



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



Special Closed Session of April 16, 2020

**Santa Cruz Port Commission
MINUTES**

Commission Members Present:

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 3:30 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 54956.9

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 & Operating Engineers Local No. 3
4. Conference with Legal Counsel - Pending Litigation (1 Case)

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 4:19 pm and announced that the Commission took no reportable action in closed session on items 3 and 4.

Chairman Reed adjourned the special public session at 4:19 PM.

Stephen Reed, Chairman



Regular Public Session of April 28, 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

REGULAR PUBLIC SESSION – 7:00 PM

Chairman Reed convened the regular public session at 7:00 PM via teleconference at the Santa Cruz Harbor Office, 135 Lake Avenue, Santa Cruz, CA 95062.

1. Pledge of Allegiance
2. Oral Communication

CONSENT AGENDA

3. Approval of Minutes
 - a) Special Public Session of February 11, 2020
 - b) Regular Public Session of February 25, 2020
 - c) Special Emergency Meeting of March 16, 2020
4. Approval of Clean Oceans International Sublease – 345 Lake Avenue, Suite F (Tenant: Monterey Bay National Marine Sanctuary Foundation)
5. Approval of Resolution 20-04 - Reducing Full-Time Equivalent Staffing by One (1) Position
6. Approval of Resolution 20-05 - Designating Peace Officer Status to Landon Gottlieb
7. Approval of Declaration Designating Authorized Signers for the Port District's Checking Account

Discussion: Port Director Olin stated that a correction to Resolution 20-05 has been made to reflect a language change from Harbor Police to Harbor Patrol. She noted that Landon Gottlieb was sworn in this afternoon.

MOTION: Motion made by Commissioner Smith, seconded by Commissioner Gertler to approve the consent agenda.

- *Motion carried unanimously.*

REGULAR AGENDA

8. Review of FY21 Budget Impacts and Responses Relative to COVID-19

Discussion: Port Director Olin reviewed the proposed FY 21 budget adjustments in response to impacts related to COVID-19. She highlighted the following:

- Three revenue reduction scenarios are presented for review (16%, 20%, and 50%)
- Extent of non-payments or business failures is unknown at this time.
- Recommend Commission review of the financial impacts in approximately 4 to 6 months.
- May recognize cost savings as a result of the public health emergency (i.e. water sewer, etc.).
- May incur unanticipated expenses as a result of the public health emergency (i.e. abandoned vessel disposal)

Port Director Olin requested the Commission review the proposed funding reallocations and expense reductions as outlined below:

- Eliminate \$590,000 contribution to the Capital Improvement Fund (CIP)
 - \$510,000 remains in the Unallocated CIP and may be used for identified priority projects that arise during FY21.
- Eliminate \$127,410 contribution to the Reserve Fund
- Reduce Capital Outlay from \$52,000 to \$15,000 (eliminate truck replacement, clamshell attachment for backhoe)
- Reduce Dredge Intermediate Fund (DIF) contribution from \$416,091 to \$186,091 (eliminate Toyo Barge; reduce funding for pipeline)
- Reduce operating budget by \$406,754 (labor and expense reductions).

There was consensus among the Commission to approve the proposed funding reallocations and expense reductions. Vice-chairman Goddard stated that it will be beneficial to review the financial impacts sooner than the 4 to 6-month timeframe, and proposed a quarterly review to see if additional measures or pull-back may be warranted. (The first quarter review will be in July.) Additionally, he expressed support for continuing priority capital improvement projects, such as paving repairs and building maintenance (to be funded from the Unallocated CIP fund).

A brief discussion ensued regarding identifying priority projects to be paid for by funding in the Unallocated (CIP). Port Director Olin highlighted the following priority projects:

- 7th and Brommer Reconfiguration
- Pier Rehabilitation
- Concession Lot Restroom Rehabilitation
- Concession Lot ADA Parking Improvements

- Paving and Sealing
- Building Maintenance

Port Director Olin stated that the Commission previously acted to waive late fees and interest charges and forestall the eviction and slip revocation process due to delinquency through June 30, 2020. She reported an additional relief measure initially proposed by Commissioner Geisreiter is being presented for review and approval which would offer standardized payment plans to landside tenants and marina customers suffering financial hardship.

The Commission expressed support for offering the proposed standardized payment plan with the following additions:

- Acknowledgment will include language that states “I, the undersigned, have read, understand, and agree to the terms of the payment plan...”
- Eligible customers must be in good standing with the District but are permitted to carry a balance forward prior to entering a payment plan, even if the past due balance predates the public health emergency.
- Chairman Reed requested District counsel review the payment plan document.

Port Director Olin recommended the Commission waive charter fees for the duration of the shelter-in-place order, which currently prevents charters from operating.

The Commission expressed support for waiving charter fees retroactive to April 1 and ending when the County Health Officer allows that type of business to reopen, or as conditions change.

Port Director Olin requested that the Commission provide guidance on any other interim budget and/or relief measures that may be necessary.

Commissioner Gertler questioned whether additional measures are warranted to prop up the commercial fishery. A brief discussion ensued regarding impacts to the commercial fishery. Commissioner Smith stated that it will be important to be mindful of the commercial fishery as time progresses.

Commissioner Geisreiter stated that it will be imperative for the District to initiate communications with BBVA Compass Bank to modify the District’s debt service ratio requirement for FY21, as it will certainly fall below the required 1.25 threshold. He stated that it may be possible to negotiate a one-time waiver or modification. There was consensus among the Commission for Port Director Olin and Commissioner Geisreiter to begin discussions with BBVA.

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

1. Approve proposed funding reallocations and expense reductions identified in Study 1 (to be reviewed quarterly by the Port Commission), and include the following list of priority projects to be paid for by funding in the unallocated Capital Improvement Program (CIP):
 - 7th and Brommer Reconfiguration
 - Pier Rehabilitation
 - Concession Lot Restroom Rehabilitation
 - Concession Lot ADA Parking Improvements
 - Paving and Sealing
 - Building Maintenance
2. Authorize relief measures for landslide tenants and marina customers governed by leases or license agreements suffering financial hardship in the form of an extended, standardized payment plan with no accrual of late fees or interest through March 31, 2021, if terms of the payment plan are met; eligible customers must be in good standing with the District and are permitted to carry a balance forward prior to entering into a payment plan.
3. Waive charter fees for the remaining duration of the shelter-in-place order, retroactive to April 1, and ending when the County Health Officer allows that type of business to reopen, or as conditions change.
4. Direct staff and Commissioner Geisreiter to initiate communications with BBVA Compass Bank to modify the District's debt service ratio requirement for FY21.
 - *Motion carried unanimously by roll call.*
 - *Reed: YES*
 - *Goddard: YES*
 - *Smith: YES*
 - *Gertler: YES*
 - *Geisreiter: YES*

9. Approval of Notice of Completion for Aldo's Seawall Replacement Project

Discussion: Port Director Olin recommended that the Commission accept the work of Granite Construction and authorize the Port Director to file the Notice of Completion once minor punch list items are completed by Granite.

Port Director Olin noted that once the Notice of Completion is filed, Aldo's Restaurant will be notified and the 3-month timeline to secure financing under the lease agreement will commence.

MOTION: Motion made by Vice-chairman Goddard, seconded by Chairman Reed to approve the notice of completion for Aldo's Seawall Replacement Project.

- *Motion carried unanimously by roll call.*

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

10. Approval of Cash / Payroll Disbursements – February and March 2020

Discussion: Staff responded to questions about the warrants as follows:

- Warrant # 53043 & 53113: Outstanding invoice from 2018 (originally billed to Santa Cruz Metro in error) for oil absorbent boom and pads.
- Warrant # 53059: Planned project initiated a year ago to replace aged carpet at 333 Lake Avenue (Bayside Marine). The project was delayed to accommodate the tenant's retail operation.

MOTION: Motion made by Chairman Reed, seconded by Commissioner Smith to approve the cash and payroll disbursements for February 2020 in an amount of \$615,214.35 and March 2020 in an amount of \$659,637.74.

- *Motion carried unanimously by roll call.*

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

INFORMATION

11. Port Director's Report

Insurance

Port Director Olin informed the Commission of her intent to bind insurance coverage for FY21. She stated that the FY21 estimate for coverage is approximately \$279,614, which represents an \$8,200 increase over the prior year. She stated that the total premium payment remains under FY21 budget projections.

7th and Brommer Lot Rental Agreement

Port Director Olin stated that the Port District did not require use of the 7th and Brommer overflow parking lot in April, so commencement of the lease was delayed until May. The monthly rate increased to \$1,200 / month.

CalPERS Audit for Temporary Upgrade Pay

Port Director Olin stated that the District recently completed a CalPERS audit for Temporary Upgrade Pay. The audit resulted in zero findings.

COVID-19 Sanitation Expense

Port Director Olin noted an additional expense of \$200 per day for Bay Building Janitorial to provide additional cleaning services of the harbor offices and restrooms twice daily as part of the COVID-19 response measures.

Verizon Cell Tower Lease Agreement

Negotiations restarted on a small cell tower lease, though the process has slowed over the past 2-months because of COVID-19 response measures. Counsel McClure has indicated he is available to finish this negotiation. Verizon completed a frequency study, which did not reveal any issues.

Available Office Space at 413 Lake Avenue, Suite 104

Port Director Olin stated that the District has office space available for rent at 413 Lake Avenue, Suite 104. She stated that Pacific Yachts vacated the property on March 31, 2020, and maintenance staff will make improvements to the space prior to occupancy by a new tenant.

Concession Lot Parking Automation

Port Director Olin stated that due to the COVID-19, the concession parking lot has been unattended since March 16. She stated that the new equipment installed earlier this year is designed to operate unattended and a transition to a fully automated system will commence on May 1.

Pappy Park Plaque

Port Director Olin stated that the plaque for *Pappy* Park, dedicated in honor of Ed Larson, has been fabricated and installed near the harbor office. She stated that Mr. Larson expressed his gratitude for the plaque and display.

Water Taxi

Port Director Olin stated that the USCG District Office has determined that the Santa Cruz Harbor water taxi is not subject to regulations for Small Passenger Vessels. She added that while this is welcome news, due to COVID-19 and social distancing requirements the water taxi service is not likely to begin operations until next summer.

12. Harbormaster's Report

Harbormaster Anderson stated that a Deputy Harbormaster Landon Gottlieb was sworn into office earlier today. He stated that Chairman Reed was in attendance.

Harbormaster Anderson reported that staff is actively pursuing plans to reopen the launch ramp on a limited basis to serve dry storage renters and existing annual launch ramp pass holders.

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

FME Manager Kerkes stated that failure with the dozer diesel exhaust fluid (DEF) system has been repaired under warranty.

FME Manager Kerkes stated that maintenance crews will begin performing essential landscaping of the harbor grounds on Monday, May 4, 2020. He stated that several essential building maintenance projects are also scheduled.

FME Manager Kerkes stated that over the last month maintenance crews have responded to numerous lift station issues.

Chairman Reed expressed his appreciation to the dredge crew for their hard work in maintaining the federal navigation channel this year. He stated that the depths reflected on the current sounding are very favorable.

14. Bi-Annual Slip Vacancy Report / Waiting List Statistics (*There was no discussion on this agenda item*)
15. Financial Reports (*There was no discussion on this agenda item*)
 - a) Comparative Seasonal Revenue Graphs
 - b) Preliminary Year-End Budget Report as of March 31, 2020
 - c) Quarterly Boatyard Report as of March 31, 2020
 - d) Quarterly Fuel Dock Report as of March 31, 2020
 - e) Quarterly Concession Income Report as of March 31, 2020
16. Delinquent Account Reporting (*There was no discussion on this agenda item*)
17. Harbor Patrol Incident Response Report – February and March 2020 (*There was no discussion on this agenda item*)
18. Written Correspondence (*There was no discussion on this agenda item*)
 - a) Letter to Congressman Panetta, from Chairman Reed
 - b) Letter to Senator Feinstein, from Chairman Reed
 - c) Letter to Senator Harris, from Chairman Reed
19. Port Commission Review Calendar / Follow-Up Items (*There was no discussion on this agenda item*)

Chairman Reed adjourned the regular public session at 8:45 PM.

Stephen Reed, Chairman



TO: Port Commission

FROM: Marian Olin, Port Director

DATE: May 14, 2020

SUBJECT: Approval of Notice of Completion for the Concession Lot Parking Access and Revenue Control System and Authorize Reallocation of Remaining Project Funding

Recommendation: *Accept the Concession Lot Parking Access and Revenue Control System project (also known as the Concession Lot Automation Project) and authorize the Port Director to:*

- 1) file the Notice of Completion;*
- 2) transfer any remaining project funding to the Parking Upgrades Project (F028); and, at the conclusion of the Parking Upgrades Project, transfer any remaining project funding to the Restroom Building Rehabilitation Project (F012).*

BACKGROUND

The contract for the Concession Lot Parking and Revenue Control System ("PARCS") project was awarded to Scheidt & Bachman, on July 23, 2019. The project consisted of replacing obsolete parking control and cashier equipment in the concession parking lot, programming and installing two pay-on-foot stations.

The original contract with Scheidt & Bachman was awarded in an amount not to exceed \$179,200. During the course of construction, the contract and change orders total \$150,157.

The project was completed on April 27, 2020, and was fully automated on May 1, 2020. Full automation occurred sooner than anticipated in the lot due to factors related to the COVID-19 pandemic response.

ANALYSIS

Staff recommends that the Commission accept the work of Scheidt & Bachmann and authorize the Port Director to file the Notice of Completion.

IMPACT ON PORT DISTRICT RESOURCES

Total project costs, including engineering by Watry Design, in-house labor, cabling, IT and programming, electrical work, supplies, spare parts and set-up of credit card revenue control systems with an outside vendor bring total project costs to approximately \$193,479, leaving approximately \$49,213 in the fund balance account for this project.

Staff recommends transferring remaining project funding to the Parking Upgrades Project (F028), to provide funding for an accessible parking remediation project in the concession parking lot. Any surplus funds remaining at the conclusion of the Parking Upgrades Project are recommended to be

transferred to the Restroom Rehabilitation Project (F012), to facilitate accessibility improvements to the concession lot restroom being completed by in-house crews.

ATTACHMENTS: A. Notice of Completion

RECORDED AT THE REQUEST OF:
Santa Cruz Port District
WHEN RECORDED MAIL TO:
Santa Cruz Port District
135 5th Avenue
Santa Cruz, CA 95062

NOTICE OF COMPLETION

Notice is hereby given that the Santa Cruz Port District, whose address is 135 Fifth Avenue, Santa Cruz, California, has caused a work of improvement more particularly described as follows:

Santa Cruz Harbor Concession Lot Parking Access and Revenue Control System
(Concession Lot Automation Project)

The work of improvement was completed by Scheidt & Bachmann, 1011 Pawtucket Blvd., Lowell, MA 01854.

The work of improvement was actually completed on April 27, 2020, and accepted by the Port Commission May 26, 2020.

Dated: May 26, 2020

Marian Olin
Port Director
Santa Cruz Port District

The undersigned states that she is the Port Director of the Santa Cruz Port District; that the Santa Cruz Port Commission on May 26, 2020, accepted said work of improvement and directed the filing of the Notice of Completion; that she has read the Notice of Completion and knows the contents thereof; and that the facts stated therein are true.

I declare under penalty of perjury that the foregoing is true and correct.

Executed by me this 26th day of May 2020 at Santa Cruz, California.

Marian Olin
Port Director
Santa Cruz Port District



TO: Port Commission

FROM: Marian Olin, Port Director

DATE: May 13, 2020

SUBJECT: Authorization to Dispose of Surplus Property and Allocate Revenues Received from the Sale to the Dredge Intermediate Fund

Recommendation: *Declare McElroy Fusion Welder, model C17011 equipment as surplus property and authorize the Port Director to dispose of surplus equipment through auction or sale in accordance with Port Commission policies; and, authorize allocation of revenues received from the sale to the Dredge Intermediate Fund.*

BACKGROUND

Purchase of a new HDPE pipe fusion welder was authorized in the FY21 Dredge Intermediate fund. The new pipe welder replaces the following Port District equipment which is no longer needed for conducting the Port District’s business:

PROPERTY / EQUIPMENT	DESCRIPTION	DATE ACQUIRED	ORIGINAL COST	ESTIMATED VALUE
McElroy HDPE Pipe Fusion Welder	Model C17011	9/25/2007	\$44,471	\$15,000 to \$20,000

Surplus Procedures:

Once authorized by the Commission, the above listed item will be advertised for sale, or sold via online auction (publicsurplus.com). If bids are below the minimum asking prices, staff will determine whether or not the highest offer is reasonable, and if the item should be sold or re-advertised. If no bids are submitted, the items may be re-advertised or kept for a future sale.

ANALYSIS

The HDPE pipe fusion welder is a vital piece of equipment used to fuse disposal pipeline for dredging operations. After soliciting three bids, a new McElroy hydraulic clamping fuser was acquired from the low bidder R&B Company utilizing funding allocated in the FY21 Dredge Intermediate Fund at a cost of \$72,186.50. The hydraulic clamping feature automates the fusion process. The McElroy pipe fuser acquired in September 2007, is no longer needed for conducting District business and is recommended for surplus.

IMPACT TO PORT DISTRICT RESOURCES

The McElroy pipe fuser model C17011 was acquired through a lease and was not included on the Port District's fixed asset schedule (though it was listed on equipment schedules for insurance purposes). It is valued at \$15,000 to \$20,000.

The Port Commission's policy on surplus property states, "All revenue generated from the sale of surplus property shall be deposited in the Port District's general fund unless otherwise directed by the Port Commission" Staff is seeking authorization to allocate proceeds from the sale of this equipment to the Dredge Intermediate Fund, to facilitate replacement of beach hydraulic valves (2) at a cost of approximately \$8,000/each. The beach hydraulic valves were listed as unfunded Dredge Intermediate Fund equipment items in the FY21 budget.

ATTACHMENTS: A. Port Commission Policies / Procedures, "2100. Disposal or Sale of Surplus Equipment"

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Santa Cruz Port District

PORT COMMISSION POLICIES / PROCEDURES

TITLE: Disposal or Sale of Surplus Equipment
NUMBER: 2100

2100 Disposal or Sale of Surplus Equipment.

2100.1.1 Commission takes action to declare equipment surplus if value is more than \$5,000.00, and authorize staff to dispose of it through sale, donation to a charitable organization(s), scrap or other means. Commission takes action to approve any minimum bid price or best offer.

2100.1.2 Port Director has authority to declare equipment surplus if value is \$5,000.00 or less, and authorize staff to dispose of it in a manner commensurate with 2100.1.1 (above).

2100.1.3 If an item declared surplus is sold, it must be advertised for sale and provide information about any minimum bid price or best offer and deadlines for submission of bids or offers. Advertisement will also note that the District reserves the right to reject any or all bids, and that all equipment is sold AS IS.

2100.1.4 Bids or offers are opened by staff and items are sold to the highest bidder if minimum bid or offer price is met. In the event that bids or offers submitted are below the minimum asking price, staff will use discretion in determining whether or not the highest offer is reasonable, and if the equipment should be sold or readvertised, or otherwise disposed of as described in 2100.1.5 (below).

2100.1.5 If no offers or bids are submitted, or if bids or offers submitted are below the minimum asking price, the equipment may be readvertised, kept for a future sale, donated to a charitable organization or scrapped.

2100.1.6 Port District asset and depreciation schedules will be updated as necessary to reflect the disposition of items declared surplus that have been sold, donated or scrapped.

2100.1.7 All revenue generated from the sale of surplus property shall be deposited in the Port District's general fund unless otherwise directed by the Port Commission.



TO: Port Commission

FROM: Marian Olin, Port Director

DATE: May 12, 2020

SUBJECT: Award Contract for 2020-21 Sediment Sampling and Analysis Plan Services

Recommendation: *Award contract to Red Hills Environmental in an amount not to exceed \$50,000, plus a 10% contingency (\$5,000), for a total contract amount of \$55,000.*

BACKGROUND

Each year, prior to commencing dredging for the season, the Port District is required to prepare and submit a sediment Sampling and Analysis Plan (SAP) to regulators for review and approval. The plan describes the sediment sampling and testing proposed for each area to be dredged.

Maintenance dredging of the federal entrance channel occurs each year. Permits require physical testing of the entrance material every other year. Sampling was last performed in 2019, so no physical analysis is required in 2020.

For the inner harbor, staff assesses dredging needs and performs bathymetric surveys. If it is confirmed that an area is less than design depth, it may be proposed for maintenance dredging. Sediment sample locations and a proposed testing plan are then submitted to regulators. Once regulators approve the sampling and analysis plan, sediment samples are collected and undergo required testing. In addition to physical testing, inner-harbor material that is less than 80% sand also requires chemical and biological testing.

The following inner-harbor areas will be proposed for dredging with nearshore disposal during the 2020-21 season¹:

- North Harbor Area 1: X/J channel, berthing areas and culvert area;
- North Harbor Area 2: Turning basin

Sediment test results and physical characteristics are analyzed in relation to permits, and a dredging plan is developed. The dredge plan and test results are submitted to the regulatory agencies for authorization to commence dredging operations for the season.

ANALYSIS

Red Hills Environmental (RHE) and their testing subcontractors have successfully performed sediment sampling services for the Port District for a number of years. The quality of their work has

¹ The X/J channel (including the berthing and culvert areas) and turning basin were both sampled and tested in 2019. Inner-harbor sediment test results remain valid for a period of up to three years if no significant changes in depth have occurred. Sampling and testing of the proposed areas may not be required for the 2020-21 season.

been satisfactory to regulators, and they are familiar with Santa Cruz Harbor's permitting requirements and will provide consistency in the methodology and approach to completing this work.

The total cost for the project will range from \$15,000 to \$50,000, depending on sediment testing requirements as determined by regulators. A cost estimate is below:

SCENARIO 1	No Testing Required	\$15,000
SCENARIO 2	Tier II Testing Required (Physical & Chemical)	\$25,000
SCENARIO 3	Tier III Testing Required (Physical, Chemical, & Biological)	\$50,000

Staff recommends award of contract to RHE in an amount not to exceed \$55,000. RHE has delivered services under budget for the past four dredge seasons; however, a 10% contingency is recommended in case additional testing is required by regulators, bringing the total not-to-exceed contract to \$55,000.

IMPACT ON DISTRICT RESOURCES

Adequate funding for Sampling and Analysis Plan services is included in the FY 21 Environmental and Permitting budget.

ATTACHMENTS: A. RHE Proposal dated May 18, 2020.

RED HILLS ENVIRONMENTAL LLC - COST ESTIMATE
SANTA CRUZ PORT DISTRICT DREDGING PROGRAM 2020-2021
CULVERT, XJ CHANNEL, X DOCK, EJ DOCK, NH TURNING AREA, I DOCK

DATE: MAY 18, 2020
CLIENT: SANTA CRUZ PORT DISTRICT
135 FIFTH AVENUE
SANTA CRUZ, CA 95062

SCENARIO 1 - NO TESTING REQUIRED	\$15,000
Sampling and Analyses Plan (SAP, TIER I DETERMINATION)	
Bathymetric Evaluation	
Regulatory and SCPD Liaison	
Sampling and Analyses Report (SAR) and 2020 Dredge Plan	

SCENARIO 2 - TIER II PHYSICAL/CHEMICAL TESTING REQUIRED (PIPE DREDGE SAMPLING - NO VIBRACORE BARGE SAMPLING OR BIOASSAYS)	\$25,000
Sampling and Analyses Plan (SAP, TIER I DETERMINATION)	
Bathymetric Evaluation	
Regulatory and SCPD Liaison	
Pre-Field Preparation	
Offshore Sample Vessel and Pipe Dredge Sampler (1 Day)	
Sample Collection	
Grain Size Analyses (Total 12; North Harbor 11 & Reference Sample 1)	
Chemical Analyses (Total 2; North Harbor 1 & Reference Sample 1, with PCB Congener Analyses)	
Sample Management	
Sampling and Analyses Report (SAR) and 2020 Dredge Plan	

SCENARIO 3 - TIER II PHYSICAL/CHEMICAL & TIER III BIOASSAYS TESTING REQUIRED (VIBRACORE BARGE SAMPLING AND BIOASSAYS)	\$50,000
Sampling and Analyses Plan (SAP, TIER I DETERMINATION)	
Bathymetric Evaluation	
Regulatory and SCPD Liaison	
Pre-Field Preparation	
Vibracore Sampling Vessel (1 Day)	
Offshore Sample Vessel and Pipe Dredge Sampler (1 Day)	
Sample Collection	
Grain Size Analyses (Total 12; North Harbor 6 & Reference Sample 1)	
Chemical Analyses (Total 2; North Harbor 1 & Reference Sample 1, with PCB Congener Analyses)	
Biological Analyses (Total 2; North Harbor 1 & Reference Sample 1)	
Sample Management	
Sampling and Analyses Report and Dredging Plan	

Santa Cruz Port District
Accounts Payable Monthly Check Register
 April 2020

Date	No.	Vendor	Description	Amount
4/7/2020	53297	Monterey Bay Marine	Dredge Skiff Engine	\$ 8,492.93
4/10/2020	53298	Agnew, John	Quarterly Uniform Allowance	\$ 190.00
4/10/2020	53299	ALLAN DESALVO	Security Deposit Refund	\$ 218.75
4/10/2020	53300	Allied Administrators for Delta Dental	Dental Insurance	\$ 2,456.49
4/10/2020	53301	AT&T Mobility	Tablet Service	\$ 235.00
4/10/2020	53302	Blake Anderson	Mileage Expense Reimbursement, Quarterly Uniform Allowance	\$ 354.08
4/10/2020	53303	Bobby's Pit Stop, Inc.	Patrol Truck Maintenance	\$ 102.30
4/10/2020	53304	BROUWER, JAMIE	Security Deposit Refund	\$ 589.10
4/10/2020	53305	Burke, Williams & Sorensen, LLP	Legal Consultation	\$ 357.50
4/10/2020	53306	Carpi & Clay	Washington Representation	\$ 800.00
4/10/2020	53307	Comcast	Business Internet	\$ 155.06
4/10/2020	53308	Compass Bank	Taxable Loan Principle & Interest	\$ 139,212.74
4/10/2020	53309	Complete Mailing Service	Statement Mailing & Postage	\$ 555.82
4/10/2020	53310	Computer Technical Specialists, Inc.	PARCS Hardware Install, E-mail Scanning & Backup, Server Upgrade	\$ 7,496.05
4/10/2020	53311	DAVENPORT, KYLE	Security Deposit Refund	\$ 171.24
4/10/2020	53312	David Hill	Quarterly Uniform Allowance	\$ 190.00
4/10/2020	53313	Don Kinnamon	Quarterly Uniform Allowance	\$ 190.00
4/10/2020	53314	Garda CL West, Inc.	Deposit Courier Service	\$ 544.72
4/10/2020	53315	Gottlieb, Landon	Quarterly Uniform Allowance	\$ 190.00
4/10/2020	53316	Gsolutionz	Telephone System Maintenance	\$ 199.99
4/10/2020	53317	Hub Parking Technology	Parking Control Gate Repair	\$ 245.00
4/10/2020	53318	HULL, KEITH	Security Deposit Refund	\$ 386.00
4/10/2020	53319	Jordan Rank	Quarterly Uniform Allowance	\$ 190.00
4/10/2020	53320	Kevin King	Quarterly Uniform Allowance	\$ 190.00
4/10/2020	53321	Lockton Insurance Brokers, LLC	Annual Insurance Policy Premiums	\$ 279,613.48
4/10/2020	53322	Marina Ware	Quarterly MarinaWare Software & Electronic Key Access Support	\$ 1,700.00
4/10/2020	53323	Mark Bouley	Security Deposit Refund	\$ 179.57
4/10/2020	53324	Mesiti-Miller Engineering, Inc.	Aldo's Seawall Accessway Improvement Plans	\$ 4,295.50
4/10/2020	53325	Nicholas Henning	Refuse Collection	\$ 2,900.00
4/10/2020	53326	US Hazmat Storage, LLC	Dredge Yard Hazmat Shed	\$ 22,765.00
4/10/2020	53327	Red Hills Environmental, LLC	North Harbor Dredge Volume Calculations	\$ 2,052.00
4/10/2020	53328	Santa Cruz Municipal Utilities	Utilities	\$ 18,360.99
4/10/2020	53329	Sean Rothwell	Quarterly Uniform Allowance	\$ 190.00
4/10/2020	53330	Southland Printing	Concession Lot Blank Parking Tickets	\$ 1,076.92
4/10/2020	53331	Svensden's Boat Works	Sanding Discs	\$ 88.00

Santa Cruz Port District
Accounts Payable Monthly Check Register
 April 2020

Date	No.	Vendor	Description	Amount
4/10/2020	53332	Thomure, Christina	Security Deposit Refund	\$ 1,280.86
4/10/2020	53333	Triton Construction	Monthly Fuel Operator Service	\$ 100.00
4/10/2020	53334	U.S. Bank Equipment Finance	Copier Lease	\$ 163.19
4/10/2020	53335	US Relay	Webcam Service	\$ 484.00
4/10/2020	53336	Verizon Wireless	Cell Phone & Tablet Service	\$ 314.37
4/10/2020	53337	Watsonville Grading & Excavation	J-Dock Pavement Repairs	\$ 41,990.00
4/10/2020	53338	West Marine Pro	Respirator	\$ 168.92
4/10/2020	53339	West Marine Pro	Boatyard Retail Items	\$ 239.78
	53340	VOID		
4/24/2020	53341	ACCO Engineered Systems	Quarterly Boiler Maintenance - 2222 East Cliff Dr.	\$ 335.00
4/24/2020	53342	Ace Portable Services	COVID-19 - Portable Toilet Rental, Boatyard Hand Washing Station Rental	\$ 382.78
4/24/2020	53343	Ryan Althaus	Security Deposit Refund	\$ 891.58
4/24/2020	53344	AT&T	Telephone	\$ 2,256.83
4/24/2020	53345	Atchison Barisone Condotti & Kovacevich	Legal Consultation - Litigation	\$ 3,627.50
4/24/2020	53346	CIT	Telephone System Lease	\$ 323.09
4/24/2020	53347	Bay Building Janitorial, Inc.	COVID-19 Sanitation Services	\$ 700.00
4/24/2020	53348	Bayside Oil II, Inc.	Hazmat Disposal	\$ 475.00
4/24/2020	53349	Bow Wow Pet Waste Products	Pet Waste Station Bags	\$ 282.88
4/24/2020	53350	California Coast Uniform Co., Inc.	Harbor Patrol Name Tags	\$ 195.87
4/24/2020	53351	Central Home Supply	<i>Pappy</i> Display Landscaping Stones	\$ 1,186.24
4/24/2020	53352	Chilton, John	Security Deposit Refund	\$ 387.45
4/24/2020	53353	Comcast	Business Internet & Cable	\$ 333.74
4/24/2020	53354	Data Ticket, Inc.	Citation Processing (February)	\$ 300.00
4/24/2020	53355	Dredging Supply Company, Inc.	<i>Twin Lakes</i> Check Valve	\$ 11,009.85
4/24/2020	53356	Elevator Service Company	Elevator Service (\$226.60 Tenant Reimbursable)	\$ 430.00
4/24/2020	53357	Entenmann-Rovin Co.	Assistant Harbormaster Badge	\$ 105.22
4/24/2020	53358	Fastenal Company	Wire Brush & Wheels	\$ 296.00
4/24/2020	53359	Fields, Edward	Security Deposit Refund	\$ 235.60
4/24/2020	53360	First Alarm Security & Patrol, Inc.	Security Patrol	\$ 4,937.04
4/24/2020	53361	Grainger	Sump Pumps, Disposable Gloves, Latex Gloves, Paint & Supplies, Office Supplies	\$ 803.74
4/24/2020	53362	Henderson Marine Supply, Inc.	Fire Hose Cabinet	\$ 701.25
4/24/2020	53363	Home Depot Credit Services	Dredge Hazmat Shed Shelves, Buckets, Thinner, Hammer Drill, Roof Felt, Sanitation Supplies, Drywall, Screws, Compound, Sponges, and Grout	\$ 1,689.55
4/24/2020	53364	Lawson	Chisel Chip Hammer	\$ 71.06
4/24/2020	53365	Matheson Tri-Gas, Inc.	Welding Gas	\$ 523.59
4/24/2020	53366	McC Campbell Analytical, Inc.	Stormwater Sampling	\$ 262.00

Santa Cruz Port District
Accounts Payable Monthly Check Register
April 2020

Date	No.	Vendor	Description	Amount
4/24/2020	53367	McDermott, Dick	Parking Space Rental - 497 Lake Avenue (March & April)	\$ 300.00
4/24/2020	53368	McMaster-Carr Supply Company	Dredge Pipe Fittings, Rust Converting Primer	\$ 1,912.77
4/24/2020	53369	Mid County Auto Supply	Dauntless Battery, Patrol Vehicle Starter, Maintenance Vehicle Brake Hose Kit	\$ 649.67
4/24/2020	53370	Mission Uniform Service	Uniform Service	\$ 539.63
	53371	VOID		
4/24/2020	53372	Pacific Gas & Electric Company	Utilities	\$ 13,160.13
4/24/2020	53373	Peterson	Twin Lakes C18 Engine Crank Case Breather Repair, Filters	\$ 2,439.59
4/24/2020	53374	Praxair Distribution Inc.	Cylinder Rentals	\$ 84.10
4/24/2020	53375	Quadient, Inc.	Office Supplies	\$ 32.70
4/24/2020	53376	Rein & Clepton in Trust for Walter Delson	Claim Settlement - Delson	\$ 18,000.00
4/24/2020	53377	Richards, Shelby	Security Deposit Refund	\$ 372.00
4/24/2020	53378	Riverside Lighting & Electric	Sealant Rolls & Thermal Strip	\$ 695.86
4/24/2020	53379	SC Fuels	Fuel Dock Gas & Diesel	\$ 12,313.99
4/24/2020	53380	Scheidt & Bachmann	Concession Lot Blank Parking Tickets	\$ 566.09
4/24/2020	53381	Santa Cruz Municipal Utilities	Utilities	\$ 10,478.13
4/24/2020	53382	Soil Control Lab	Stormwater Sampling	\$ 183.00
4/24/2020	53383	Staples Credit Plan	Office Supplies	\$ 129.40
4/24/2020	53384	Svensden's Boat Works	Filters & Masks	\$ 151.46
4/24/2020	53385	The Home Depot Pro Institutional	Janitorial Supplies, Hand Soap, Sanitizing Wipes, Hand Sanitizer	\$ 2,626.65
4/24/2020	53386	Wahl, Joshua	Security Deposit Refund	\$ 198.72
4/24/2020	53387	RYAN WALL	Retirement Contribution Refund	\$ 815.28
4/24/2020	53388	Werner, Brian	Security Deposit Refund	\$ 192.06
4/24/2020	53389	West Coast Wire Rope	Wire Rope	\$ 1,104.59
4/24/2020	53390	West Marine Pro	Boatyard Retail Items	\$ 149.14
4/24/2020	53391	Zimmerman, Charles	Security Deposit Refund	\$ 141.36
4/24/2020	53392	Operating Engineers Local Union No. 3	OE3 Dues (Payroll Deduction)	\$ 260.00
4/3/2020	Various	Various Employees	3/16/20-3/31/20 Payroll	\$ 7,038.06
4/20/2020	Various	Various Employees	4/1/20-4/15/20 Payroll	\$ 7,233.19
4/1/2020	EFT	PAYCHEX	Time & Attendance Fees	\$ 109.25
4/1/2020	EFT	Merchant Services	Online Billpay Credit Card Fees	\$ 256.05
4/1/2020	EFT	Merchant Services	CALE Credit Card Fees	\$ 762.98
4/1/2020	EFT	Merchant Services	Boatyard Credit Card Fees	\$ 644.55
4/1/2020	EFT	Gravity Payments	Front Desk Credit Card Fees	\$ 1,203.19
4/1/2020	EFT	ElectronicPayments	Fuel Dock Credit Card Fees	\$ 181.05
4/1/2020	EFT	Transaction Express	Online Billpay ACH Fees	\$ 354.69

Santa Cruz Port District
Accounts Payable Monthly Check Register
 April 2020

Date	No.	Vendor	Description	Amount
4/3/2020	EFT	PAYCHEX	Payroll Service Fees	\$ 446.85
4/3/2020	EFT	PAYCHEX	3/16/20-3/31/20 Payroll Direct Deposit	\$ 62,778.29
4/3/2020	EFT	PAYCHEX	3/16/20-3/31/20 Payroll Taxes	\$ 29,600.26
4/7/2020	EFT	Comerica Commercial Card Services	Boat Fenders, Harbor Patrol Training, Commission Training, Virtual Meeting Platform Subscription, Workplace App Subscription, CMANC Conference Travel Expenses, Bolt Extractor, Hand Sanitizer, Flag Pole, Lift Station Alarm Service, <i>Twin Lakes</i> Pressure Transmitter, Disposable Gloves, Radio, Harbor Office Tools, Holsters	\$ 5,465.28
4/8/2020	EFT	CalPERS	Health Insurance	\$ 40,841.46
4/8/2020	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 734.99
4/8/2020	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 7,429.23
4/8/2020	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 6,886.66
4/8/2020	EFT	California State Disbursement Unit	Wage Garnishment	\$ 250.00
4/9/2020	EFT	Empower Retirement	457 Payments (Payroll Deduction)	\$ 2,862.91
4/9/2020	EFT	Comerica Bank-Cost Center	Bank Service Fees	\$ 663.98
4/10/2020	EFT	Gravity Payments	Front Desk Credit Card Gateway Fee	\$ 17.36
4/20/2020	EFT	PAYCHEX	Payroll Service Fees	\$ 524.37
4/20/2020	EFT	PAYCHEX	4/1/20-4/15/20 Payroll Direct Deposit	\$ 62,069.08
4/20/2020	EFT	PAYCHEX	4/1/20-4/15/20 Payroll Taxes	\$ 24,572.37
4/22/2020	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 7,428.66
4/22/2020	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 6,900.37
4/22/2020	EFT	CalPERS	Unfunded Accrued Liability	\$ 22,449.97
4/22/2020	EFT	CalPERS	Unfunded Accrued Liability	\$ 965.16
4/22/2020	EFT	CalPERS	Unfunded Accrued Liability	\$ 305.64
4/22/2020	EFT	California Department of Tax and Fee Administration	Q12020 Underground Storage Tank Maintenance Return	\$ 285.00
4/22/2020	EFT	California State Disbursement Unit	Wage Garnishment	\$ 250.00
4/23/2020	EFT	Empower Retirement	457 Payments (Payroll Deduction)	\$ 2,860.86
4/23/2020	EFT	California Department of Tax and Fee Administration	Q12020 Sales & Use Tax Return	\$ 4,762.00
Total April 2020 Disbursement				\$ 951,048.29

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



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

TO: Port Commission
FROM: Blake Anderson, Harbormaster
DATE: May 18, 2020
SUBJECT: Harbormaster's Report – May 2020

Critical Incident Response Training

Harbor Patrol staff participated in a 2-hour law enforcement training webinar on responding to critical incidents and in-progress crimes on April 16, 2020. The training covered the critical incident decision-making process utilized by solo officers and supervisors. Topics included scene management, negotiation tactics, exigent circumstances, and tactical planning. Also included were considerations to make when confronted by subjects with mental health concerns.

Night Training Exercise

Harbor Patrol conducted a night operations training on May 13, 2020. The 3-hour underway training focused on instrument use including radar, FLIR, charting, and DF use. Staff simulated nighttime search and rescue patterns, radar target identification, and discussed weather and environmental concerns during reduced visibility. One Deputy Harbormaster is set to take the offshore certification exam in early June. The exam is a 3-part test that includes "blind" underway exercises, a written exam, and scenario-based oral interview.

SAVE Grants

The District received the final work authorization from the Division of Boat and Waterways for the SAVE '19 Grant on April 27, 2020. The total grant amount is \$20,000. There are currently 6 vessels slated to be destroyed and removed at an estimated cost of \$10,000. All 6 vessels were turned in by their owners via the DBW Vessel Turn-In Program (VTIP). Additionally, staff applied for the SAVE '20 Grant with a request for an additional \$30,000 in funding. The results of that grant application should be available in August 2020.

Concession Lot Automation

The Concession lot commenced operation as a fully automated lot on May 1, 2020. Staff has been working diligently to ensure that equipment is maintained, and that troubleshooting can be accomplished by all DHM staff. Currently, a majority of the problems identified are general user error. Many longtime users are unfamiliar with the new system, so staff has been available in the lot during peak times to assist customers with making payments. There is also an intercom system that allows customers to contact the on-duty staff if they require further assistance.

Dungeness Crab Fishery

Pursuant to the recommendation made by the California Dungeness Crab Fishing Gear Working Group, the CDFW Director issued a closure of the fishery on May 15, 2020, to protect migrating Humpback whales. Local crab fishermen are in the process of removing gear, although most gear had been removed prior to the start of commercial salmon season. CDFW also approved the Lost or Abandoned Dungeness Crab Trap Gear Retrieval Program to commence on May 22. The program allows participating vessels to remove any crab gear found in the waterway and store it in secured storage areas. District staff worked with the Monterey Bay Fisheries Trust to establish a

gear storage area in the boatyard. The Trust is administering the program and facilitating the return of lost gear to its rightful owner.

Salmon Opener

The commercial salmon fishery opened on May 1. Fishing in the area on opening weekend was overall positive and many vessels landed over 100 fish. End-ties have been full with visiting commercial boats since the opener and fuel sales are steady. Generally, the ex-vessel price has been better than expected but some fishermen are opting to sell their catch direct to consumers via off the dock sales for a higher price. Dock sales have been modified by those participating to ensure that adequate health measures are achieved. The commercial salmon season is open through August 28. The recreational season is open until October 4, 2020.

Salmon Trout Project

On May 13, 2020, the Monterey Bay Salmon and Trout Project facilitated the release of 160,000 juvenile Chinook salmon from the Mokelumne River Hatchery. The group utilized a new approach and released the fish directly off the Santa Cruz Municipal Wharf after sundown to minimize predation. The method proved to be a success with mortality estimated to be less than 10 fish upon release. The Project plans to release an additional 160,000 fish in Monterey on May 21.

Coast Guard Staffing

Coast Guard Station Monterey will resume staffing at the Santa Cruz substation on May 22. The station will be staffed with a vessel and crew during weekends and holidays until Labor Day.

Fisheries Report

The fisheries report consists of data from two sources; Department of Fish and Wildlife 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

Landings- Total Port Landings (Includes Resident Buyer Landings):

April

Species	Weight (Lbs.)	Ex-Vessel (Per Lb.)	Approx. Value
Dungeness Crab	16,963.80	\$4.50	\$76,337.10
CA Halibut	2,727.80	\$6.00	\$16,366.80
Black Rockfish	88.00	\$3.00	\$264.00
Sablefish (Blackcod)	869.00	\$3.75	\$3258.75
White Seabass	31.00	\$6.00	\$186.00
Petrale Sole	15.80	\$3.00	\$47.40
Thornyhead Shortspine	13.00	\$3.00	\$39.00
			\$96,499.05

Species also landed* - Starry Flounder, Canary Rockfish

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

Fishery Landings – Resident Buyer Landings

April

Species	Weight (Lbs.)	Ex-Vessel (Per Lb.)	Approx. Value
Dungeness Crab	14,929.80	\$4.50	\$67,184.41
Starry Flounder	4.10	\$5.00	\$20.50
Petrale Sole	1.30	\$3.00	\$3.90
CA Halibut	2,727.80	\$6.00	\$16,366.80
White Seabass	10.00	\$6.00	\$60.00
			\$83,635.61

Facilities and Engineering Manager's Report

Public Meeting of May 26, 2020

Dredging

Dozer

Caterpillar (CAT) came out and replaced the pump on the diesel exhaust fluid system, which resolved the first issue with the dozer. The dozer has been picked up by CAT for end of season service and to repair the engine control module (ECM) fault code that the tractor is displaying. A full diagnostic report from CAT is still pending.

Squirt

Squirt has been hauled out and end of season maintenance has begun. Crews have completed a thorough cleaning of the entire dredge and came up with a plan for offseason work. The hull has been painted and the cutterhead has been removed.

Entrance Dredging

Entrance dredging is finished, and crews have removed all pipes from the beach, broken down all floating pipe, and have prepared *Twin Lakes* to be moved to the offseason mooring on May 27, 2020.

Maintenance

Maintenance

Facilities crews have been weeding nonstop since their return on May 4, 2020. They started at A-dock and have worked their way around the harbor with some help from the dredge crew.

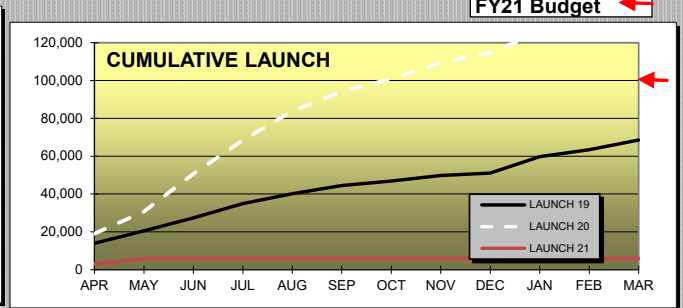
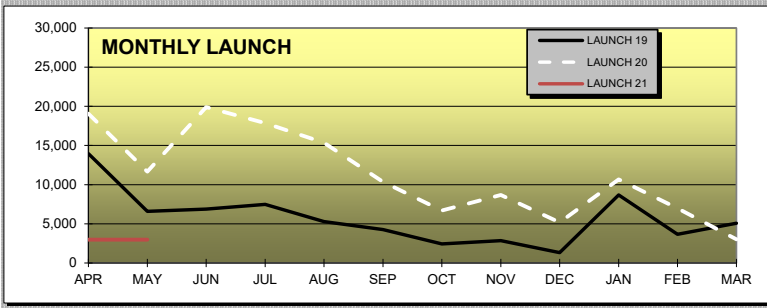
413 Lake Avenue, Suite 104

Long-term tenant Pacific Yachts vacated the office space on March 31, 2020. Maintenance crews have painted, cleaned, and replaced the carpet in the unit. We are waiting on a pane of glass to be replaced next week to complete the unit.

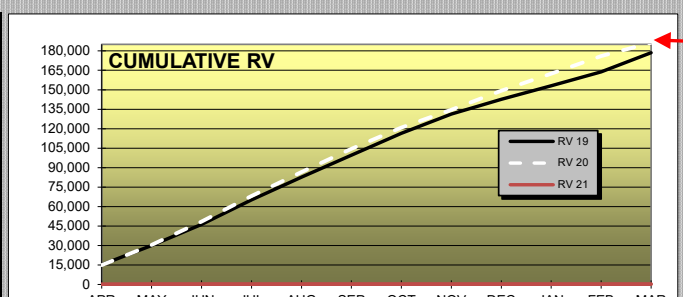
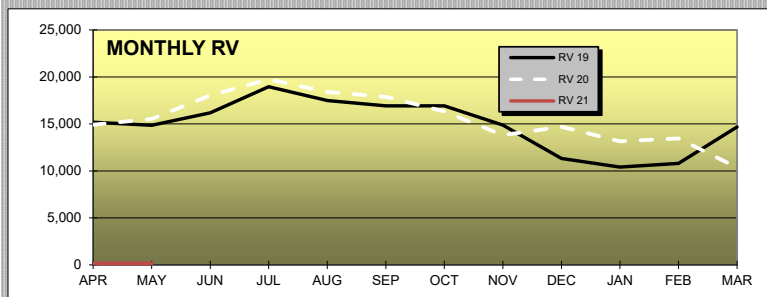
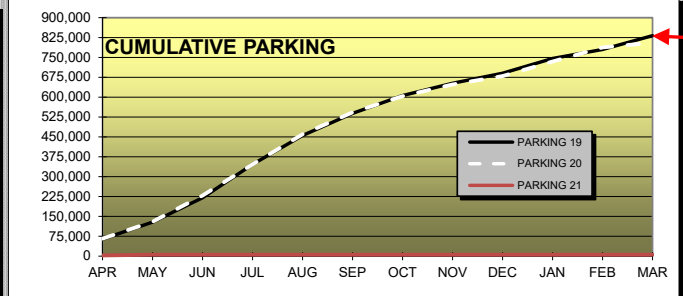
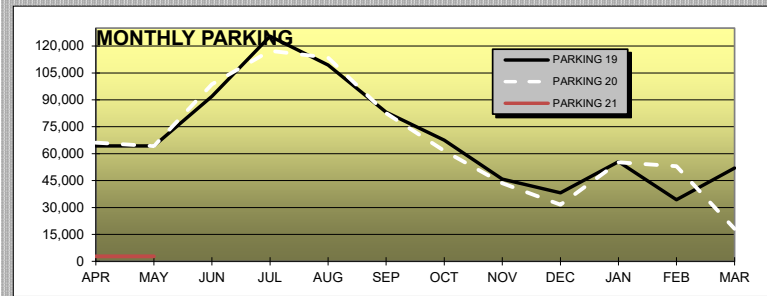
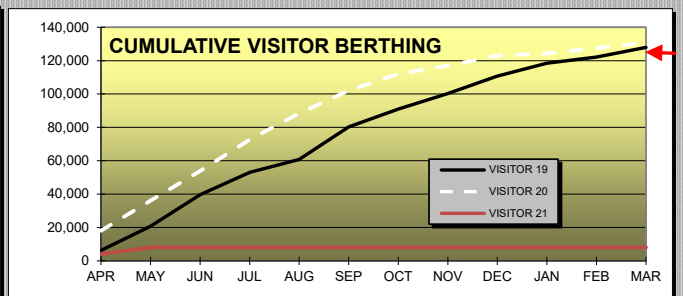
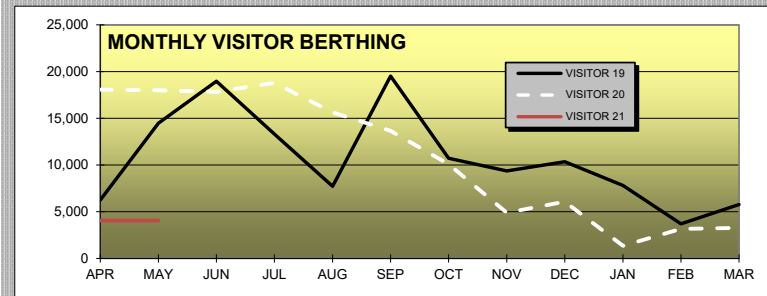
7th and Brommer

Staff has been cleaning up the area by the upper dredge yard and has filled three 20-yard dumpsters with pallets leftover from the start of crab season. These pallets were left near the public hoist and transported to the upper lot by facilities.

SEASONAL INCOME



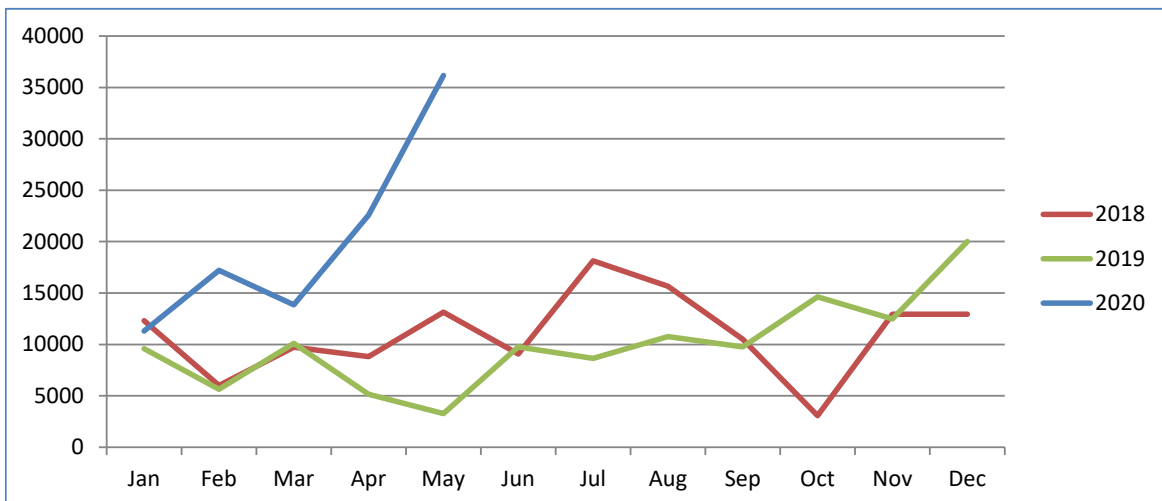
FY21 Budget ←



Santa Cruz Port District
60 DAY DELINQUENT ACCOUNTS

The following accounts have balances 60 days delinquent as of May 19, 2020

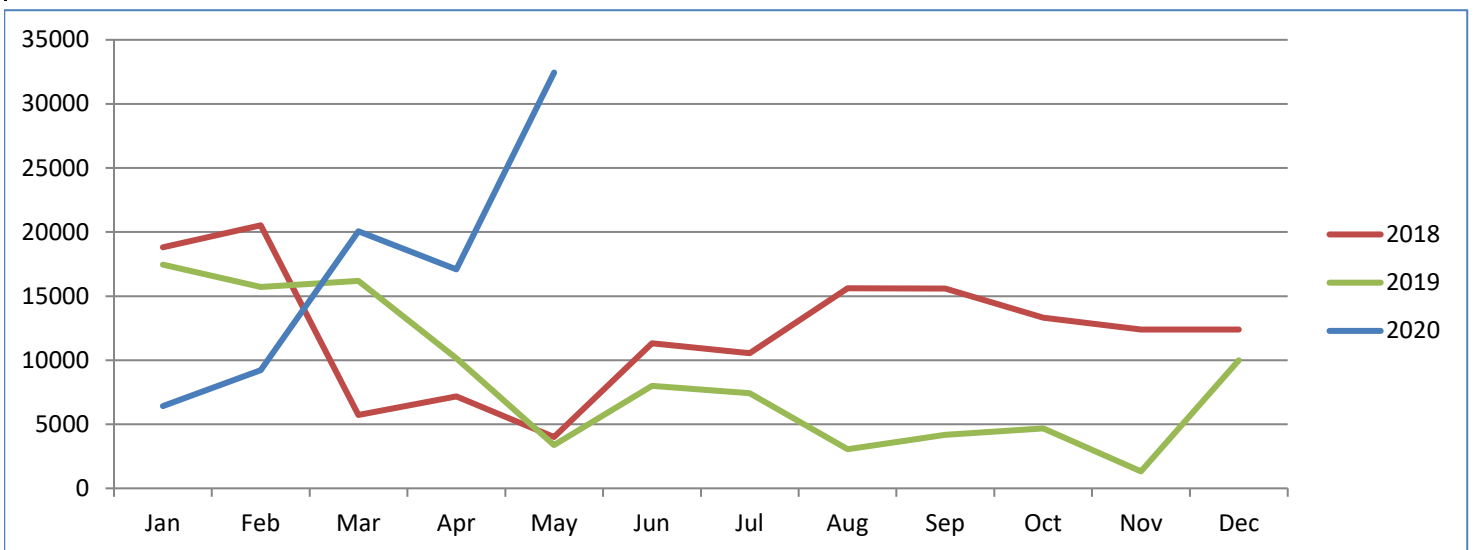
Account Number	Current Month	30 Day Balance	60 Day Balance	90 Day Balance	Total Balance
2210	783.69	1,972.87	192.82	0.00	2,949.38
47487	831.48	862.95	782.99	0.00	2,477.42
58005	750.00	816.38	765.50	0.00	2,331.88
42228	709.94	740.71	692.54	0.00	2,143.19
48925	678.31	708.84	664.20	0.00	2,051.35
48326	921.96	569.66	527.94	0.00	2,019.56
47681	800.00	826.08	130.00	0.00	1,756.08
45891	532.28	561.61	520.07	0.00	1,613.96
2321	517.66	656.57	319.10	0.00	1,493.33
55852	480.32	509.22	468.56	0.00	1,458.10
45068	430.08	493.87	454.52	0.00	1,378.47
3243	450.40	479.04	437.39	0.00	1,366.83
48004	444.85	473.47	434.00	0.00	1,352.32
3375	416.64	480.32	441.41	0.00	1,338.37
56971	527.13	431.48	269.37	0.00	1,227.98
44347	572.60	597.85	29.66	0.00	1,200.11
55776	362.88	390.83	353.97	0.00	1,107.68
47409	355.88	383.77	347.20	0.00	1,086.85
58129	381.30	409.89	259.62	0.00	1,050.81
2203	403.20	429.60	168.11	0.00	1,000.91
57894	205.19	231.84	197.48	0.00	634.51
57941	265.54	301.66	65.52	0.00	632.72
47207	265.54	294.86	56.48	0.00	616.88
56177	173.55	199.96	169.32	0.00	542.83
56391	217.26	248.66	40.77	0.00	506.69
55153	61.97	87.47	60.46	0.00	209.90
58374	61.97	87.47	60.46	0.00	209.90
2281	0.00	31.01	175.83	0.00	206.84
48170	58.27	83.74	56.85	0.00	198.86
Total:	12,659.89	14,361.68	9,142.14	0.00	36,163.71



Santa Cruz Port District
90+ DAY DELINQUENT ACCOUNTS

The following accounts have balances 90 days delinquent or greater as of May 19, 2020

Account Number	Current Month	30 Day Balance	60 Day Balance	90+ Day Balance	Total Balance	Commercial Slip	Action
57413	695.69	731.45	715.84	607.73	2,750.71		Revoke Forsestalled
11159	599.48	639.11	625.25	586.12	2,449.96		Revoke Forsestalled
56356	343.17	380.08	368.92	1,153.55	2,245.72		Revoke Forsestalled
56464	505.27	539.24	523.66	608.80	2,176.97		Payment Plan
57751	381.30	416.14	403.74	836.81	2,037.99		Revoke Forsestalled
46359	458.36	491.84	477.72	599.65	2,027.57		Revoke Forsestalled
56433	454.43	486.83	472.90	444.20	1,858.36		Revoke Forsestalled
1057	572.60	571.92	589.06	59.40	1,792.98		Revoke Forsestalled
56494	403.20	434.75	421.58	408.12	1,667.65		Revoke Forsestalled
2093	441.71	471.39	464.77	131.22	1,509.09		Revoke Forsestalled
55462	309.12	339.14	329.04	301.53	1,278.83	X	Revoke Forsestalled
57459	241.40	272.29	264.53	498.16	1,276.38		Revoke Forsestalled
55293	406.72	455.32	35.00	376.80	1,273.84		Payment Plan
55933	217.26	247.63	240.65	462.30	1,167.84		Revoke Forsestalled
56146	-	31.24	31.24	872.47	934.95		Bad Debt
106	205.19	244.02	228.60	88.69	766.50		Revoke Forsestalled
57328	123.96	151.97	147.94	265.81	689.68		Revoke Forsestalled
57117	143.96	150.98	146.96	121.96	563.86	X	Revoke Forsestalled
3094	123.96	150.97	146.95	120.94	542.82		Revoke Forsestalled
58302	61.97	87.98	85.96	60.46	296.37		Revoke Forsestalled
57229	58.27	84.18	82.29	52.79	277.53		Revoke Forsestalled
TOTAL:	6,747.02	7,378.47	6,802.60	8,657.51	29,585.60		





TO: Port Commission
FROM: Sean Rothwell, Assistant Harbormaster
DATE: May 17, 2020
SUBJECT: Harbor Patrol Incident Response Report – April 2020

Search and Rescue, Patrol Boat Response

- 4/7/20 Harbor Patrol responded to a report of a paddleboarder in distress in the area of Natural Bridges. A Coast Guard helicopter responded as well, and a coordinated search of the area was conducted. Nothing was found. Harbor Patrol returned to the harbor safely.
- 4/13/20 Harbor Patrol responded to a vessel adrift in the entrance channel near the east jetty. The slip renter aboard reported having engine problems. The vessel was towed to its slip without incident.
- 4/20/20 Harbor Patrol and State Parks responded to a report of a capsized vessel in the area of Greyhound Rock. Once on scene, it was determined that the reported vessel was actually a kite surfer who was not in distress. Harbor Patrol returned to the harbor safely.
- 4/26/20 Harbor Patrol responded to a report of an unresponsive paddleboarder in the area of Rio Del Mar. Harbor Patrol was canceled en route after lifeguards determined there was no emergency.

Crime Reports, Assist Outside Department and Incident Reports

- 4/3/20 Harbor Patrol and Santa Cruz Police responded to a report of a subject that was yelling and harassing passersby in the area of R Dock. The subject was contacted and escorted to his vessel.
- 4/6/20 Harbor Patrol assisted the Sheriff's Office in responding to a report of a domestic disturbance in the area of 7th and Brommer. Once additional Sheriff's Deputies arrived, Harbor Patrol was released from the scene.
- 4/9/20 Harbor Patrol took an incident report after a suicide note was found within the harbor. The note was turned over to the Santa Cruz Police Department for further investigation. The subject who wrote the note was later located and taken to Santa Cruz County Mental Health for evaluation.
- 4/10/20 Harbor Patrol issued a citation for violation of the County's shelter-in-place order. The supplemental order, closing all parks, trails, trailheads, beaches, and beach access points, was in effect.
- 4/21/20 Harbor Patrol responded to a report of a verbal altercation at the boatyard. The parties were separated and no further action was required.

April Parking Citations: 42

April 28, 2020

Dear Friends,

~Marian Olin, Port Director
~Blake Anderson, Harbormaster
~Members of the Board of Commissioners
~Administration and Staff of the Santa Cruz Small
Craft Harbor

Sadly, our days have become shrouded by the unexpected and threatening virus which has engulfed us all. It seems our imprisonment will continue unabated for some time. This letter, written in times of trial, is intended to advise you personally of the deep and overwhelming gratitude with which I have been blessed.

By the elevation of my small sailboat, "Pappy", to be in a place of honor in the confines of our harbor is a wonderful thing. In addition, the placement of the beautiful bronze plaque adjacent to the district office is more than I ever had a right to expect in my years of presence among you.

The honor placed upon "Pappy" will reflect the love and affection which I carry in my grateful heart. I hope it will be that, indeed, Pappy can become a symbol of the rebirth and renewal that will soon characterize our world as we know it.

There are so many names and so many people who have contributed to the honoring of this small vessel. The days of my traveling among you may be somewhat limited, but shall be remembered forever.

I carry the harbor and its people in my heart and mind. My heartfelt thanks will be with you all as long as the waves roll across our bay and give promise to the return of a bright and new tomorrow.

God bless you all dear friends. Thank you for enriching my days with your presence. My gratitude to all of you extends beyond your imagination.

With deepest affection,
Ed Larson *jm*

Marian Olin

From: scpd@ SCPD
Sent: Tuesday, May 19, 2020 8:42 AM
To: Ryan.Coonerty@santacruzcounty.us; john.leopold@santacruzcounty.us;
Bruce.McPherson@santacruzcounty.us; Zach.Friend@santacruzcounty.us;
Greg.Caput@santacruzcounty.us
Cc: Marian Olin
Subject: Charter Boat Operations
Attachments: StaySafeAtHomeHealthOfficerOrderFAQs-Rev-5182020.pdf

Dear County Supervisor:

It is my understanding that San Francisco has updated its health orders effective May 17, 2020. San Francisco's amended FAQ (attached, page 44) allows charter boats to operate and take out passengers, subject to the following conditions:

- The number of people aboard the boat must be limited such that at least 6 feet of spacing can be maintained.
- Rod holders must be spaced at least 6 feet apart from each other.
- Bathrooms (if any) must be sanitized after each use.
- The boat and equipment must be washed after each use/trip.
- Prohibit shared handling of fishing equipment or fish.
- Make sanitizer available throughout the boat and at each rod station.
- Before boarding, passengers shall wait on the dock at least six feet apart.
- Passengers shall not board the vessel until the captain or crew allow boarding.
- Vessels shall encourage contactless means of payment.
- Passengers shall not shake hands, share food or drinks, or engage in any unnecessary physical contact. The captain and crew shall instruct passengers on these requirements.
- Passengers are permitted to bring hand-held lunch coolers only; no large coolers are allowed on the vessel.
- All employees and passengers are required to wear face coverings.
- Rails, counters, bathroom, and seating areas shall be cleaned as frequently as needed to maintain sanitary conditions.
- Passengers shall disembark one at a time as instructed by the crew or captain.

The Santa Cruz Port District Commission is fully supportive of allowing charter operators to reopen for business if they can comply with measures deemed necessary to protect public health.

Steve Reed, Chairman
Santa Cruz Port District Commission
135 5th Avenue
Santa Cruz, CA 95062
(831) 475-6161

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

May 21, 2020

Congressman Jimmy Panetta
701 Ocean Street, Room 318C
Santa Cruz, CA 95060

Dear Congressman Panetta:


As you may have heard, after a lengthy review process the U.S. Coast Guard ("USCG") has determined that Santa Cruz Harbor's water taxi service is not required to come into regulations as an inspected vessel under USCG guidelines for small passenger vessels. This is excellent news for the community and visitors to Santa Cruz, as it will help assure this free public program can be restored in the future.

Your guidance, insight and support were instrumental during the USCG review process. Many thanks to you and your staff for your interest and understanding of the issues, and participation in the process.

While current social distancing requirements will likely impact Santa Cruz Harbor's ability to operate the water taxi this summer, we hope to restore this popular service in the future. As we move forward with acquisition of a replacement vessel, we will be sure to invite you to any commissioning ceremony, which will give us an opportunity to celebrate and formally thank you again.

We appreciate your ongoing support of Santa Cruz Harbor.

Sincerely,


Stephen Reed
Chairman

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 Redevelopment
- Port Commission Policies and Procedures Manual Update: Human Resources Role

Updated 05/16/2020

Progress/CommissionReviewCalendar-2020.doc