



Special Public Session of April 2, 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 convened the special public meeting at 5:00 pm via teleconference at the Santa Cruz Harbor Office, 135 5th Avenue, Santa Cruz, CA.

1. Oral Communication

Discussion: Chairman Reed started the meeting with a moment of silence to honor victims of the novel coronavirus (COVID-19). He subsequently reviewed the virtual meeting protocol.

Commissioner Goddard expressed appreciation to staff for maintaining essential functions during this public health emergency.

The Commission collectively acknowledged the work that will need to be done to address and respond to the long-term economic impacts associated with COVID-19. Commissioner Smith stated it will be critical for the Commission to review the District's finances to monitor and track impacts. Commissioner Geisreiter agreed and stated that as part of tonight's meeting the Commission will need to develop a plan to address the concerns of harbor tenants who may be suffering economic hardship as a result of COVID-19.

Commissioner Gertler informed the Commission that all scheduled Special District Leadership Academy (SDLA) trainings have been postponed due to COVID-19.

2. Approval of Resolution 20-03, declaring emergency authorization to the Port Director to enter into contracts of up to \$50,000; execute grant agreements to secure federal and state grants for disaster assistance; make personnel decisions to temporarily respond to the COVID-19 emergency, and change the location of the Santa Cruz Port District Commission's regular monthly meetings to an online web conferencing platform.

Discussion: Port Director Olin reviewed the staff report and recommended approval of Resolution 20-03 to temporarily expand the Port Director's authorities under the emergency declaration to ensure management of the District can be

responsive and flexible during the public health emergency. She stated that Port District counsel drafted the proposed resolution.

Port Director Olin reported that she has also been working with counsel on implementation of federally mandated changes to employee leave relative to COVID-19.

Port Director Olin reported that under expanded authorities, she did enter into one contract for a north harbor paving project in the amount of \$45,000.

Port Director Olin reviewed the following COVID-19 response measures that have been put in place:

- Closed customer service desks (Harbor Office and Boatyard)
- Discontinued concession kiosk parking operations and other parking enforcement activities performed by hourly staff
- Defined essential vs. non-essential work/positions
- Implemented telecommuting processes for some employees
- Eliminated non-essential general maintenance and landscaping work
- Non-essential work travel and attendance at meetings, conferences, and group events have been cancelled
- Posted social distancing protocols at various locations throughout the harbor as required by the County Health Officer
- Reduced part-time, hourly positions (3 remain working, 8 are currently off the schedule)
- On March 16, part-time / temporary employees were allowed to accrue negative sick leave balances of up to 80-hours through 3/31/20. Gross wages for that expanded sick leave was approximately \$4,375.
- All part-time and full-time employees (excluding deputy harbormaster staff) have been granted 80 hours of Emergency Paid Sick Leave, in accordance with the Families First Coronavirus Response Act (FFCRA)
- Port Director Olin reported that essential work that continues includes security, sanitation, necessary maintenance and repair, dredging, boatyard services, and essential administrative and finance work.

Port Director Olin stated that staff has fielded numerous requests from landside tenants, charter operators, and slip and dry storage renters, who are seeking some form of relief on payment of rents and/or fees.

To address these concerns, Commissioner Geisreiter suggested that the proposed resolution include language to waive late fees and interest charges and forestall the eviction and revocation process due to delinquency through

June 30, 2020. He stated that this proposal will allow the Commission adequate time to evaluate impacts and determine the appropriate course of action. Vice-chairman Goddard agreed.

In response to a question posed by Vice-chair Goddard, Port Director Olin stated that a preliminary FY21 budget review will be presented at the next regular meeting of April 28, 2020, for discussion and Commission input. She stated that it will be imperative to reduce expenses and achieve savings where practicable, noting that the Port District may be facing a revenue loss of approximately two to three million dollars.

Commissioner Gertler recommended staff collaborate with neighboring harbors to ensure that launch ramp facilities remain viable and open, while observing social distancing and other COVID-19 safety measures.

MOTION: Motion made by Vice-chairman Goddard, seconded by Commissioner Geisreiter to approve Resolution 20-03, with the following addition:

F. Authorize the Port Director to temporarily suspend late fees and interest charges and forestall the eviction and slip revocation process due to delinquency for a period of 90-days (through June 30, 2020), which may be extended on a month-to-month basis.

- *Motion carried unanimously by roll-call vote:*

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

Chairman Reed adjourned the regular public session at 5:33 PM.



Stephen Reed, Chairman