorize Temporary Lease Addendum for Use of Outdoor Dining Space by Johnny's Harborside, 493 Lake Avenue, Santa Cruz

Recommendation: Authorize the Port Director to:

- 1. execute lease addendum document establishing a temporary outdoor dining area for Johnny's Harborside; and,**
- 2. approve minor modifications to designated areas as may be required to meet regulatory requirements.**

BACKGROUND

In June, in response to the novel Coronavirus ("COVID-19"), the County of Santa Cruz took action to allow greater use of outdoor areas and parking lots to achieve greater physical separation between people at businesses. The County recognized that due to the uncertain duration of the pandemic, it was essential to modify existing land use permits that govern use of private property to accommodate temporary changes for longer-than-usual time periods.

The City of Santa Cruz also issued an Executive Order in early-June authorizing temporary use of public areas for restaurants and other retail businesses.

Other communities have followed suit, in some cases closing streets to allow restaurants to establish outdoor dining areas.

In June, to allow harbor restaurants to recoup seating temporarily lost due to COVID-19 social distancing requirements, the Commission approved outdoor dining areas for three restaurant tenants (Aldo's Harbor Restaurant; Café El Palomar; Crow's Nest). At the time, Johnny's Harborside was not interested in establishing an outdoor dining area.

With the closure of indoor dining throughout the state, Dan Agostinis of Johnny's Harborside has reconsidered his options and has requested use of an outdoor dining area.

ANALYSIS

The executed lease addendum document for temporary use of an outdoor dining area is appended as Attachment A. The form of agreement is the same as was utilized for other restaurant tenants, with one language addition (see footnote 1). The addendum document was reviewed by counsel. Dan Agostinis prepared the diagram which is appended to the addendum as Exhibit A.

The area is within H&H's leasehold area, adjacent to the public walkway. I have confirmed with Hans Havemann that he and Dan Agostinis have agreed to this temporary use. H&H will relocate some insulated fishing boxes stored in the area and temporarily move vehicles to the adjacent visitor parking area (4 spaces will be coned off for H&H and additional parking is available at the McDermott property east of the boatyard). The addendum term is month-to-month and is cancellable with reasonable advance notice. Additional language has been added to the addendum to ensure the use does not interfere with resident buyer and commercial fishery operations.¹

The outdoor dining area is intended to offset dine-in seating losses due to social distancing requirements. No expansion of dine-in seating is allowed.

I am seeking authorization to execute the temporary lease addendum document.

IMPACT ON PORT DISTRICT RESOURCES

Johnny's Harborside is responsible for the full cost of set-up, maintenance, upkeep and permits required for the temporary dining area, and is responsible for returning the area to pre-existing condition no more than seven (7) days following termination of the agreements.

The Port District will not generate parking revenue from the parking spaces utilized by H&H. It is unknown at this time if the outdoor replacement seating will increase restaurant revenues to a level that will generate percent rent, but it is a step in the direction of recovery.

ATTACHMENTS: A – COVID-19 Temporary Addendum to Lease – Johnny's Harborside

¹ 5.f was added under "Term": "if dining operations negatively impact resident commercial fish buyer and/or commercial fisheries activities."

**CORONAVIRUS RESPONSE MEASURES
COVID-19 TEMPORARY ADDENDUM TO LEASE**

The Coronavirus (COVID-19) Response Measures Temporary Addendum to Lease (COVID-19 Temporary Addendum) is to that certain Lease dated February 16, 1994, and any and all subsequent amendments, addenda and/or assignments by and between or applicable to SANTA CRUZ PORT DISTRICT, a political subdivision of the State of California, (“Landlord”) and HARBOR CULINARY ENTERPRISES, INC., dba JOHNNY’S HARBORSIDE (“Tenant”).

The parties, by this COVID-19 Temporary Addendum, make the following temporary modifications and additions to the Lease, effective July 29, 2020:

1. Premises.

- a. The definition of Premises applicable to the Lease dated February 16, 1994, and subsequent amendments thereto, shall include the following additional space:

Landlord hereby authorizes Tenant to utilize an additional 300 SF in a leasehold area controlled by H&H Fresh Fish as depicted in Exhibit A, for temporary outdoor restaurant seating during its usual hours of business operation or otherwise to comply with any applicable county public health order restrictions regarding beach access.

- b. Outdoor seating is limited to offsetting dine-in seating losses due to social distancing requirements relative to the COVID-19 shelter-in-place Orders issued by federal, state and/or local authorities. No expansion of existing dine-in seating is allowed under this COVID-19 Temporary Addendum.

- c. No ownership or vested property interest is granted by allowing the temporary use of the designated outdoor space.

2. As-Is. Tenant accepts temporary use of the additional space in an “AS-IS, IN ITS CURRENT CONDITION, WITH ALL FAULTS”.

3. Permits. Tenant is responsible for acquiring any and all applicable federal, state and local regulatory authorizations required for this temporary use.

4. Base Rent. Base rent shall not increase for temporary use of this additional seating area.

5. Term. The term of this COVID-19 Temporary Addendum shall be month-to-month, and is cancellable with reasonable advance notice by either Landlord or Tenant based on the following:
- a. when there is an end to applicable shelter-in-place Orders issued by federal, state and/or local authorities; or
 - b. upon expiration of Santa Cruz Port District's COVID-19 emergency declarations; or
 - c. as required by law or regulatory authority; or
 - d. failure to comply with the terms of this COVID-19 Temporary Addendum; or
 - e. in furtherance of the interest of public health, safety, and/or welfare; or
 - f. if dining operations negatively impact resident commercial fish buyer and/or commercial fisheries activities.

Tenant's return to full dine-in restaurant service (100% operation) is not required for cancellation of this COVID-19 Temporary Amendment and a return to full dine-in restaurant prior to cancellation is not guaranteed or warranted as a required element for cancellation by Landlord.

6. Tenant Improvements and Responsibilities.

- a. Temporary Outdoor Dining Area(s). All structures, facilities, equipment and activity in the outdoor restaurant dining area(s) must be of a temporary nature capable of being promptly removed upon termination of this COVID-19 Temporary Addendum. Tenant shall be responsible for the full cost of set-up, maintenance and upkeep of any temporary dining area. Tenant shall not expand or substantially change the set-up, location, fixtures, furnishings or temporary structures described in Exhibit A without prior written approval of Landlord. Tenant shall be responsible for returning area to pre-existing condition no more than seven (7) days following termination of this COVID-19 Temporary Addendum.
- b. Cleanliness. Tenant is responsible for ensuring the cleanliness and neat and attractive appearance of any outdoor dining area. Tenant shall continuously exercise diligence in keeping any outdoor dining area free from trash accumulation and predation by animals to the extent feasible through containment and proper disposal of garbage and recycling. Garbage and recycling shall not be deposited in containers intended for general beach and plaza visitorship.
- c. Accessibility. It shall be the responsibility of the Tenant to ensure that accessibility to/from/in the Premises and accessibility to any improvements located thereon conforms with the American with Disabilities Act, the California Building Code, and other applicable rules and laws. Tenant agrees to release, indemnify, defend and hold harmless Landlord (and its officials, directors, employees) from and against any claim, loss, expense or liability arising

from Tenant's failure to fully comply with the Americans with Disabilities Act and similar laws.

- d. Public Access. Temporary outdoor dining areas shall limit expansion to ensure there is no unnecessary infringement or diminishment of public access on beach areas, sidewalks and plazas.
- e. Alcohol Beverage. Tenant is responsible for complying with all rules related to service of alcoholic beverages and will require approval from the California Department of Alcoholic Beverage Control (ABC).
- f. Smoking is prohibited in any expanded outdoor dining area.
- g. Live music and amplified sound are prohibited in the expanded outdoor dining area.

7. Measures Protective of Public Health. Tenant shall implement measures required for the restaurant industry as set forth by the Santa Cruz County Health Officer's orders, and as otherwise modified or superseded by successive orders (available at <https://www.santacruzhealth.org/HSAHome/HSADivisions/PublicHealth/CommunicableDiseaseControl/CoronavirusHome/PublicInformation.aspx>)

and implement Guidance for Dine-In Restaurants (available at <https://covid19.ca.gov/pdf/guidance-dine-in-restaurants.pdf>) and post the accompanying checklist in the workplace (available at <https://covid19.ca.gov/pdf/checklist-dine-in-restaurants.pdf>) in accordance with the California Department of Public Health requirements.

Tenant must also comply with all other applicable state and federal protocols and guidance related to food establishments to minimize the spread of the COVID-19 virus.

8. Indemnification. Tenant agrees to jointly and severally hold the Landlord harmless in any way related to the use of the expanded Premises as described in this COVID-19 Temporary Addendum, consistent with the indemnification obligations to Landlord as set forth in the original Lease and as applicable in subsequent amendments and/or assignments.
9. No Other Modification. Notwithstanding the terms of this COVID-19 Temporary Addendum, nothing herein shall in any way otherwise modify any of the terms and provisions of the Lease and of any and all subsequent amendments, addenda and/or assignments which are applicable by and between Santa Cruz Port District and HARBOR CULINARY ENTERPRISES, INC., dba JOHNNY'S HARBORSIDE.
10. No Assignment. The use of the expanded space is not assignable to any third party.

11. Severability. In the event any of the provisions, or applications thereof, of this COVID-19 Temporary Addendum are held to be unenforceable or invalid by any court of competent jurisdiction, the validity and enforceability of the remaining provisions, or applications thereof, shall not be affected

12. Counterparts. This COVID-19 Temporary Addendum may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument. A scanned, electronic, facsimile or other copy of a party's signature shall be treated the same as an original.

The signatories to this COVID-19 Temporary Addendum warrant and represent that each is authorized to execute this agreement and that their respective signatures serve to legally obligate their respective representatives, agents, successors and assigns to comply with the provisions of this COVID-19 Temporary Addendum.

Dated: 7/22, 2020

Landlord:

SANTA CRUZ PORT DISTRICT,
a Political Subdivision of the State
of California

By: _____
Marian Olin, Port Director

Tenant:

HARBOR CULINARY ENTERPRISES,
INC.

By: 
Dan Christis

EXHIBIT A

Approximately 300 SF of outdoor dining space adjacent to a public walkway in a leasehold area controlled by H&H Fresh Fish, in the proximity of Johnny's Harborside, 493 Lake Avenue, Santa Cruz, CA as depicted in the following diagram.

Google Maps 493 Lake Ave



Not To Scale [---]= platters/rope

30' x 10' Tent

8 Tables Staggered Seating

Tables Seat 4

1-3 umbrellas for reception/Hostess

To-Go will queue upstairs

Santa Cruz Port District
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www.santacruzharbor.org



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

TO: Port Commission
FROM: Marian Olin, Port Director
DATE: July 22, 2020
SUBJECT: Approve Emergency Replacement of a Used 4WD Truck (NTE \$30,000)

Recommendation: Authorize the emergency replacement of a used 4WD truck for the dredge operation in an amount not-to-exceed \$30,000.

BACKGROUND

In 2016, the Port District purchased a used 1997 Dodge flatbed truck for \$8,500 for the dredge operation. The truck is used daily, and currently requires extensive work on the steering system, front-end ball joints, and replacement and repair of various other mechanical parts and systems. Staff has determined that major repairs would be needed to keep the vehicle in service, and the cost of those repairs are estimated to exceed the current value of the truck. No surplus value is anticipated, although staff plans to repurpose the existing flatbed portion of the truck.

ANALYSIS

The FY21 Dredge Intermediate Fund included several unfunded items, including \$70,000 for a replacement truck. At the time of budget adoption, it was anticipated that flatbed truck could remain in service for another year; however, ongoing mechanical issues necessitate more immediate replacement on an emergency basis.

Staff estimates that \$30,000 is adequate to procure a used, replacement truck.

IMPACT ON PORT DISTRICT RESOURCES

Amidst COVID-19 expenditure reductions, this unanticipated budget expense is proposed to be paid out of unreserved cash.

Santa Cruz Port District
Resolution 20-11
July 28, 2020

ON THE MOTION OF _____

SECONDED BY _____

A resolution supporting working with County of Santa Cruz to enhance the Twin Lakes Beachfront Project through the placement of a panoramic display of Monterey Peninsula and the mountain ranges across Monterey Bay.

WHEREAS, Twin Lakes State Beach is an extremely popular beach in Santa Cruz, located adjacent to Santa Cruz Harbor, and attracting over 500,000 visitors per year to the Monterey Bay region; and,

WHEREAS, in 2018, the County of Santa Cruz led and completed a decade-long project known as the Twin Lakes Beachfront Improvement Project to improve public access conditions while providing increased protection for existing infrastructure; and,

WHEREAS, the Twin Lakes Beachfront Improvement Project was a joint project coordinated and supported with grant funds from numerous local, state, and federal agencies, including the Santa Cruz Port District, which granted an easement for the project construction; and,

WHEREAS, the Twin Lakes Beachfront Improvement Project has made a dramatic difference to the scenic quality and of the area through the addition of such amenities as benches, beach overlooks, artistic and interpretive elements, landscaping, boulders, and trash enclosures that are all compatible with the coastline and marine environment; and,

WHEREAS, the County of Santa Cruz Parks Department has expressed an interest in having a panoramic display that illustrates the skyline and magnificent view of the Monterey Peninsula and mountains across Monterey Bay, that will provide additional interpretive value to both residents and visitors of the area,

NOW, THEREFORE, BE IT RESOLVED that the Port Commission of the Santa Cruz Port District is supportive of the project to work with the County of Santa Cruz to create and install such a panoramic display that will enhance the experience of people who come to enjoy our beautiful central coast area.

PASSED AND ADOPTED by the Santa Cruz Port Commission, this 28th day of July 2020, by the following vote:

AYES _____

NOES _____

ABSENT _____

ATTEST:

APPROVED BY:

Renee Ghisletta
Santa Cruz Port District Board Clerk

Stephen Reed, Chairman
Santa Cruz Port Commission

Santa Cruz Port District
Quarterly Budget Report -- Impacts / Analysis of COVID-19
For the Three Months Ending Tuesday, June 30, 2020

ACCOUNT	QTD & YTD	FY 21 BUDGET	% BUDGET	BUDGET STUDY 1	% BUDGET STUDY 1	Notes	QTD 6/30/19	DIFFERENCE
OPERATING INCOME								
Slip Rent Permanent	\$ 1,177,981	\$ 4,579,964	26%	\$ 4,350,966	27%	<i>Improved occupancy. Revenue does not reflect \$164K due on all payment plans / delinquencies (last year delinquent accts were approx \$70K)</i>	\$ 1,120,670	\$ 57,311
Slip Rent Visitors	40,171	125,000	32%	78,125	51%		53,898	(13,727)
Annual Slip Rent Discount	(785)	(1,000)	79%	(1,000)	79%		(822)	37
Tenant Concession Rent	314,131	1,866,320	17%	1,315,460	24%		409,024	(94,892)
Misc. Tenant Rent (Sewer)	15,419	150,000	10%	127,500	12%	<i>Sanitation District annual billing (\$100K) comes late in fiscal year.</i>	63,045	(47,626)
Launch Fees	51,557	100,000	52%	65,000	79%	<i>Improved over last year. Season opening and closure created demand</i>	50,640	917
Liveaboard	19,200	76,000	25%	72,200	27%		18,500	700
Catamaran Storage	6,755	26,650	25%	25,318	27%		5,964	791
North Harbor Dry Storage	46,850	179,631	26%	170,649	27%		45,585	1,265
7th Ave Dry Storage	29,453	115,313	26%	109,547	27%		27,691	1,762
Waiting List	6,800	105,000	6%	105,000	6%	<i>Revenue generated late in fiscal year</i>	11,750	(4,950)
Slip Leave Option	500	2,500	20%	2,500	20%		250	250
Partnership Fees	7,402	27,250	27%	25,888	29%		6,793	609
Sublease Fees	8,164	25,113	33%	21,345	38%	<i>Assume launch ramp closure created demand</i>	5,346	2,817
Variable/Utility Fees	50,163	200,031	25%	190,029	26%		49,779	384
Late Fees	(734)	50,000	-1%	18,750	-4%	<i>Reflects late fee waivers</i>	12,418	(13,152)
Citations	13,825	92,500	15%	46,250	30%	<i>Shows good enforcement effort and reflects less parking demand (shelter in place)</i>	18,048	(4,223)
Credit Card Convenience Charges	5,597	15,000	37%	13,500	41%	<i>Assume increase due to office closure</i>	4,344	1,254
Parking - Concession Lot	67,028	800,000	8%	400,000	28%		121,791	(54,763)
Parking - Launch Area	1,556		0%				12,602	(11,046)
Parking - Westside	15,429		0%				30,672	(15,243)
Meter Permits & Coin	26,548		0%				58,708	(32,160)
Slip Renter Parking Permits	2,898	21,500	13%	13,975	21%	<i>Reduction assumed to be due to office closure / shelter in place</i>	5,256	(2,358)
RV Parking	10,747	185,000	6%	92,500	12%	<i>RV park temp closed</i>	48,464	(37,717)
Fuel Sales Gasoline	77,406	285,000	27%	285,000	27%		108,934	(31,528)
Fuel Sales Diesel	124,332	405,000	31%	405,000	31%		181,903	(57,570)
Fuel Service Call Back Charges								
Wash Rack	(100)	6,250	-2%	4,063	-2%	<i>Wash rack temp closed</i>	2,350	(2,450)
Boatyard Retail	3,436	10,500	33%	8,925	39%		5,177	(1,741)
Boatyard Labor		1,000	0%	850	0%		161	(161)
Boatyard Rental	945	2,500	38%	2,125	44%		1,185	(240)
Boatyard Misc.	8,327	25,000	33%	21,250	39%		7,425	902
Lay Days/Storage	28,137	100,000	28%	85,000	33%		27,535	602
Vessel Haulout	39,541	124,000	32%	105,400	38%		41,914	(2,373)
Vessel Berthing	7,927	30,000	26%	28,500	28%		13,295	(5,368)
OPERATING INCOME	\$ 2,205,687	\$ 9,731,022	23%	\$ 8,189,614	27%		\$ 2,570,303	\$ (364,616)
				<i>84% Budgeted</i>				

Santa Cruz Port District
Quarterly Budget Report -- Impacts / Analysis of COVID-19
For the Three Months Ending Tuesday, June 30, 2020

ACCOUNT	QTD & YTD	FY 21 BUDGET	% BUDGET	BUDGET STUDY 1	% BUDGET STUDY 1	Notes	QTD 6/30/19	DIFFERENCE
EXPENSE SUMMARY BY PROGRAM								
Administrative Services (110)	\$ 217,949	\$ 778,728	28%	\$ 750,042	29%	<i>Increases in current year primarily due to lawsuit settlement & claims; COVID-19 response booked in Admin (some of which will be reimbursable)</i>	\$ 156,832	\$ 61,117
Finance & Purchasing (120)	35,075	207,570	17%	205,570	17%		35,260	(185)
Property Management (130)	87,839	538,859	16%	533,355	16%		91,590	(3,751)
Environmental & Permitting (140)	22,202	195,610	11%	195,610	11%		32,762	(10,560)
Port Commission Support (190)	10,708	80,350	13%	49,350	22%		11,459	(750)
Harbor Patrol (210)	158,197	712,349	22%	666,149	24%		161,360	(3,162)
Marina Management (220)	92,439	516,390	18%	511,565	18%		112,938	(20,498)
Rescue Services (230)	16,406	119,260	14%	111,880	15%	<i>Savings in current year primarily due to lifeguard contract services not paid yet</i>	41,873	(25,467)
Parking Services (240)	46,447	371,526	13%	219,603	21%	<i>Labor reductions</i>	93,368	(46,921)
Events (250)	2,596	34,791	7%	20,591	13%		6,253	(3,657)
Fuel Services (280)	132,643	590,261	22%	588,195	23%		216,539	(83,896)
Docks, Piers, Marine Structures (310)	59,521	263,751	23%	255,501	23%		55,153	4,369
Utilities (320)	12,361	125,918	10%	123,918	10%		24,542	(12,181)
Buildings (330)	68,667	389,156	18%	383,536	18%		59,610	9,057
Grounds (340)	167,941	837,988	20%	770,913	22%	<i>Labor reductions</i>	194,082	(26,141)
Aeration (350)	12,228	60,578	20%	55,578	22%		13,763	(1,535)
Fishery Support (360)	556	19,460	3%	19,460	3%		1,484	(928)
Capital Projects (390)	30,608	459,285	7%	459,285	7%		35,401	(4,794)
Dredging Operations (400)	255,717	1,470,038	17%	1,445,038	18%	<i>Savings in current year primarily due to environmental svcs; dredge consulting; maint-lube Twin Lakes; other services; vacation cash-out. No extension = less OT; less fuel.</i>	380,337	(124,620)
Boatyard Operations (500)	63,505	292,540	22%	292,515	22%		73,832	(10,327)
OPERATING EXPENSES	\$ 1,493,606	\$ 8,064,408	19%	\$ 7,657,654	20%		\$ 1,798,438	\$ (304,832)
OPERATING PROFIT	\$ 712,081	\$ 1,666,614	43%	\$ 531,960	134%		\$ 771,865	\$ (59,784)

Santa Cruz Port District
Quarterly Budget Report -- Impacts / Analysis of COVID-19
For the Three Months Ending Tuesday, June 30, 2020

ACCOUNT	QTD & YTD	FY 21 BUDGET	% BUDGET	BUDGET STUDY 1	% BUDGET STUDY 1	Notes	QTD 6/30/19	DIFFERENCE
NON OPERATING INCOME/(EXPENSE)								
Harbor Services Charge	\$ 3,279	\$ 10,000	33%	\$ 2,500	131%		\$ 444	\$ 2,835
Interest Income	145	180,000	0%	182,738	0%		517	(371)
Other Income	6,017	50,000	12%	25,000	24%	<i>Assume reduction partially due to front desk closure</i>	13,538	(7,521)
USACE Reimbursement		385,000	0%	385,000	0%			-
Grants - Federal					0%			
Grants - DBAW		30,000	0%	30,000	0%		8,500	(8,500)
County Rescue Contribution	22,500	50,000	45%	50,000	45%		23,736	(1,236)
Waste Oil Grant	6,994	12,000	58%	12,000	58%		2,100	4,894
Cash Over/Under	(198)		0%		0%		327	(525)
Principal Debt Payments	(108,605)	(1,285,274)	8%	(1,285,274)	8%		(102,503)	(6,102)
Capital Improvement Program	(216,812)	(590,000)	0%	-	0%		(369,175)	152,363
Capitalized Expenses	(144,356)	(468,091)	72%	(201,091)	72%		(99,541)	(44,815)
Depreciation	(420,005)	-	0%		0%	<i>Depreciation not budgeted / non-cash expense</i>	(420,005)	
NET INCOME/(LOSS)	\$ (138,960)	\$ 40,249	-15%	\$ (267,168)	52%		\$ (170,198)	\$ 31,238
FY21 Projected Reserve Fund Contribution		\$ (127,410)		\$ -				

Santa Cruz Port District
Accounts Payable Monthly Check Register
June 2020

Date	No.	Vendor	Description	Amount
6/5/2020	53504	Ace Portable Services	Portable Toilet Rental	\$ 105.93
6/5/2020	53505	American Textile & Supply, Inc.	Sanitizing Kits	\$ 1,840.69
6/5/2020	53506	Amerigas	Ancillary Equipment Fuel	\$ 89.54
6/5/2020	53507	AT&T	Telephone	\$ 1,324.64
6/5/2020	53508	AT&T Mobility	Tablet Service	\$ 477.30
6/5/2020	53509	B AND B Small Engine	Hand Pruner, Engine Oil, Sod Knife, Spark Plug, Service Kits	\$ 281.62
6/5/2020	53510	Bay Building Janitorial, Inc.	Janitorial Services	\$ 5,292.00
6/5/2020	53511	Bay Power Equipment, Inc.	<i>Squirt</i> Cutter Head Parts	\$ 982.81
6/5/2020	53512	Bayside Oil II, Inc.	Waste Oil Disposal	\$ 115.50
6/5/2020	53513	Big Creek	X-Dock Repair Lumber	\$ 22.16
6/5/2020	53514	Blanchard, David	Security Deposit Refund	\$ 277.25
6/5/2020	53515	Burke, Williams & Sorensen, LLP	Legal Consultation	\$ 4,418.50
6/5/2020	53516	Byte Technology	Website Maintenance	\$ 78.00
6/5/2020	53517	Comcast	Business Internet	\$ 155.06
6/5/2020	53518	Comerica Cardmember Services	Amazon Prime Business Membership	\$ 203.26
6/5/2020	53519	County of Santa Cruz DPW	Hazardous Waste Disposal	\$ 44.00
6/5/2020	53520	Darco Printing & Paper	Slip Forms	\$ 275.04
6/5/2020	53521	Despard Marine Services, LLC	Vessel Survey	\$ 100.00
6/5/2020	53522	Doc Bailey Construction Equipment Inc.	Crane Repairs	\$ 13,994.39
6/5/2020	53523	ERIKS North America, Inc.	Dredge Discharge Pipeline Pipe & Flanges	\$ 32,165.93
6/5/2020	53524	Fastenal Company	Wire Wheels	\$ 284.65
6/5/2020	53525	Fresno Pipe & Supply	Pipe Supplies	\$ 153.79
6/5/2020	53526	GP Crane & Hoist	Quarterly Hoist Maintenance (Partial Tenant Reimbursement)	\$ 389.19
6/5/2020	53527	Grainger	Hydraulic Dock Gate Closer, Seal Ring, Pressure Washer, Crane Mirror	\$ 1,856.63
6/5/2020	53528	Hose Shop	<i>Squirt</i> Hydraulic Fittings	\$ 717.69
6/5/2020	53529	Kelly-Moore Paint Company, Inc.	D-Dock Restroom Paint, Dredge & Buoy Primer	\$ 1,147.91
6/5/2020	53530	Lighthouse Welding	<i>Squirt</i> Hydraulic Lines	\$ 1,442.50
6/5/2020	53531	Linkemeyer, Rick	Credit Balance Refund	\$ 80.00
6/5/2020	53532	Lockton Insurance Brokers, LLC	Crime Policy Premium	\$ 1,070.00
6/5/2020	53533	Matheson Tri-Gas, Inc.	Welding Gas	\$ 523.59
6/5/2020	53534	McCampbell Analytical, Inc.	SWPPP Testing	\$ 300.00
6/5/2020	53535	Mesiti-Miller Engineering, Inc.	Aldo's Accessway Improvements Plan	\$ 989.50
6/5/2020	53536	Mid County Auto Supply	<i>Squirt</i> Pump Belt, Shop Towels, Maintenance Vehicle Brake Lines, Hand Cleaner, Brake Cleaner	\$ 1,195.89
6/5/2020	53537	Mission Uniform Service	Uniform Service	\$ 411.08

Santa Cruz Port District
Accounts Payable Monthly Check Register
June 2020

Date	No.	Vendor	Description	Amount
6/5/2020	53538	Moose Boats, Inc.	Patrol Vessel Progress Payment (Grant Reimbursable)	\$ 147,001.67
6/5/2020	53539	Nicholas Henning	Refuse Collection	\$ 2,900.00
6/5/2020	53540	North Bay Ford	Maintenance Vehicle Starter Cable & Door Latches	\$ 416.20
6/5/2020	53541	Pacific Gas & Electric Company	Energy Efficient Loan	\$ 13,440.93
6/5/2020	53542	PDM Steel Service Centers, Inc.	Steel for <i>Squirt</i> & Buoy Repair	\$ 2,430.26
6/5/2020	53543	Pearce, Bob	Whiting Claim Settlement - Boatyard Vessel Damage Repairs	\$ 3,980.00
6/5/2020	53544	Praxair Distribution Inc.	Welding Gas	\$ 750.93
6/5/2020	53545	Quadient Leasing USA, Inc.	Postage Meter Lease	\$ 178.92
6/5/2020	53546	R&B Company	Pipe Fusion Machine	\$ 72,186.50
6/5/2020	53547	Ramos Oil Inc.	<i>Twin Lakes</i> Fuel	\$ 21,786.40
6/5/2020	53548	Red Wing Shoe Store	Work Boots for Dredge Crew	\$ 230.50
6/5/2020	53549	Riverside Lighting & Electric	Aerator Conduit, Light Fixtures, Public Hoist Fuse, Light Bulbs for 413 Lake Avenue Ste. 104	\$ 405.70
6/5/2020	53550	San Lorenzo	Utility Blades, Extension Cords	\$ 55.56
6/5/2020	53551	SC Fuels	Fuel Dock Gas & Diesel, <i>Twin Lakes</i> Engine Oil	\$ 16,753.61
6/5/2020	53552	Scheidt & Bachmann	Concession Lot PARCS Project Final Payment, Spare Ticket Producing Unit	\$ 9,654.80
6/5/2020	53553	Santa Cruz Municipal Utilities	Utilities	\$ 13,399.42
6/5/2020	53554	The Home Depot Pro Institutional	Janitorial Supplies	\$ 1,252.87
6/5/2020	53555	U.S. Bank Equipment Finance	Copier Lease	\$ 151.32
6/5/2020	53556	Valero Marketing & Supply Company	Fleet Fuel	\$ 2,419.29
6/5/2020	53557	Verizon Wireless	Cell Phone & Tablet Service	\$ 314.18
6/5/2020	53558	West Marine Pro	Boatyard Retail Items, Shore Power Adapter	\$ 387.00
6/26/2020	53559	Adobe Systems Incorporated	Software License Renewal	\$ 7,386.60
6/26/2020	53560	Allied Administrators for Delta Dental	Dental Insurance	\$ 2,516.48
6/26/2020	53561	AmeriDyn	Dynamics Support	\$ 27.00
6/26/2020	53562	Applied Industrial Technologies, LLC	<i>Squirt</i> Sheave & Bushing	\$ 854.79
6/26/2020	53563	A Sign ASAP!	Parking Signs	\$ 806.60
6/26/2020	53564	AT&T	Telephone	\$ 5,620.51
6/26/2020	53565	CIT	Telephone System Lease	\$ 323.09
6/26/2020	53566	Bay Building Janitorial, Inc.	Janitorial Services, COVID-19 Sanitizing Services	\$ 6,650.00
6/26/2020	53567	Bayside Oil II, Inc.	Hazardous Waste Disposal	\$ 388.00
6/26/2020	53568	Big Creek	Work Gloves	\$ 6.26
6/26/2020	53569	Bobby's Pit Stop, Inc.	Maintenance Vehicle Catalytic Converter Replacement & Vacuum Leak Repair	\$ 1,518.07
6/26/2020	53570	Bow Wow Pet Waste Products	Pet Waste Station Bags	\$ 282.88
6/26/2020	53571	Brass Key Locksmith, Inc.	Key Blanks	\$ 18.53

Santa Cruz Port District
Accounts Payable Monthly Check Register
June 2020

Date	No.	Vendor	Description	Amount
6/26/2020	53572	Brown, Sean	Security Deposit Refund	\$ 441.31
6/26/2020	53573	Carpi & Clay	Washington Representation	\$ 800.00
6/26/2020	53574	Comcast	Business Internet, Business Cable, Concession Lot Internet	\$ 488.86
6/26/2020	53575	Complete Mailing Service	Statement Mailing & Postage	\$ 549.90
6/26/2020	53576	Computer Technical Specialists, Inc.	Annual Virus Software, E-mail Scanning & Backup	\$ 1,351.34
6/26/2020	53577	Cooley, John	Security Deposit Refund	\$ 310.00
6/26/2020	53578	County of Santa Cruz DPW	Hazardous Waste Disposal	\$ 68.00
6/26/2020	53579	Crow's Nest Restaurant	1/2 Concession Lot Garbage (March, April, May) (Tenant Reimbursable)	\$ 5,423.76
6/26/2020	53580	Crystal Springs Water Co.	Boatyard Drinking Water	\$ 45.75
6/26/2020	53581	Data Ticket, Inc.	Citation Processing (April & May)	\$ 600.00
6/26/2020	53582	ERIKS North America, Inc.	Dredge Discharge Pipeline Pipe & Hardware	\$ 30,482.84
6/26/2020	53583	Ewing Irrigation Products, Inc.	PVC Pipe & Primer	\$ 29.33
6/26/2020	53584	Fastenal Company	<i>Squirt</i> Hardware, Wire Wheels & Brush, Breakroom Supplies	\$ 669.13
6/26/2020	53585	FedEx Office	Shipping (\$26.15 Reimbursable)	\$ 109.73
6/26/2020	53586	First Alarm Security & Patrol, Inc.	Security Patrol	\$ 495.24
6/26/2020	53587	Fresno Pipe & Supply	Dredge Discharge Pipeline Replacement Fitting	\$ 463.93
6/26/2020	53588	Garda CL West, Inc.	Deposit Courier Service	\$ 266.85
6/26/2020	53589	Grainger	Disposable Gloves, Handicap Parking Signage, Paint Supplies, Respirator Wipes, Sunscreen, Safety Glasses, Paint Supplies, Barricade Tape, Respirator Cartridges, Sledge Hammers	\$ 1,942.32
6/26/2020	53590	Gritzfeld, Jym	Visitor Berthing Refund	\$ 72.00
6/26/2020	53591	Hetke, Tami	Security Deposit Refund	\$ 115.16
6/26/2020	53592	Hose Shop	Pressure Washer O-rings & Nozzle	\$ 26.85
6/26/2020	53593	Kevin Jordan	Security Deposit Refund	\$ 302.50
6/26/2020	53594	Kelly-Moore Paint Company, Inc.	Dredge Paint	\$ 728.83
6/26/2020	53595	King's Paint & Paper, Inc.	Traffic Marking Paint	\$ 94.24
6/26/2020	53596	Kliesch, Doug	Security Deposit Refund	\$ 115.94
6/26/2020	53597	Lawson	<i>Twin Lakes</i> Snorkel Hoses	\$ 516.30
6/26/2020	53598	Lovos, Bill	Security Deposit Refund	\$ 274.00
6/26/2020	53599	MBS Business Systems	Copier Usage Charges	\$ 634.72
6/26/2020	53600	McCabe Verrielle, Serge	Security Deposit Refund	\$ 310.00
6/26/2020	53601	McCampbell Analytical, Inc.	Water Sample Testing	\$ 729.50
6/26/2020	53602	McDermott, Dick	Parking Space Rental - 497 Lake Avenue	\$ 150.00
6/26/2020	53603	McMaster-Carr Supply Company	<i>Squirt</i> U-Bolts & Lubricant, Thread Inserts, Hose Fitting, Drill Bits, Rust Converting Primer, <i>Squirt</i> Shaft Collars, <i>Twin Lakes</i> Suction Strainer, <i>Squirt</i> Bearing	\$ 2,476.98

Santa Cruz Port District
Accounts Payable Monthly Check Register
June 2020

Date	No.	Vendor	Description	Amount
6/26/2020	53604	McVay, Don	Security Deposit Refund	\$ 311.17
6/26/2020	53605	Mellon, Mike	Key Deposit Refund	\$ 40.00
6/26/2020	53606	Mid County Auto Supply	<i>Squirt</i> Hydraulic & Air Filters, Brake Parts	\$ 337.70
6/26/2020	53607	Minnis, Ron	Security Deposit Refund	\$ 407.05
6/26/2020	53608	Mission Uniform Service	Uniform Service	\$ 399.78
6/26/2020	53609	Operating Engineers Local Union No. 3	Union Dues (Payroll Deduction)	\$ 260.00
6/26/2020	53610	Pacific Galvanizing	<i>Squirt</i> Floor Grating	\$ 305.53
6/26/2020	53611	Pacific Gas & Electric Company	Utilities	\$ 22,750.81
6/26/2020	53612	Pinto-Reese, Dian	Parking Refund	\$ 8.75
6/26/2020	53613	Popp, Gwen	Credit Balance Refund	\$ 215.72
6/26/2020	53614	Pristley, Cybelle	Boatyard Credit Balance Refund	\$ 58.23
6/26/2020	53615	Quadient, Inc.	Postage	\$ 47.57
6/26/2020	53616	RacorStore	<i>Twin Lakes</i> Equipment Filters	\$ 43.89
6/26/2020	53617	Randy Marty	Expense Reimbursement: Drill Bit Sharpening	\$ 25.00
6/26/2020	53618	Red Wing Shoe Store	Maintenance Staff Work Boots	\$ 227.49
6/26/2020	53619	Riverside Lighting & Electric	Meter Fuses	\$ 86.05
6/26/2020	53620	Ryan Stephenson	Expense Reimbursement: SWPPP Testing Supplies	\$ 41.48
6/26/2020	53621	Sampson, Brad	Boatyard Credit Balance Refund	\$ 120.00
6/26/2020	53622	San Lorenzo	PFD Loaner Station Supplies	\$ 45.65
6/26/2020	53623	SC Fuels	Fuel Dock Gas & Diesel, <i>Squirt</i> Hydraulic Oil	\$ 47,974.76
6/26/2020	53624	Santa Cruz Municipal Utilities	Utilities	\$ 22,233.62
6/26/2020	53625	Svensden's Boat Works	Strap Paper	\$ 448.18
6/26/2020	53626	UNUM Life Insurance Co. of America	LTD/Life/AD&D Insurance	\$ 1,649.67
6/26/2020	53627	US Relay	Webcam Service	\$ 484.00
6/26/2020	53628	Wagster, Joe	Security Deposit Refund	\$ 224.70
6/26/2020	53629	Watsonville Grading & Excavation	Concession Lot Paving - ADA Parking Space	\$ 25,100.00
6/26/2020	53630	West Marine Pro	PFD Re-arm Kits & Paint	\$ 412.87
6/26/2020	53631	Marina Ware	Harbor Security Upgrades	\$ 5,134.75
6/26/2020	53632	County of Santa Cruz DPW	Overflow Parking Lot Rental - 7th & Brommer	\$ 1,200.00
6/26/2020	53633	Ramos Oil Inc.	<i>Twin Lakes</i> Fuel Additive	\$ 282.88
6/5/2020	Various	Various Employees	5/16/20-5/31/20 Payroll	\$ 7,268.12
6/19/2020	Various	Various Employees	6/1/20-6/15/20 Payroll	\$ 7,258.89
6/1/2020	EFT	Windcave, Inc.	Concession Lot Credit Card Fees	\$ 305.43
6/1/2020	EFT	Transaction Express	Online Billpay ACH Fees	\$ 463.37
6/1/2020	EFT	Merchant Services	Online Billpay Credit Card Fees	\$ 527.24
6/1/2020	EFT	Merchant Services	CALE Credit Card Fees	\$ 1,752.60

Santa Cruz Port District
Accounts Payable Monthly Check Register
June 2020

Date	No.	Vendor	Description	Amount
6/1/2020	EFT	Merchant Services	Boatyard Credit Card Fees	\$ 417.32
6/1/2020	EFT	Gravity Payments	Front Desk Credit Card Fees	\$ 1,773.07
6/1/2020	EFT	ElectronicPayments	Fuel Dock Credit Card Fees	\$ 1,054.81
6/2/2020	EFT	PAYCHEX	Time & Attendance Fees	\$ 109.25
6/3/2020	EFT	CalPERS	Unfunded Accrued Liability	\$ 22,449.97
6/3/2020	EFT	CalPERS	Unfunded Accrued Liability	\$ 965.16
6/3/2020	EFT	CalPERS	Unfunded Accrued Liability	\$ 305.64
6/3/2020	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 7,428.09
6/3/2020	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 6,270.66
6/5/2020	EFT	Empower Retirement	457 Contributions (Payroll Deduction)	\$ 2,563.01
6/5/2020	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 7,420.11
6/5/2020	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 6,323.54
6/5/2020	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 75.79
6/5/2020	EFT	PAYCHEX	Payroll Service Fees	\$ 408.25
6/9/2020	EFT	Comerica Bank-Cost Center	Bank Service Fees	\$ 453.94
6/11/2020	EFT	Gravity Payments	Front Desk Credit Card Gateway Fee	\$ 17.30
6/19/2020	EFT	PAYCHEX	Payroll Service Fees	\$ 457.20
6/23/2020	EFT	CalPERS	Unfunded Accrued Liability	\$ 22,449.97
6/23/2020	EFT	CalPERS	Unfunded Accrued Liability	\$ 965.16
6/23/2020	EFT	CalPERS	Unfunded Accrued Liability	\$ 305.64
6/23/2020	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 7,290.52
6/23/2020	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 5,937.99
6/23/2020	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 551.28
6/24/2020	EFT	Empower Retirement	457 Contributions (Payroll Deduction)	\$ 2,537.75
6/5/2020	EFT	PAYCHEX	5/16/20-5/31/20 Payroll Direct Deposit	\$ 55,358.32
6/5/2020	EFT	PAYCHEX	5/16/20-5/31/20 Payroll Taxes	\$ 26,345.05
6/19/2020	EFT	PAYCHEX	6/1/20-6/15/20 Payroll Direct Deposit	\$ 56,756.06
6/19/2020	EFT	PAYCHEX	6/1/20-6/15/20 Payroll Taxes	\$ 27,148.44
Total June 2019 Disbursements				\$ 872,978.46

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

TO: Port Commission
FROM: Blake Anderson, Harbormaster
DATE: July 17, 2020
SUBJECT: Harbormaster's Report – July 2020

Santa Cruz County Sheriff's Deputy Sgt. Damon Gutzwiller Memorial Service

Staff attended the memorial services for fallen Santa Cruz County Sheriff's Deputy Sgt. Damon Gutzwiller on June 17, 2020. The service was preceded by a vehicle procession from the Boardwalk to the venue at Cabrillo College. Harbor Patrol staff also organized a vessel procession in the area of Pleasure Point to coincide with the landside procession. Law Enforcement agencies from all over northern California sent a total of 22 vessels to participate.



Anchovies

Small "pinhead" anchovies arrived in the harbor in early June and staff has been monitoring the school's presence and growth. These initial schools were made up of very small fish in the 1"-2" range which typically don't impact dissolved oxygen (DO) levels. On Tuesday, July 14, 2020, staff noticed concentrations of larger grade (5"-6") anchovies stretching from just outside the harbor mouth to the tip of the fuel dock extension. A DO survey revealed slightly decreased oxygen levels and the south harbor aerators were turned on as a precaution. Staff continues to monitor the large schools of anchovies in the area of the harbor mouth, Santa Cruz Municipal Wharf and Pleasure Point. Staff will continue to perform fish checks and DO checks twice daily until the school moves out of the area or the threat no longer exists.

Fourth of July

The Fourth of July weekend brought with it warm weather and the largest south swell in recent memory. Staff was kept very busy with beach and landside visitors, heavy channel use, and multiple search and rescue calls throughout the weekend. Harbor Patrol responded to seven search and rescue calls over the weekend including two “near drownings” at local beaches. Access to the west jetty was temporarily closed to keep the public safe.



Salmon Fishing Improves

After a very slow June, the salmon fishing picked up in the Monterey Bay during the first week of July and has been steady ever since. The fish are a larger grade with some anglers reporting fish up to 30 pounds being caught. During the first two weeks of July, the launch ramp has been at capacity nearly every day. The recreational salmon season is open until October 4, 2020. Commercial fishing resumed July 13, 2020, after a 12-day closure. The commercial salmon season is open in the Monterey Bay until August 28, 2020.

Shark Sighting

A shark sighting was reported on July 9, 2020, at 1430hrs. The shark was estimated to be 12-foot long and was seen near the finger buoy in front of Harbor Beach. After an investigation, it was determined to be a credible sighting by an experienced kiteboarder. Pursuant to the *Santa Cruz County Shark Incident Action Plan*, warning flyers were posted within a 1-mile radius of the sighting for a period of 24-hours. The flyers were posted at beach entrances, the main launch ramp, and all hand launch/storage rack areas within the harbor.

Training with U.S. Coast Guard

Harbor Patrol staff participated in a training exercise with the U.S. Coast Guard on Wednesday, July 15, 2020. The crews practiced towing, vessel boarding, and towing an anchored vessel. The Coast Guard and Harbor Patrol staff plan on more frequent joint training exercises when the substation is staffed.

Fisheries Report

The fisheries report consists of data from two sources: Department of Fish and Wildlife (DFW) and the H&H Fresh Fish (resident fish buyer). The data from DFW is partially redacted in accordance with federal fisheries laws. Data is considered confidential when less than three separate vessels land species at any one port. For species landed by three or more separate vessels, the full data is made public and includes weight. For other data, the species landed is shown with no weight data.

June 2020 – Total Port Landings (Including Resident Buyer):

Species	Weight (lbs.)	Ex-Vessel (per lbs.)	Approx. Value
Chinook Salmon	39,297.19	\$8.00	\$314,377.52
CA Halibut	8,893.60	\$5.00	\$44,468.00
Pacific Mackerel	370.66	\$2.00	\$741.32
Lingcod	249.5	\$3.00	\$748.50
Rockfish (blackgill)	393.1	\$3.00	\$1,179.30
Rockfish (vermillion)	55.2	\$3.00	\$165.60
Rockfish (yellowtail)	56.5	\$3.00	\$169.50
Petrale Sole	26.55	\$2.00	\$53.10
Sablefish (Blackcod)	2,374.00	\$3.00	\$7,122.00
Total Ex-Vessel:			\$369,024.84

Species also landed* - Rockfish (various species), Pacific Bonito, Kingfish, Pacific Pompano, Starry Flounder, Pacific Herring, Round Herring, Jacksmelt, Jack Mackerel, Queenfish, Pacific Sanddab, Pacific Sardine, Leopard Shark, White Seabass, Thornyhead Shortspine, Market Squid, Triggerfish

**weight data redacted by Fish and Wildlife pursuant to Fish and Game Code, Section 8022.*

June 2020 – Resident Buyer Landings:

Species	Weight (lbs.)	Ex-Vessel (per lbs.)	Approx. Value
Chinook Salmon	15,963.34	\$8.00	\$127,706.72
CA Halibut	4,702.95	\$5.00	\$23,514.75
Sablefish (Blackcod)	655	\$3.00	\$1,965.00
Petrale Sole	22.55	\$2.00	\$45.10
Rockfish	164.9	\$3.00	\$494.70
Pacific Mackerel	345.11	\$2.00	\$690.22
Lingcod	224.1	\$3.00	\$672.30
White Seabass	141.8	\$6.00	\$850.80
Sanddabs	2.6	\$2.00	\$5.20
Flounder	9.95	\$2.00	\$19.90
Total Ex-Vessel:			\$155,964.69

Santa Cruz Port District

Facilities and Engineering Manager's Report

Public Meeting of July 28, 2020

Dredging

Beach Pipes

Crews replaced the pipes that cantilever off the East jetty. Crews excavated the sand, removed the old pipes, and installed new ones. The dredge crew completed this job in a quick and professional manner. While the pipe replacement job was going on, the crew took time to train new crewmembers on equipment operation.

Squirt

Squirt maintenance is almost complete. The crew is waiting on a new suction pipe, which is scheduled to arrive during the first week of August.

Twin Lakes

The oil coolers on the standby generator were replaced earlier in the season (one of the coolers cracked and contaminated the coolant). This repair was completed by Valley Power and was warrantied. Additionally, the computer on the standby generator was fried due to a failed battery charger that was installed by the crew. The battery charger's diode failed and caused the battery to overcharge, rendering the computer inoperable. Valley Power installed the new computer and the generator is 100% functional again.

Maintenance

7th Avenue Dry Storage

Crews cleaned up Twin Fountains storage yard, weeded, and picked up trash.

Boatyard Ways

The Boatyard ways decking and curbing were replaced.

Concession Lot Restrooms

The restrooms in the concession lot are being remodeled and brought up to current ADA standards. New tile, fixtures, and partitions will be added as part of this upgrade. The project is anticipated to be complete during the first week of August.

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

To: Port Commission
 From: Blake Anderson, Harbormaster
 Date: July 6, 2020
 Subject: 2019 Vessel Use List Review

BACKGROUND

Port District Ordinance Section 302.1 – *Regular Use of Vessel* requires all slip licensees to make continuous personal use of their vessel on a regular basis. Continuous personal use is defined as taking of the boat out of the slip and harbor for any length of time on at least ten separate days during any twelve-month period.

Each year, staff identifies use list candidates based on specific criteria as outlined in the Vessel Use List Administration Policy (Attachment A). Once the use list is generated, those licensees selected are required to log ten uses within a specified period (12-months) to verify the ocean-going use of their vessel. If the minimum use requirement is not met, the licensee may be subject to the slip revocation process.

The policy and operations committee met in July 2018, to review the “regular use” requirement. Items discussed in that meeting included enforcement philosophy relating to Ordinance 302.1, use list criteria/selection, and licensee outreach regarding unused vessels. Based on the committee discussion, staff was directed to craft a policy relating to the administration of the use list. Subsequent to that meeting, staff implemented the *Vessel Use List Administration Policy* (attached).

ANALYSIS

This review covers the 2019 use list (January 1 to December 31, 2019).

In total, 29 licensees were placed on the vessel use list for 2019. A breakdown of the statistics is below:

STATISTICS:	NORTH HARBOR	SOUTH HARBOR
Total Number of Slips:	452	388
Number of people on 2019 use list:	15	14
Number of people who met ten minimum uses:	3	3
Number of slips voluntarily released (from use list):	8	7
Number of extensions issued (through 3/31/20):	4	3
Number of medical waivers:	0	1
Number of slips revoked :	1*	0

*Slip was revoked for non-payment

Although staff understands that 100% compliance with the use list is unlikely, the list serves as a catalyst to speed up the sale or disposal of vessels that are no longer being used. Many times those licensees placed on the use list are no longer interested in boating but hold onto their vessels and slips because they don't know what else to do in that situation. The use list administration process gives staff an opportunity to review the options available to boaters holding on to unused vessels. In staff's experience, nearly all issues surrounding vessel use can be resolved without the need for the revocation process.

As depicted in the table above, 29 licensees were placed on the list. Six complied with the use requirement; fifteen slips were voluntarily released; and seven were granted extensions through March 31, 2020. Due to circumstances and restrictions related to COVID-19, the deadline was not enforced. Those seven licensees will be added to the 2020 use list and given a second chance to comply.

2020 Use List

The use list notifications are typically mailed out in late December, giving licensees from January 1 until December 31 to complete the uses. Oftentimes, licensees wait until the end of the year to complete the uses which can be problematic given the boating conditions late in winter. In staff's experience, the use list is better suited to start and end in the summer months, when weather and entrance conditions are not a factor. By establishing a time window that ends in the summer, those licensees with little or no uses can be reminded by staff to log uses during the boating season, rather than compelling someone to use their boat during winter months when conditions can be hazardous.

Harbor staff has identified eighteen vessels for the 2020 use list including seven from the 2019 use list who were granted extensions. Those licensees have been notified via phone of the pending use list requirement for the period August 1, 2020 – July 31, 2021. Initial notification letters were sent the week of July 13, 2020.

IMPACT ON PORT DISTRICT RESOURCES

There are no impacts to Port District resources in reviewing this report.

ATTACHMENTS: A – Vessel Use List Administration Policy

SUBJECT: Administration of Vessel Use List		
Issued Date: September 3, 2018	Revised Date: September 3, 2018	Prepared By: Staff
Standard Operating Procedure: 1.22	Approved By:	Approval Date: February 13, 2019

Staff shall use the following guidelines when selecting licensees for placement on the annual *Vessel Use List*.

PROCEDURE:

The vessel use requirement (Santa Cruz Port District Ordinance 302.1) is intended to ensure active boating and proper administration of the paid waiting list for slips. Additionally, the requirement aids in identifying and preventing illegal slip transference and illegitimate vessel partnerships.

Slip licensees selected for placement on the *Vessel Use List* will be required to check-in with harbor office 10 times per year when they use their vessel. Pursuant to the SLA, the vessel will be required to leave the entrance channel and venture onto the open waters of the Monterey Bay for any amount of time. Specifically, uses may not be called in from the slip or from within the harbor while moored.

Selection:

Selection to the use list shall only be made after obtaining satisfactory evidence that would lead one to reasonably believe the slip licensee is not making at least 10 ocean-going trips per year.

Staff shall make use list selections based on the following reason(s):

1. Obvious signs of vessel inoperability including*:
 - Excessive growth on the hull or running gear
 - Damaged or missing equipment
 - Animal nests/droppings

*If a licensee is placed on the list due to obvious signs of vessel inoperability, then the physical condition that led to the determination should be documented with photographs and stored in the licensee's file.

2. Expired vessel registration
3. Failure to pick up parking stickers in a timely manner
4. Suspected vessel/slip transference issues including:
 - Suspected illegal partnerships
 - Suspected unreported vessel ownership changes
5. Other suspicious circumstances which may indicate non-use by the licensee, so long as those circumstances and concerns can be specifically and reasonably articulated by staff.

“Random” selections shall not be made, nor shall slip licensees be added to the list two years in a row (unless an extension has been granted). Liveaboards may be placed on the list based on the same criteria as non-liveaboards but not solely because they live aboard their vessel.

Generally, staff should keep the number of people selected to a manageable number so that the program can be effectively and efficiently administered.

Additionally, where practicable, staff should make contact with those slip renters suspected of non-use throughout the year to discuss the use requirement prior to the creation of the official list.

Verification

Those selected to the *Vessel Use List* must check-in with the harbor office 10 times per year when they make a voyage.

- During office hours, licensees should call the harbor office on the phone or via VHF Channel 09
- After hours, licensees should contact Harbor Patrol on VHF Channel 09

When contacted, staff must reasonably verify that the licensee is aboard and that the vessel leaves the harbor entrance and log the vessel use. (Note: Ship’s logs shall not be used for purposes of verifying vessel use.)

Extensions and Exemptions

This policy is not intended to limit staff’s discretion in administering and/or enforcing the list. Within the spirit of the ordinance, staff should be able to reasonably justify any extensions or exemptions granted to licensees.

Licensees selected for the *Vessel Use List* who are unable to fulfill the requirement may appeal to the Harbormaster, in writing, to request an extension or exemption for that year based on extenuating circumstances. Each request shall be considered on a case-by-case basis by the Harbormaster.

Some possible reasons for limited term extensions or exemptions may include but are not limited to:

- Personal medical/health issues
- Familial obligations
- Major mechanical or structural issues
- Other extenuating circumstances

When limited term extensions or exemptions are granted the conditions should be documented in writing and placed in the licensees file and also recorded on the master list at the front desk.

Compliance / Documentation

Each year staff shall compile a master list of slip licensees selected for the annual vessel use list, and create a vessel use log to be used by staff to document uses by slip licensees.

The following documents shall be maintained in the slip licensee’s file:

- Any supporting documentation (i.e., photos and notes of contact(s) with slip licensee)
- A letter informing slip licensees of placement on the annual vessel use list

- Two reminder letters sent to slip licensees reminding them of the requirement and relevant due dates
- A letter of fulfillment sent to licensees who comply with the requirement.

Licensees who comply shall not be placed on the list the following year.

Non-Compliance / Documentation:

Staff shall work on non-compliance issues on a case-by-case basis and may initiate the revocation process. Revocation for non-compliance should be a last resort as staff is encouraged to work with licensees before it gets to that point. Staff should explain to out-of-compliance licensees that they have options including:

- Vessel Turn-In Program (VTIP)
- Sale of the vessel through a 1yr SLA
- Voluntary release of the slip and relocation to another harbor
- Slip Leave Option (Leave of Absence)

If the licensee fails to respond to staff's recommendations, the revocation process shall be initiated by the Harbormaster.

In addition to the documentation listed under "Compliance / Documentation" above, the following documents shall be maintained slip licensee's file:

- Letter informing slip licensees of any limited term extension or exemption granted
- Letter to slip licensees documenting failure to fulfill the requirement / slip revocation process

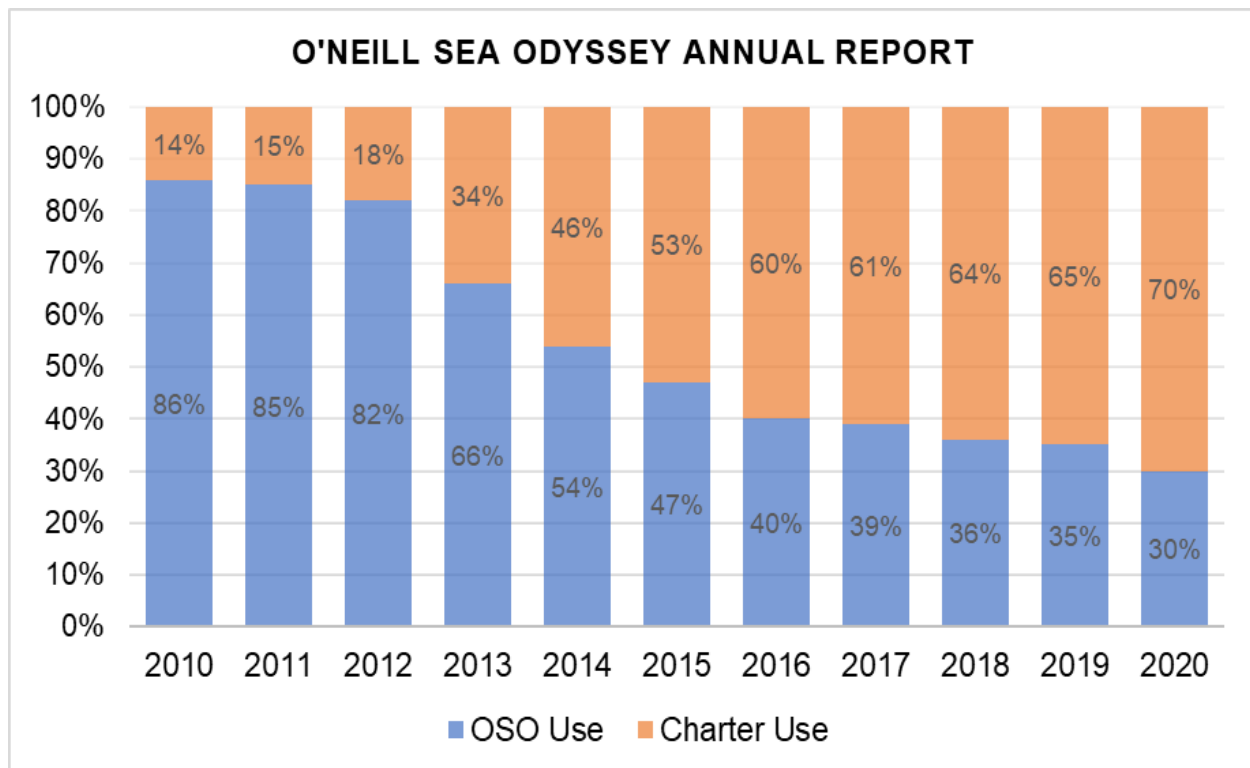


TO: Port Commission
 FROM: Holland Mac Laurie, Administrative Services Manager
 DATE: July 9, 2020
 SUBJECT: O'Neill Sea Odyssey Annual Report

BACKGROUND:

In 2007, the Commission approved a modification to the slip rent and charter fee structure for O'Neill Sea Odyssey (OSO). This modified rent structure provides a percentage discount to the slip rent and charter fee, in an amount equal to the percentage of time the *Team O'Neill* catamaran is used for the OSO program. This modified rent structure is intended to reflect the public benefit offered by the OSO program. The annual report submitted by OSO covers the period July 1, 2019, to June 30, 2020, and shows the use as 70% charter and 30% OSO.

On March 26, 2019, the Commission approved a 99-pak charter application for Team O'Neill LTD, effective with operation of the new vessel (operation has not yet commenced). The charter fee structure for the new vessel has been established at a rate of \$2/passenger. Future reporting requirements will be in accordance with provisions of the 99-pak charter permit, but do not apply for this reporting period.



SEA SCOUT SHIP 669

BI-ANNUAL REPORT

Dear Commissioners,

What a year this has started out to be. Since March 2020 we have not been able to hold our weekly meetings due to COVID-19 as you all know. Our first meeting was at the beach on Jun 24, we spent time catching up with every scout and then walked up to V dock to show the scouts our new boat.

In early May the Santa Cruz City Fire Department transferred their 32' Willard Ports and Waterways boat to the Sea Scouts. We hauled her out for survey inspection and bottom paint. She is in good shape but has a bad starboard engine. We are in the process with volunteers to remove the engine and rebuild it. The Cat 3208 engines are good old reliable engines and we anticipate we should be able to get it done at a reasonable cost. We have installed new VHF radios, painted the topsides, and decking and have had small repairs done.

We decided to name the PWB after our formal Skipper Jim Bosso. He had supported and operated the Sea Scout Program here for 50 years. We think it was the right thing to do to honor Jim and his commitment to Sea Scouts.

Once the "Bosso" is repaired we will continue our search for a 28-34' sailboat to add to our program. I think it's important to be able to offer our scouts two types of vessels to learn on and would help us expand our program and activities.

In late June our scouts sailed again on the Nomad with Captain Brian. They enjoyed their time and we are planning more time onboard with Captain Brian. We have planned a fishing trip with one of our volunteers in the next few weeks and are looking forward to when the "Bosso" can be used on weekly trainings, education, and public service projects.

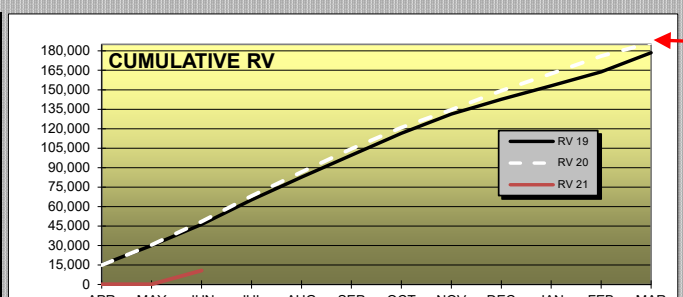
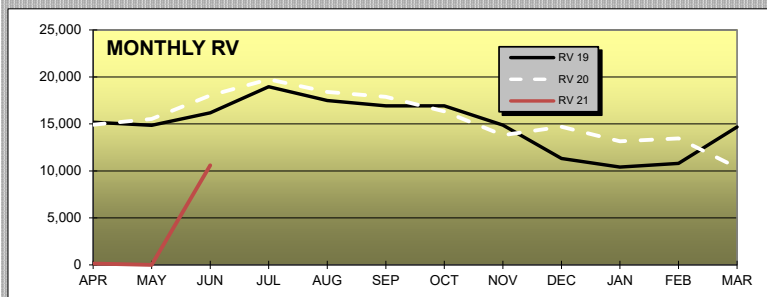
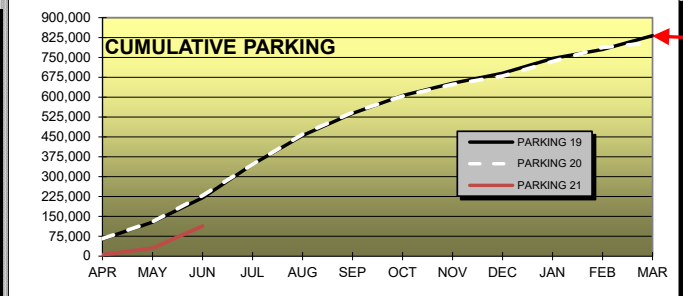
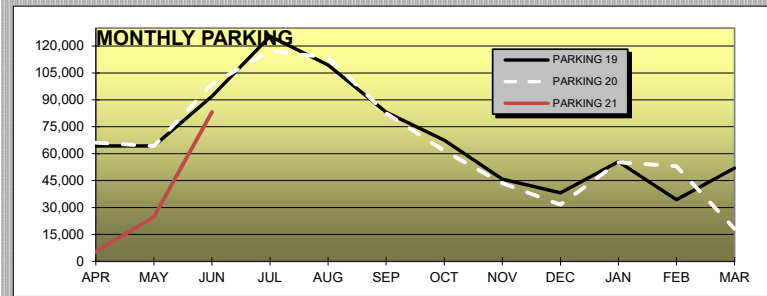
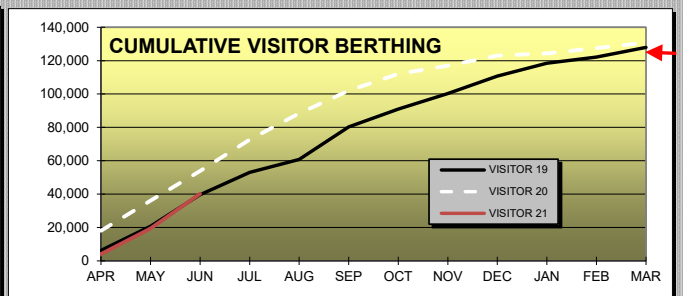
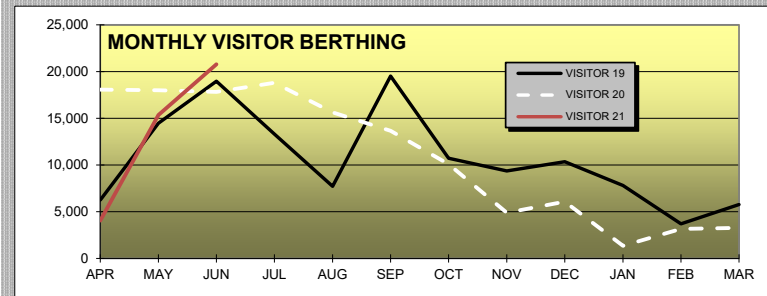
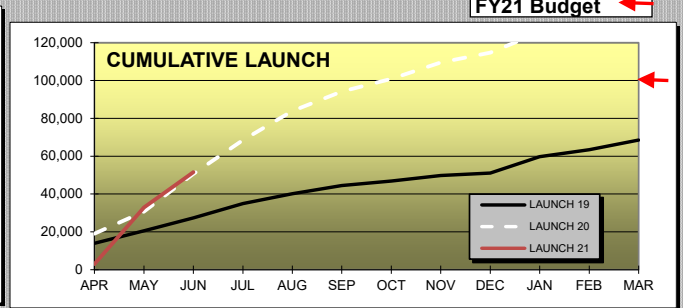
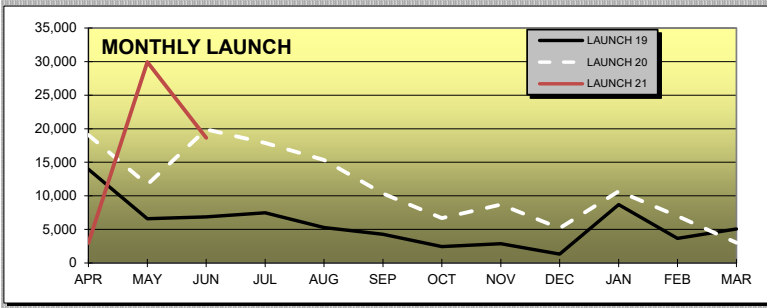
Our scouts continue to work on their rank advancements and our newer scouts getting their Boaters Cards. We have 10 scouts on register and 6 are our most active scouts.

Funding the Sea Scout program is always a struggle. After a survey inspection of the Steeves, we were not able to net the funds we were hoping for. We are in need of donations to finish up our repairs to the "Bosso". During these times it is difficult to plan fundraisers and bake sales etc. We encourage our boating community to help out our Sea Scouts and consider donating funds to complete our repairs and fund our activities for this year in addition volunteers to help train and support our scout's activities.

Your continued support of the Sea Scout program in Santa Cruz is always greatly appreciated and could not continue with it. This program continues to benefit our harbor and our community by getting our youth on the water.

Skipper Kevin Melrose

SEASONAL INCOME

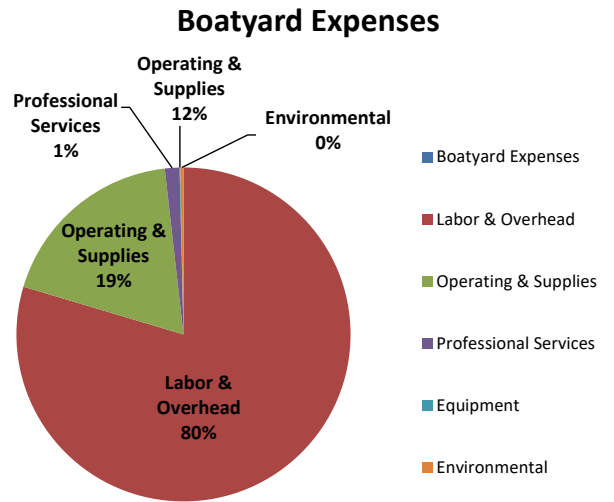
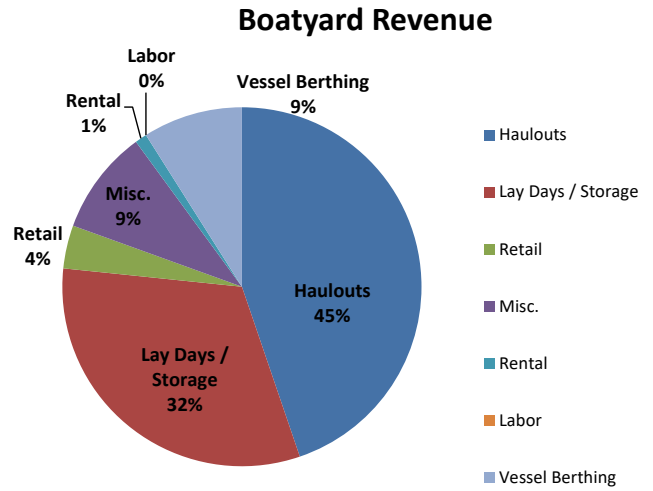


Quarterly Budget Report as of June 30, 2020:

Please refer to agenda item 13.

**Santa Cruz Port District
Quarterly Boatyard Report
For the Three Months Ended June 30, 2020**

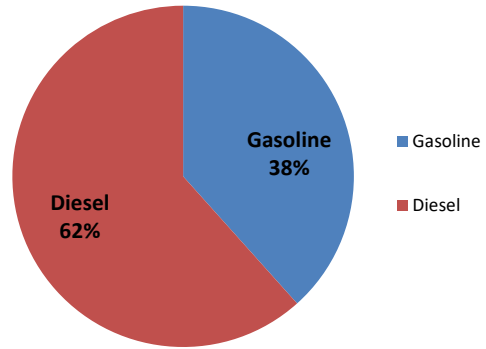
	QTD	YTD	% of Budget
	Apr - Jun	Apr - Jun	
Boatyard Revenue			
Haulouts	\$39,541	\$39,541	32%
Lay Days / Storage	\$28,137	\$28,137	28%
Retail	\$3,436	\$3,436	33%
Misc.	\$8,327	\$8,327	33%
Rental	\$945	\$945	38%
Labor	\$0	\$0	0%
Vessel Berthing	\$7,927	\$7,927	26%
Total Revenue	\$88,313	\$88,313	37%
Boatyard Expenses			
Labor & Overhead	\$49,406	\$49,406	23%
Operating & Supplies	\$11,535	\$11,535	20%
Professional Services	\$880	\$880	29%
Equipment	\$41	\$41	1%
Environmental	\$192	\$192	22%
Cost of Goods Sold	\$1,452	\$1,452	15%
Total Operating Expenses	\$63,505	\$63,505	38%
Net Profit / (Loss)	\$24,809	\$24,809	



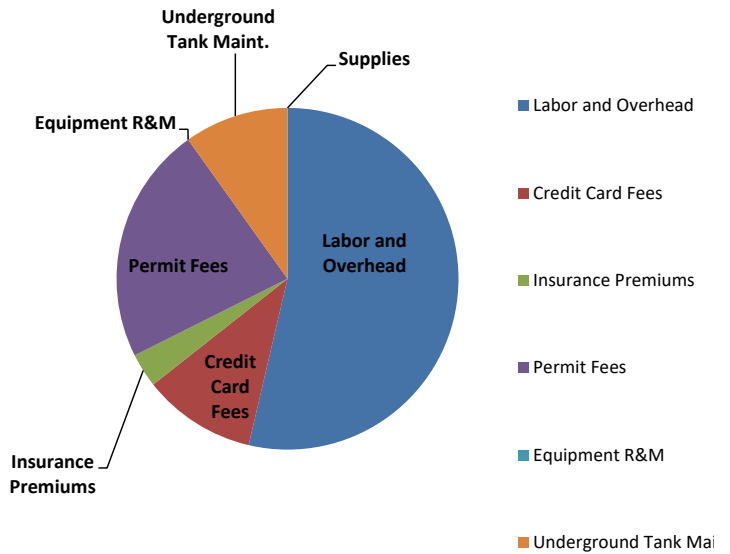
**Santa Cruz Port District
Quarterly Fuel Dock Report
For the Three Months Ended June 30, 2020**

	FY 2021		% of Budget
	QTD Apr - Jun	YTD Apr - Jun	
Fuel Dock Revenue			
Gasoline	\$77,406	\$77,406	27%
Diesel	\$124,332	\$124,332	31%
Total Revenue	\$201,738	\$201,738	29%
Cost of Sales			
Gasoline	\$50,152	\$50,152	21%
Diesel	\$67,489	\$67,489	23%
Total Cost of Sales	\$117,640	\$117,640	22%
Gross Profit	\$84,098	\$84,098	
Operating Expenses			
Labor and Overhead	\$8,050	\$8,050	27%
Credit Card Fees	\$1,609	\$1,609	21%
Insurance Premiums	\$484	\$484	12%
Permit Fees	\$3,380	\$3,380	89%
Equipment R&M	\$0	\$0	0%
Underground Tank Maint.	\$1,481	\$1,481	30%
Supplies	\$0	\$0	0%
Total Operating Expenses	\$15,002	\$15,002	20%
Net Profit / (Loss)	\$69,095	\$69,095	
Profit Margin	34%	34%	

Fuel Dock Revenue



Fuel Dock Expenses



EMPLOYEE COUNT AT 6/30/20

FTE%
Regular Unrepresented

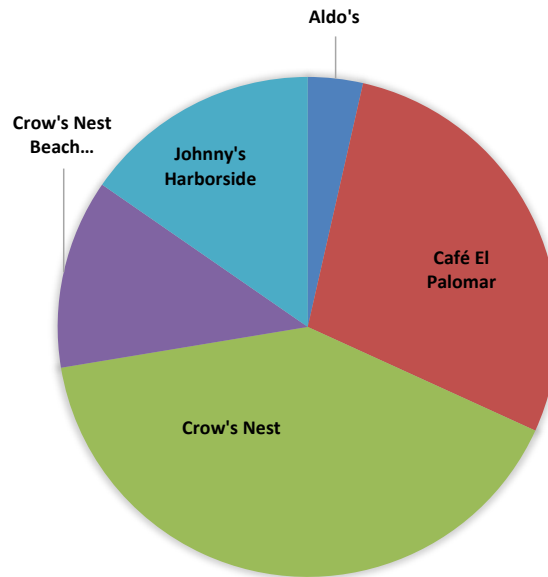
ADMIN	Eldridge, Mark	100.0%		Accounting Technician II
ADMIN	Ghisletta, Renee	100.0%		Administrative Assistant I
ADMIN	MacLaurie, Holland	100.0%		Admin. Services Manager
ADMIN	Olin, Marian	100.0%		Port Director
FACILITIES	Acevedo, Arturo	100.0%		Maintenance Worker II
FACILITIES	Goering, Bryce	100.0%		Harbor Dredge Worker I
FACILITIES	Gullo, Nicholas	100.0%		Supervising Maint. Worker
FACILITIES	Kerkes, Matt	100.0%		Facilities, Maint & Engineering Mgr
FACILITIES	Laine, Jason	100.0%		Harbor Dredge Worker II
FACILITIES	Lopez, Jorge	100.0%		Maintenance Worker II
FACILITIES	Marty, Randy	100.0%		Maintenance Worker III
FACILITIES	Ramos, Brenda	100.0%		Facilities Coordinator
FACILITIES	Rodriguez, Brian		var	Weekend Janitorial
FACILITIES	Simoni, Daniel		prov	Harbor Dredge Worker I
FACILITIES	Stipanovich, Rory	100.0%		Supervising Dredge Worker
FACILITIES	Tandoi, Steven	100.0%		Harbor Dredge Worker II
FACILITIES	Vera, Jose	100.0%		Maintenance Worker II
FACILITIES	Wagoner, Joshua	100.0%		Harbor Dredge Worker III
OPERATIONS	Agnew, John	100.0%		Deputy Harbormaster
OPERATIONS	Amundson, Greg		var	Reserve Deputy Harbormaster
OPERATIONS	Anderson, Blake	100.0%		Interim Harbormaster
OPERATIONS	Bravo, Taurean		var	Parking Control
OPERATIONS	Gitler, Mark		var	Operations Assistant & Dredge Monitor
OPERATIONS	Gottlieb, Landon	100.0%		Deputy Harbormaster
OPERATIONS	Hann, Alfred		var	Operations Assistant & Dredge Monitor
OPERATIONS	Hill, David	100.0%		Deputy Harbormaster
OPERATIONS	King, Kevin	100.0%		Deputy Harbormaster
OPERATIONS	Kinnamon, Don	100.0%		Senior Deputy Harbormaster
OPERATIONS	Kurrle, Madison		var	Parking Control
OPERATIONS	Loelhoeffel, Katrin		var	Operations Assistant
OPERATIONS	Melrose, Kevin	100.0%		Boatyard Crew
OPERATIONS	Melrose, Peter		var	Parking Control
OPERATIONS	Melrose, Richard		var	Operations Assistant
OPERATIONS	Pasquali, Richard		var	Parking Control
OPERATIONS	Rank, Jordan	100.0%		Deputy Harbormaster
OPERATIONS	Rothwell, Niki	100.0%		Customer Service Rep.
OPERATIONS	Rothwell, Sean	100.0%		Deputy Harbormaster
OPERATIONS	Spielman, Pierce		var	Parking Control
OPERATIONS	Stephenson, Ryan	100.0%		Boatyard Supervisor

Total FTE's 27

**Santa Cruz Port District
Quarterly Concession Rent Report
For the Three Months Ended June 30, 2020**

	FY 2021	
	QTD Apr - Jun	YTD Apr - Jun
Base Rent		
Aldo's	\$5,622	\$5,622
Café El Palomar	\$41,199	\$41,199
Crow's Nest	\$37,698	\$37,698
Crow's Nest Beach Market	\$17,862	\$17,862
Johnny's Harborside	\$22,401	\$22,401
Total Base Rent	\$124,782	\$124,782
% Rent		
Aldo's	(\$439)	(\$439)
Café El Palomar	\$0	\$0
Crow's Nest	\$21,470	\$21,470
Crow's Nest Beach Market	\$0	\$0
Johnny's Harborside	\$0	\$0
Total % Rent	\$21,031	\$21,031
Total Rent		
Aldo's	\$5,183	\$5,183
Café El Palomar	\$41,199	\$41,199
Crow's Nest	\$59,168	\$59,168
Crow's Nest Beach Market	\$17,862	\$17,862
Johnny's Harborside	\$22,401	\$22,401
Total Rent	\$145,813	\$145,813

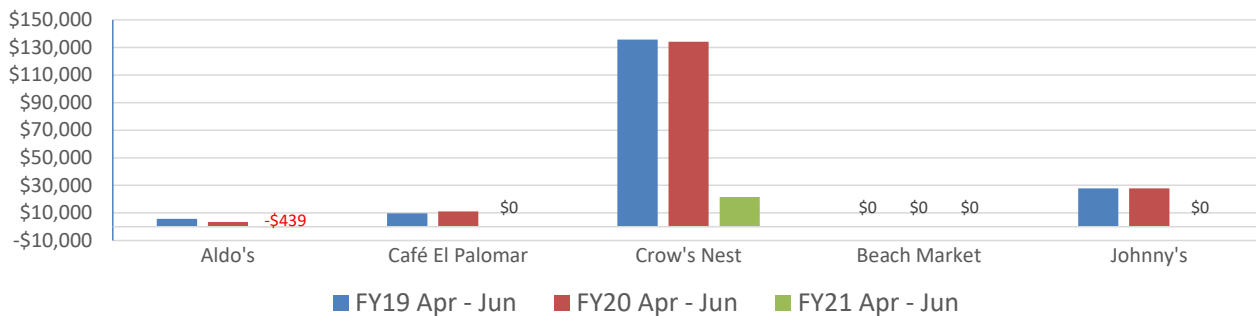
TOTAL CONCESSION RENT YTD



YTD 3-Year Concession % Rent

Tenant	FY19 Apr - Jun	FY20 Apr - Jun	FY21 Apr - Jun
Aldo's	\$5,683	\$3,370	-\$439
Café El Palomar	\$9,661	\$11,151	\$0
Crow's Nest	\$135,717	\$134,167	\$21,470
Beach Market	\$0	\$0	\$0
Johnny's	\$27,737	\$27,751	\$0

PERCENTAGE RENT YTD



California State Treasurer

Fiona Ma, CPA



Local Agency Investment Fund
 P.O. Box 942809
 Sacramento, CA 94209-0001
 (916) 653-3001

July 02, 2020

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

SANTA CRUZ PORT DISTRICT

PORT DIRECTOR
 135 5TH AVENUE
 SANTA CRUZ, CA 95062

[Tran Type Definitions](#)

June 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
6/5/2020	6/4/2020	RD	1643032	N/A	MARIAN OLIN	300,000.00

Account Summary

Total Deposit:	300,000.00	Beginning Balance:	9,142,953.82
Total Withdrawal:	0.00	Ending Balance:	9,442,953.82



PMIA/LAIF Performance Report as of 07/15/20



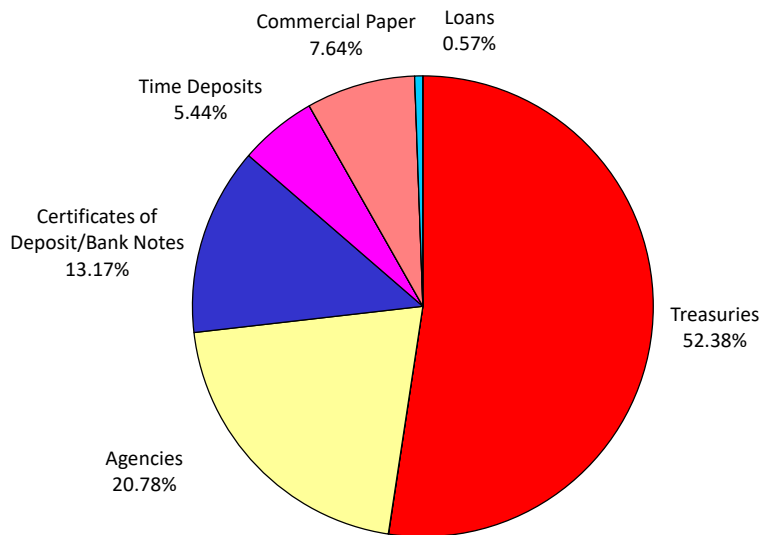
PMIA Average Monthly Effective Yields⁽¹⁾

Jun	1.217
May	1.363
Apr	1.648

Quarterly Performance Quarter Ended 06/30/20

LAIF Apportionment Rate ⁽²⁾ :	1.36
LAIF Earnings Ratio ⁽²⁾ :	0.000037106682614
LAIF Fair Value Factor ⁽¹⁾ :	1.004912795
PMIA Daily ⁽¹⁾ :	1.08%
PMIA Quarter to Date ⁽¹⁾ :	1.41%
PMIA Average Life ⁽¹⁾ :	191

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 06/30/20 \$101.0 billion



Percentages may not total 100% due to rounding

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

Source:

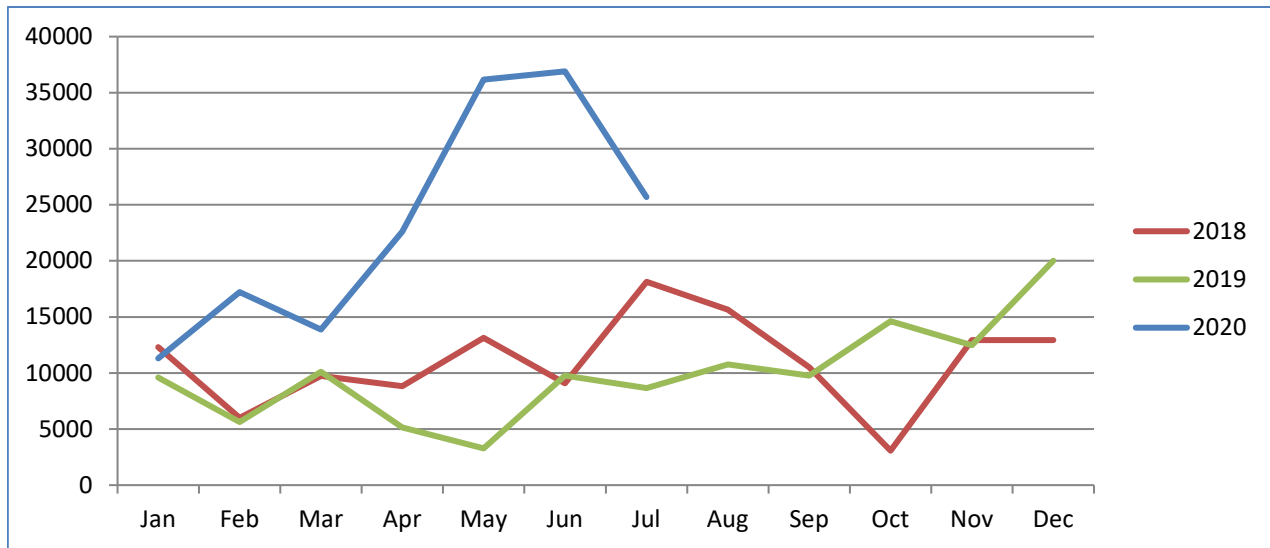
⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller

Santa Cruz Port District
60 DAY DELINQUENT ACCOUNTS

The following accounts have balances 60 days delinquent as of July 20, 2020

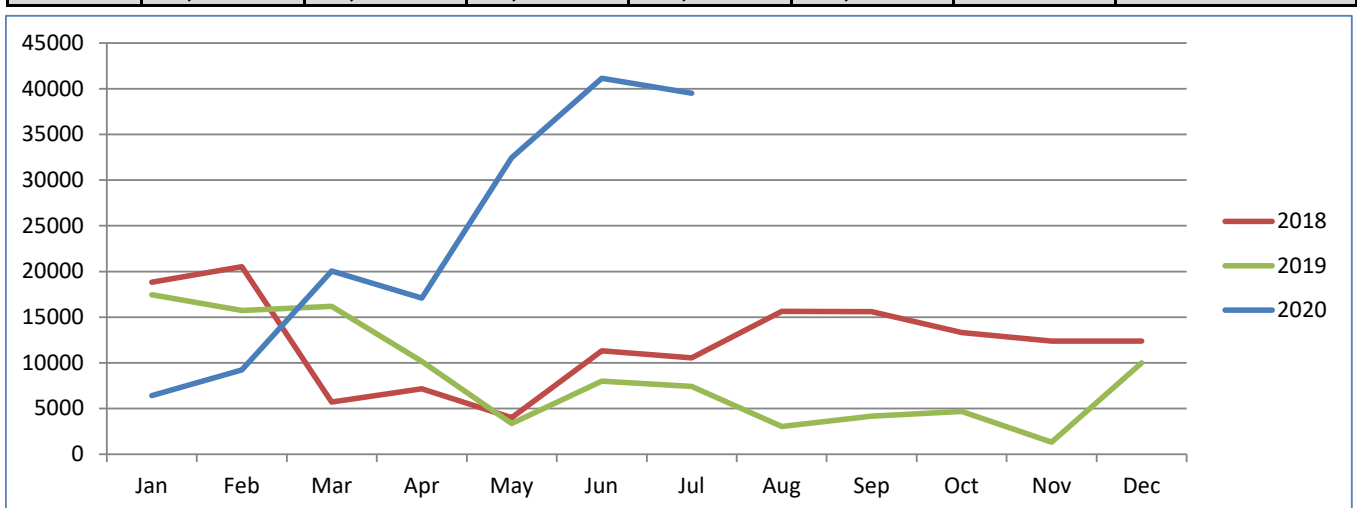
Account Number	Current Month	30 Day Balance	60 Day Balance	90 Day Balance	Total Balance
4076	1,313.36	1,393.36	1,274.97	0.00	3,981.69
57018	770.00	770.00	770.00	0.00	2,310.00
2906	570.87	570.87	486.18	0.00	1,627.92
48326	540.26	540.26	519.56	0.00	1,600.08
56034	492.56	492.56	492.56	0.00	1,477.68
55716	505.52	505.52	415.52	0.00	1,426.56
48016	429.01	429.01	417.42	0.00	1,275.44
44347	572.60	572.60	127.51	0.00	1,272.71
58126	416.30	416.30	416.30	0.00	1,248.90
49036	416.30	410.55	306.42	0.00	1,133.27
55068	371.00	371.00	344.25	0.00	1,086.25
45787	416.30	416.30	141.88	0.00	974.48
46359	423.36	458.36	27.57	0.00	909.29
57834	432.14	432.14	35.00	0.00	899.28
48720	436.30	416.30	10.00	0.00	862.60
58312	0.00	592.80	0.00	0.00	592.80
106	205.19	223.19	148.50	0.00	576.88
56297	265.54	274.22	0.19	0.00	539.95
57736	218.19	218.19	70.00	0.00	506.38
58547	0.00	0.00	431.14	0.00	431.14
58520	144.84	144.84	119.84	0.00	409.52
57948	123.96	123.96	123.96	0.00	371.88
58287	58.27	58.27	58.27	0.00	174.81
Total:	9,121.87	9,830.60	6,737.04	0.00	25,689.51



Santa Cruz Port District
90+ DAY DELINQUENT ACCOUNTS

The following accounts have balances 90 days delinquent or greater as of July 20, 2020

Account Number	Current Month	30 Day Balance	60 Day Balance	90+ Day Balance	Total Balance	Commercial Slip	Action
57413	695.69	695.69	695.69	1,655.02	3,742.09		Payment Plan
47487	831.48	857.48	831.48	1,219.94	3,740.38		Revoke
56464	505.27	520.27	505.27	1,421.56	2,952.37		Payment Plan
56356	343.17	343.17	343.17	1,902.55	2,932.06		Revoke
57751	416.30	381.30	381.30	1,656.69	2,835.59		Revoke
4134	730.80	672.00	672.00	450.35	2,525.15		Revoke
1057	537.60	572.60	572.60	720.38	2,403.18	X	Revoke
55293	406.72	406.72	406.72	663.12	1,883.28		Payment Plan
2093	476.71	476.71	441.71	431.88	1,827.01		Revoke
57459	241.40	241.40	241.40	1,034.98	1,759.18		Revoke
55885	438.20	438.20	438.20	433.37	1,747.97		Revoke
48956	416.30	416.30	416.30	173.39	1,422.29		Payment Plan
55933	252.26	252.26	217.26	650.58	1,372.36		Revoke
56511	416.30	416.30	416.30	7.00	1,255.90		Payment Plan
57894	205.19	205.19	205.19	429.32	1,044.89		Revoke
57217	317.75	317.75	317.75	0.75	954.00		Revoke
57328	123.96	123.96	123.96	565.72	937.60		Revoke
56146	-	-	-	934.95	934.95		Bad Debt
3094	123.96	123.96	123.96	418.86	790.74		Revoke
58302	61.97	61.97	61.97	234.40	420.31		Revoke
58177	123.96	123.96	123.96	39.80	411.68		Revoke
57229	58.27	58.27	58.27	219.26	394.07		Revoke
58374	61.97	61.97	61.97	147.93	333.84		Revoke
48170	58.27	58.27	58.27	140.59	315.40		Revoke
58423	65.08	65.08	65.08	54.10	249.34		Revoke
57560	58.27	58.27	58.27	58.27	233.08		Revoke
55153	-	-	61.97	34.53	96.50		Bad Debt
TOTAL:	7,966.85	7,949.05	7,900.02	15,699.29	39,515.21		





TO: Port Commission
FROM: Sean Rothwell, Assistant Harbormaster
DATE: July 15, 2020
SUBJECT: Harbor Patrol Incident Response Report – June 2020

Search and Rescue, Patrol Boat Response

- 6/10/20 Harbor Patrol responded to a report of a commercial fishing vessel that ran aground near Cowell's Beach. Upon arrival, the vessel had already backed off the beach without assistance. Harbor Patrol made contact with the vessel's skipper and the case was turned over to the U.S. Coast Guard for further investigation.
- 6/13/20 Harbor Patrol responded to a report of a swimmer in distress in the area of Pelton Avenue. Upon arrival, the swimmer had self-rescued. Harbor Patrol returned to the harbor without incident.
- 6/13/20 Harbor Patrol responded to a report of a kite surfer in distress in the area of 26th Avenue. Upon arrival, Central Fire assisted the kite surfer to shore. Harbor Patrol returned to the harbor without incident.
- 6/21/20 Harbor Patrol responded to a report of a windsurfer in distress approximately ¼ mile off Natural Bridges State Beach. Upon arrival, the windsurfer was struggling in high winds but made it to shore without assistance. Harbor Patrol returned to the harbor without incident.
- 6/25/20 Harbor Patrol responded to a vessel in distress near Pleasure Point. Upon arrival, the vessel was able to navigate out of the kelp without assistance. Harbor Patrol escorted the vessel back to the harbor without incident.
- 6/30/20 Harbor Patrol responded to the area of West Cliff Drive near Stockton Avenue after outside law enforcement agencies requested assistance in apprehending an armed carjacking suspect who drove a stolen vehicle over the cliff. Harbor Patrol stayed on scene until the subject was taken into custody by Santa Cruz Police. Harbor Patrol returned to the harbor without incident.
- 6/30/20 Harbor Patrol responded to a report of a possible body in the water in the area of West Cliff Drive and Sacramento Avenue. Upon arrival, it was determined that no one was in distress. Harbor Patrol returned to the harbor without incident.

Crime Reports, Assist Outside Department and Incident Reports

- 6/3/20 Harbor Patrol took an incident report after a vehicle became submerged during a vessel retrieval at the launch ramp. Harbor Patrol, Harbor Maintenance, and Harbor Dredge staff coordinated a recovery plan for retrieval. The vehicle owner was invoiced for the cost of recovery. No injuries were reported.

- 6/7/20 Harbor Patrol responded to a report of an unconscious male subject in the area of X-Dock. Once on scene, the subject was determined to be suffering from a diabetic emergency and was transported to Dominican Hospital by paramedics.
- 6/9/20 Harbor Patrol took an incident report after a patron tripped and fell inside the Crow's Nest Restaurant. The subject was evaluated by paramedics and released to a family member.
- 6/12/20 Harbor Patrol took a burglary report after a subject discovered his lock was cut and items had been taken from his vessel in Twin Fountains Dry Storage. Unknown suspect information.
- 6/14/20 Harbor Patrol responded to a report of a fuel spill in the area of U-Dock. The National Response Center was contacted and staff deployed boom and absorbent pads. Upon inspection, Santa Cruz County Environmental Health representatives determined that the District's spill response was adequate and additional response measures were not necessary. The source of the spill remains undetermined.
- 6/17/20 Harbor Patrol took an incident report after a subject suffered a respiratory-related medical emergency near the beach plaza. The subject was evaluated and transported to Dominican Hospital by paramedics.
- 6/18/20 Harbor Patrol took a burglary report after a subject discovered his vehicle window had been broken and items from inside were taken in the Mariner Lawn parking area. Unknown suspect information.
- 6/23/20 Harbor Patrol took an incident report after a subject suffered a medical emergency in the concession parking lot. The subject was evaluated by the Harbor Patrol before being transported to Dominican Hospital by ambulance.

June Parking Citations: 303



**County of Santa Cruz Board of Supervisors
Agenda Item Submittal**

From: Ryan Coonerty, Third District Supervisor
(831) 454-2200

Subject: Allison Endert Memorial at Twin Lakes Beach

Meeting Date: June 30, 2020

Recommended Action(s):

Direct the Director of the Parks Department to take the necessary steps to design and dedicate an appropriate memorial at Twin Lakes Beach in memory of Allison Endert.

Executive Summary

On June 15, the County of Santa Cruz lost one of its most dedicated and devoted employees, Allison Endert. For almost a decade, Allison played a key role in the development of the Twin Lakes Beach Improvement project. It is appropriate to memorialize Allison's tireless efforts to bring these improvements to the community by dedicating a memorial at the site in her honor.

Background

My predecessor, Third District Supervisor Neal Coonerty, focused on the Twin Lakes Beach Improvement project after he took office in 2007. When he hired Allison in 2009, he asked her to take the lead on the project for his office. From that day until the project's completion and ribbon cutting on July 26, 2018, Allison resolutely bird-dogged every aspect of the project in order to make sure it was completed. This included identifying and advocating for funding from multiple sources including RDA dollars, Coastal Conservancy funding, and the regional Air Board. She shepherded the project through its design and construction, including multiple changes and modifications. She advocated and coordinated with coastal staff and other government agencies to ensure support at every step. She also worked with neighbors and other stakeholders through complicated and often dicey community and land use issues, always with patience, persistence and poise. In all, Allison spent almost a decade working for two Supervisors helping to bring the project to completion.

Analysis

Allison would be the first to recognize and point out that there were many County employees, other government agencies and individuals who played important roles developing and completing the project. She knew this because she worked with all of them, quietly but firmly advocating for the project at every juncture. There were several points along the way where the project was in serious jeopardy because of lack of funding, design problems and neighbor issues. It was a project where everything that could go wrong did go wrong. In each instance instead of succumbing to defeat or

frustration, Allison dug in and strategized, problem-solved, and then went into action to overcome the latest roadblock.

On June 15, 2020, we lost Allison. We are shattered by her loss and mourn with her partner, daughters and family. Although only 43 years old, Allison leaves a legacy as an exemplary public servant who brought excellence, compassion, and tenacity to any project big or small that came across her desk. The Twin Lakes project was dear to Allison who, as an eastside resident, loved to spend time at this beach with her family and knew the improvements would greatly enhance safety, coastal access and the visitor experience. It is appropriate then to recognize Allison's efforts and her legacy and hard work on this project by dedicating a memorial at the project site in her memory.

Submitted by:

Ryan Coonerty, Third District Supervisor

cc:

Jeff Gaffney

Renee Ghisletta

From: javajct@aol.com
Sent: Monday, July 13, 2020 9:46 AM
To: scpd@ SCPD
Subject: Harbor and Port Commission

This past weekend I was wondering why we had so many people from the beach needing to use our building bathroom. I kept send people to the parking lot bathrooms only to find out that they are closed for remodel. Is that not something that should have been done when everything was closed for 3 months or could have waited until the busiest summer weeks past?

Michael
Java Junction

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

Renee Ghisletta

From: Jean Brocklebank <jeanbean@baymoon.com>
Sent: Monday, July 13, 2020 11:24 AM
To: scpd@ SCPD
Cc: Marian Olin
Subject: Trash Problem

Dear Commissioners ~

Yesterday (7/12) we walked to the lighthouse about 1:30 pm. The attached picture shows the sad state of garbage at the entrance to the jetty pathway. We imagine that by 4 or 5 o'clock it would have been even worse.

In ordinary times, we would have cleaned it up, but we hesitate to touch stuff nowadays.

We have a suggestion. Notice the sign post with a now-blank message -- ready for something educational. How about a message that says:

**Do not overfill bins. Lids must be closed completely.
Please take your trash home if there is no room in the bins.
Thank you!**

One might think people would be caring enough to do this without a sign. One would be wrong, huh?

Sincerely,
Jean Brocklebank and Michael Lewis



Port Commission Review Calendar 2020-21

2020

January-March

- ✓ Committee assignments for 2020
- ✓ Sea Scouts' biannual report
- ✓ Slip vacancy biannual report / waiting list statistics
- ✓ FY 21 Budget
- ✓ Review 5-year CIP
- ✓ Review of NH sublet fee structure (exp. 3/31/20)
- ✓ Ethics Training Update
- ✓ Form 700 Filing (due by 03/31 each year)

April-June

- ✓ Dredge Report 2019-20
- Annual Vessel Use List Review
- ✓ Biennial Update to Conflict of Interest Code
- ✓ Crow's Nest lease exp. 04/30/20 (Suite 130)
2 (5) year options to extend

July-September

- Vessel Insurance Policy Review
- Review of O'Neill Sea Odyssey slip rent reduction / charter fee. PC action of 07/07
- Sea Scouts' biannual report
- Slip vacancy biannual report / waiting list statistics

October-December

- Annual review of business use of slips
- Port Commission officers for 2021

Committee Review Items (timeline not specified)

- Vessel Insurance Policy Enforcement (Policy Committee)

Key

- Pending
- In process
- ✓ Done

2021

January-March

- Committee assignments for 2021
- Sea Scouts' biannual report
- Slip vacancy biannual report / waiting list statistics
- FY 22 Budget
- Review 5-year CIP
- Ethics Training Update
- Form 700 Filing (due by 03/31 each year)
- Biennial Anti-Harassment/Anti-Discrimination Training

April-June

- Dredge Report 2021-22
- Annual Vessel Use List Review

July-September

- Review of O'Neill Sea Odyssey slip rent reduction / charter fee. PC action of 07/07
- Sea Scouts' biannual report
- Slip vacancy biannual report / waiting list statistics
- Johnny's Harborside Restaurant lease exp. 8/15/2021 (no option to extend)

October-December

- Annual review of business use of slips
- Port Commission officers for 2022

Future Calendar

- ABC End-Tie review after Murray Street Bridge Retrofit
- 7th and Brommer Property Assessment
- Port Commission Policies and Procedures Manual Update: Human Resources Role