



Special Closed and Regular Public Session of October 26, 2021

**Santa Cruz Port Commission  
MINUTES**

*Commission Members Present:*

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

*Commission Members Absent:*

Dennis Smith      Commissioner

**SPECIAL PUBLIC SESSION – 5:30 PM**

Chairman Goddard convened the special public session at 5:30 PM at the Santa Cruz Harbor Public Meeting Room, 365 A Lake Avenue, Santa Cruz, CA 95062.

1. Oral Communication
2. Announcement of Closed Session Pursuant to Government Code (Ralph M. Brown Act) Section 54956.9(d)(2), 54956.9(d)(4)

At 5:30 PM, Chairman Goddard announced that the Commission will meet in closed session to discuss agenda items 3 and 4.

**SPECIAL CLOSED SESSION**

3. Conference with Legal Counsel – Anticipated Litigation Significant Exposure to Litigation (1 Case)
4. Conference with Legal Counsel – Anticipated Litigation Initiation of 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 Goddard announced that the Commission took no reportable action in closed session on items 3 and 4.

Chairman Goddard adjourned the special open session following the closed meeting at 6:50 PM.

**REGULAR PUBLIC SESSION – 7:00 PM**

Chairman Goddard convened the regular public session at 7:00 PM at the Santa Cruz Harbor Public Meeting Room, 365 A Lake Avenue, Santa Cruz, CA 95062.

6. Pledge of Allegiance
7. Oral Communication

Chairman Goddard announced that the Commission took no reportable action in closed session on items 3 and 4.

Commissioner Gertler reported that he attended a virtual fishery management review meeting.

Chairman Goddard reported that he attended CMANC's Fall Officers virtual meeting on October 18, 2021, and October 19, 2021.

### **CONSENT AGENDA**

8. Approval of Minutes
  - a) Special Closed Meeting of September 17, 2021
  - b) Special Closed Meeting of September 28, 2021
  - c) Special Closed and Regular Public Meeting of September 28, 2021

MOTION: Motion made by Commissioner Reed, seconded by Vice-chairman Geisreiter to approve the consent agenda.  
- *Motion carried. Commissioner Smith ABSENT.*

### **REGULAR AGENDA**

9. Public Employment Appointment: Port Director (*There was no discussion on this agenda item*)

MOTION: Motion made by Vice-chairman Geisreiter, seconded by Commissioner Reed to approve the Employment Agreement between Holland MacLaurie and Santa Cruz Port District.  
- *Motion carried. Commissioner Smith ABSENT.*

10. Approval of Cash / Payroll Disbursements – September 2021

Discussion: Staff provided additional information on the following warrants:

- Warrant # 55504 - Citation Tax (April - June)  
Citation tax revenue is paid monthly (this payment is for 3 months).
- Warrant # 55593 - Concession Lot Parking Equipment Monthly Warranty  
A discussion ensued regarding the functionality and operability of the concession parking lot equipment. Harbormaster Anderson stated that parking attendants are staffed in the lot to assist customers in using the exit terminal and pay-on-foot stations.

- EFT – Merchant Services, GravityPayment, WindCave, etc. Multiple companies are used to process credit card payments at the District because of the various software applications in use (i.e., front desk terminal, parking machines, fuel dock, etc.). Although it would be ideal, a uniform merchant credit card processor is not compatible with the District’s varying software applications.

MOTION: Motion made by Commissioner Gertler, seconded by Vice-chairman Geisreiter to approve cash and payroll disbursements for September 2021, in the amount of \$615,301.57.  
- *Motion carried. Commissioner Smith ABSENT.*

## **INFORMATION**

### 11. Port Director’s Report

#### Claim

Interim Port Director MacLaurie stated that the following claim has been settled:

- Shedlarski - \$202.85 for three bicycle locks that were cut to facilitate the gangway replacement project

#### Verizon Cell Tower Lease Agreement

Interim Port Director MacLaurie stated that negotiations with Verizon Wireless have restarted regarding the placement of a small cell tower in the harbor. She stated that a lease agreement will be presented for Commission review at a future meeting.

#### MKN & Associates, Inc. Contract

Interim Port Director MacLaurie stated that a contract has been executed with MKN & Associates, Inc. for civil engineering services for the assessment of the Santa Cruz Port District’s lift stations (NTE \$21,716).

#### COVID-19 Relief Funding

Interim Port Director MacLaurie reported that the District has successfully submitted its application for COVID-19 relief funding under the State’s \$100 million allotment for California Independent Special Districts.

- The reimbursement amount totaled approximately \$76,000 in eligible unanticipated COVID-19 related expenditures.
- The District was not able to demonstrate revenue losses from FY19 to FY21.
- The application deadline was extended from October 15, 2021, to October 29.
- If awarded relief funding, disbursements will be released around December 23, 2021.

#### Senator John Laird Site Visit

Interim Port Director MacLaurie stated that Senator John Laird is scheduled to visit the Port District on December 6, 2021, for a tour of the harbor, as well as the District’s dredge

operation. She stated that Chairman Goddard will be joining staff on the tour and invited any other Commissioners who are interested to attend.

Special District Leadership Foundation (SDLF) – Transparency Certificate Renewal

Interim Port Director MacLaurie stated that Administrative Assistant Ghisletta has submitted a renewal application for the District's SDLF Transparency Certificate of Excellence (valid for 3-years).

City of Santa Cruz – Coastal Rail Trail Project (Segments 8 & 9)

Interim Port Director MacLaurie stated that the City of Santa Cruz has initiated preliminary discussions with the District regarding segments 8 and 9 of the Coastal Rail Trail Project, which is anticipated to span the harbor. She stated that a meeting with City staff will be scheduled to obtain more information on the project. Commissioner Reed suggested that representatives from the City be invited to present information regarding the project at a future meeting.

As part of the Port Director's report, Chairman Goddard informed the Commission that during the Fall CMANC Officers meeting, he learned that the US Army Corps of Engineers' annual dredging reimbursement has been allocated to the Port District in the FY21 work plan for the increased level amount of \$525,000.

12. Harbormaster's Report

Harbormaster Anderson stated that the District's replacement patrol vessel is in the final stages of construction and is on schedule for delivery in December.

Harbormaster Anderson stated that Harbor Patrol will conduct an entrance channel sounding tomorrow following the current swell event.

Harbormaster Anderson stated that Monterey Bay Fisheries Trust will be co-hosting a meeting with the Port District on Friday, October 29, 2021, at 10:30, at the Harbor Public Meeting Room where representatives from the Golden State Salmon Association (GSSA) will meet with the Monterey Bay commercial fishing fleet to discuss GSSA's goals and strategies for protecting salmon.

13. Facilities Maintenance & Engineering Report

Facilities Maintenance & Engineering (FME) Manager Wulf stated that crews plan to move *Twin Lakes* from her off-season mooring in the north harbor to the entrance channel during the low tide on Tuesday, November 2, 2021.

In response to a comment made by Commissioner Reed regarding shoaling near the Santa Cruz Yacht Club hoist, Interim Port Director MacLaurie stated that inner harbor dredging is not scheduled for the 2021-22 season. She stated that this area can be included for consideration in next year's dredge plan.

14. Financial Reports
  - a) Comparative Seasonal Revenue Graph
  - b) Employee Count as of September 30, 2021
  - c) Quarterly Budget Report as of September 30, 2021
  - d) Quarterly Fuel Sales Report
  - e) Quarterly Boatyard Report
  - f) Quarterly Concession Percentage Rent Report
  - g) LAIF Statement & PMIA/LAIF Performance Report
  - h) FY20 Debt Service Coverage Ratio

Chairman Goddard remarked on the District's positive debt service coverage ratio considering the unanticipated COVID-19 related budget impacts.

15. Delinquent Account Reporting (*There was no discussion on this agenda item*)
16. Harbor Patrol Incident Response Report – September 2021 (*There was no discussion on this agenda item*)
17. Written Correspondence (*There was no discussion on this agenda item*)
  - a) Email to Port Commission from G. Stearns
18. Port Commission Review Calendar / Follow-Up Items (*There was no discussion on this agenda item*)

Chairman Goddard adjourned the regular public session at 7:30 PM.

  
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Toby Goddard, Chairman