



Special Closed and Regular Public Session of April 23, 2024

**Santa Cruz Port Commission
MINUTES**

Commission Members Present:

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

Commission Members Absent:

Stephen Reed Chairman

SPECIAL PUBLIC SESSION – 4:30 PM

Vice-Chair Smith convened the special public session at 4:30 PM at the Harbor Public Meeting Room, 365 A Lake Avenue, Santa Cruz, CA.

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

At 4:30 PM, Vice-chair Smith announced that the Commission will meet in closed session to discuss agenda item 3.

SPECIAL CLOSED SESSION

3. Conference with Real Property Negotiators
Property: 616 Atlantic Avenue
Agency Designated Representative: H. MacLaurie
Under Negotiation: Lease

SPECIAL PUBLIC SESSION

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

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

Vice-Chair Smith adjourned the special open session following the closed meeting at 5:20 PM.

REGULAR PUBLIC SESSION – 5:30 PM

Vice-Chair Smith convened the regular public session at 5:30 PM at the Harbor Public Meeting Room, 365 A Lake Avenue, Santa Cruz CA (hybrid meeting platform).

5. Pledge of Allegiance

6. Oral Communication

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

Commissioner Goddard announced that Pitch In Santa Cruz, a county-wide initiative to address litter and illegal dumping, will be hosting its first annual cleanup day on May 11, 2024.

Tracey Weiss, Executive Director of O'Neill Sea Odyssey (OSO), expressed appreciation to the Commission for their opposition to the US Coast Guard's proposed removal of the "Mile Bouy," and for their support of OSO's first annual Santa Cruz County Cleanup event. She stated that the annual OSO survey results indicate an upward trend in program outcomes.

Vice-Chair Smith thanked staff for the recent Harbor Newsletter and recognized Harbor Maintenance Workers Arturo Acevedo and Jorge Lopez for their 25 years of dedicated service.

Vice-chair Smith highlighted the benefit of board members reviewing the Port Commission Mission Statement and adopted goals (published on the Port District's website).

Commissioner Goddard recommended that the Commission consider adding a future calendar item to review the Mission Statement and determine if any updates are needed.

CONSENT AGENDA

7. Approval of Minutes
a) Regular Public Meeting of March 26, 2024

MOTION: Motion made by Commissioner Geisreiter, seconded by Commissioner Gertler to approve consent agenda item 7.
- *Motion carried unanimously. Chair Reed ABSENT.*

REGULAR AGENDA

8. Rejection of Bids for I-Dock Restroom Rehabilitation Project

Discussion: Port Director MacLaurie stated that a request for proposals (RFP) for the I-Dock Restroom Rehabilitation Project was advertised, commencing March 18, 2024. She stated that two bids were received for the project, both of which exceed the Engineer's Estimate for the project and the available funding in the Capital Improvement Program (CIP).

Port Director MacLaurie recommended that the Commission reject the bids and authorize staff to re-bid the project at a future date.

A brief discussion ensued regarding the various factors that could affect bid amounts.

In response to a question posed by Commissioner Goddard, Port Director MacLaurie confirmed that the project was widely advertised in trade journals, to the District's contractor list, and through web-based eProcurement services (www.publicpurchase.com and www.bidnetdirect.com).

MOTION: Motion made by Commissioner Goddard, seconded by Commissioner Gertler to reject the bids for the I-Dock Restroom Rehabilitation Project
- *Motion carried unanimously. Chair Reed ABSENT.*

9. Approval of Claim – C. Santos (\$3,047.00)

Discussion: Port Director MacLaurie recommended the Commission approve the claim submitted by Mr. Santos for vehicle damage.

MOTION: Motion made by Commissioner Geisreiter to approve the claim submitted by C. Santos in the amount of \$3,047.00. Commissioner Goddard seconded the motion to allow for further discussion.

Discussion: In response to a question posed by Commissioner Goddard, Port Director MacLaurie confirmed that the claimant obtained multiple repair estimates for the damage. Commissioner Goddard stated that it may be beneficial to consider requiring repair receipts instead of estimates for property damage claims.

MOTION: Motion made by Commissioner Geisreiter, seconded by Commissioner Goddard to approve the claim submitted by C. Santos in the amount of \$3,047.00.
- *Motion carried unanimously. Chair Reed ABSENT.*

10. Approval of Contract Change Order for Concession Lot Pavement Repairs (NTE \$16,700)
(*There was no discussion on this agenda item*)

MOTION: Motion made by Commissioner Geisreiter, seconded by Commissioner Goddard to authorize the Port Director to execute a contract change order with Granite Construction for the Concession Lot Pavement Repair Project, increasing the not to exceed amount from \$195,300 to \$212,00.
- *Motion carried unanimously. Chair Reed ABSENT*

11. Approval of Cash/Payroll Disbursements – March 2024

Discussion: In response to questions posed by the Commission, staff provided additional information on the following warrants:

- Warrant # 59632 – Bow Wow Pet Waste Products
Vice-chair Smith stated that it may be more cost effective to purchase compostable pet waste station bags.

- Warrant # 59575 – County of Santa Cruz Department of Public Works Commissioner Goddard recommended that the sewer charge rate increases be evaluated to identify any discrepancies between water usage dates and fiscal year charges.

MOTION: Motion made by Commissioner Gertler, seconded by Commissioner Goddard to approve cash and payroll disbursements for March 2024, in the amount of \$748,636.54.
 - *Motion carried unanimously. Chair Reed ABSENT*

INFORMATION

12. Port Director's Report

U.S. Army Corps of Engineers (USACE) MOA Update

Port Director MacLaurie stated that the draft MOA has been updated to include language to eliminate the 10-year expiration date.

Dredge Season Extension

Port Director MacLaurie stated that the District's request to extend the dredge season through May 24, 2024, has been approved.

Vice-chair Smith recommended the Commission consider adding a future calendar item to review and prioritize planning for the haul out of *Twin Lakes*.

FY25 Insurance Renewal

Port Director MacLaurie stated that a Special Public Meeting will be scheduled prior to May 17, 2024, to review options and costs for purchasing liability insurance coverage.

13. Harbormaster's Report

In response to a question posed by Vice-chair Smith, Harbormaster Anderson stated that Deputy Harbormaster staff is in compliance with Senate Bill 2 (SB2) that went into effect this year, requiring law enforcement agencies to hold a valid POST basic certification.

14. Facilities Maintenance & Engineering Manager's Report

Facilities Maintenance & Engineering (FME) Manager Wulf stated that approximately fifteen (15) contractors attended the mandatory pre-bid meeting for the North Harbor Transformers Replacement Project. He stated that bids will be opened on Monday, May 20, 2024.

FME Manager Wulf stated that the Concession Parking Lot Paving Project commenced Monday, April 22, 2024, and work is scheduled to be completed by the end of the day on Friday, April 26, 2024.

15. Financial Reports

- a) Comparative Seasonal Revenue Graph
- b) Review of FY24 Budget Impacts – Salmon Season Closure

- c) Quarterly Employee Count
- d) Quarterly Fuel Sales Report
- e) Quarterly Boatyard Report
- f) Quarterly Concession Percentage Rent Report
- g) LAIF Statement & PMIA/LAIF Performance Report
- h) CLASS Statement

- 16. Delinquent Account Reporting (*There was no discussion on this agenda item*)
- 17. Harbor Patrol Incident Response Report – March 2024 (*There was no discussion on this agenda item*)
- 18. Written Correspondence (*There was no discussion on this agenda item*)
 - a) Letter from Santa Cruz County Board of Supervisors Chairman Cummings to US Coast Guard District Eleven Lieutenant Hu
- 19. Port Commission Review Calendar / Follow-Up Items (*There was no discussion on this agenda item*)

Vice-Chair Smith adjourned the regular public session at 6:05 PM.



Dennis Smith, Vice-chair