



Special Closed and Regular Public Session of October 24, 2023

**Santa Cruz Port Commission  
MINUTES**

*Commission Members Present:*

Darren Gertler	Chair
Stephen Reed	Vice-chair
Dennis Smith	Commissioner (via Zoom)
Toby Goddard	Commissioner
Reed Geisreiter	Commissioner

**SPECIAL PUBLIC SESSION – 4:00 PM**

Chair Gertler convened the special public session at 4:00 PM at the Harbor Public Meeting Room, 365 A Lake Avenue, Santa Cruz, CA (hybrid meeting platform).

1. Oral Communication
2. Announcement of Closed Session Pursuant to Government Code (Ralph M. Brown Act) §54957.6, §54956.9(d)(1)

At 4:00 PM, Chair Gertler announced that 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: H. MacLaurie  
Employee Organization: Harbor Employees' Association
4. Conference with Legal Counsel – Existing Litigation (1 Case)  
Joseph Tomasello v. Santa Cruz Port District  
(Santa Cruz County Superior Court Case No. 22CV02701)

**SPECIAL PUBLIC SESSION**

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

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

Chair Gertler adjourned the special open session following the closed meeting at 5:25 PM.

## REGULAR PUBLIC SESSION – 5:30 PM

Chair Gertler 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).

6. Pledge of Allegiance
7. Oral Communication

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

Commissioner Goddard stated that he, along with Port Director MacLaurie and Sr. Deputy Harbormaster Haynes, recently attended a networking event hosted by the U.S. Army Corps of Engineers during the San Francisco Fleet Week Parade of Ships.

Chair Gertler stated that he recently attended a dockside canoe tour of the Hōkūle‘a voyaging canoe at Monterey Harbor. He stated that this year, the traditional Polynesian voyaging canoe, Hōkūle‘a, began her worldwide voyage in Alaska and is currently on its way to San Deigo.

## CONSENT AGENDA

8. Approval of Minutes
  - a) Regular Public Meeting of September 26, 2023
9. Approval of Resolution 23-08 – Accepting 2023-24 Surrendered and Abandoned Vessel Exchange (SAVE) Grant from the State of California Division of Boating and Waterways (\$14,500)
10. Approval of O’Neill Sea Odyssey Sublease – 2222 East Cliff Drive, Suite 234 (Tenant: Monterey Bay National Marine Sanctuary Foundation)

MOTION: Motion made by Commissioner Geisreiter, seconded by Vice-chair Reed to approve consent agenda items 8 through 10.  
- *Motion carried unanimously.*

## REGULAR AGENDA

11. Mid Fiscal Year Review of Capital Improvement Program

Discussion: Port Director MacLaurie presented the mid-year report and highlighted the following:

- There are currently 27 projects funded in the District’s CIP (excluding the Unallocated CIP Fund):

- 4 have been completed (\$1,349,656 in expenditures)
- 11 remain in progress (\$204,853 in expenditures to date)
- 13 are slated to commence in future fiscal years.
- The CIP balance as of September 30, 2023, totals approximately \$2,800,417.
- One completed project on the list is recommended for close out and reallocation of funding to the Unallocated CIP Fund:
  - Parking Upgrades (\$61).

There was consensus among the Commission to reallocate the remaining balance of \$61 from Parking Upgrades to Unallocated CIP.

12. Allocation of Unanticipated Revenue (\$4,749,000)

Discussion: Port Director MacLaurie stated that the City of Santa Cruz has authorized the release of escrow funds associated with the Murray Street Bridge Project, totaling \$4,749,000. She recommended that upon receipt, the funds be allocated as follows:

- Murray Street Bridge CIP Fund (F024)
  - \$4,403,182 for Curative Work
- Unallocated CIP Fund (F099)
  - \$190,366 for Temporary Construction Easement
  - \$155,452 for Permanent Construction Easement

In response to a question posed by Commissioner Goddard, Port Director MacLaurie confirmed that the \$345,818 placed into the Unallocated CIP Fund will require Commission approval prior to being utilized or allocated for specific CIP projects (i.e., paving).

MOTION: Motion made by Commissioner Geisreiter, seconded by Vice-chair Reed to approve the proposed allocations as presented.  
 - *Motion carried unanimously.*

13. Approval of Cash / Payroll Disbursements – September 2023

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

- Warrant # 58402 – Hazardous Waste Disposal  
 Santa Cruz Harbor Boatyard’s annual pumpout of its stormwater collection basin vaults.
- Warrant # 58813 – Dredge Disposal Permit (Right of Entry)  
 Commissioner Goddard emphasized the importance of the ongoing

relationship with California State Parks to permit the District's disposal of dredged material on Twin Lakes State Beach.

MOTION: Motion made by Commissioner Goddard, seconded by Commissioner Geisreiter to approve cash and payroll disbursements for September 2023, in the amount of \$1,425,453.08.  
- *Motion carried unanimously.*

## INFORMATION

### 14. Port Director's Report

Port Director MacLaurie stated that the Construction / Maintenance Committee meeting has been rescheduled from November 9 to November 15, 2023.

Port Director MacLaurie stated that staff will meet with the District's insurance broker on November 15, 2023, to review potential options for reducing the District's annual insurance premium costs (self-insured vs. fixed premium costs).

### 15. Harbormaster's Report

Harbormaster Anderson stated that there was a long-period WNW swell event from October 18, 2023, through October 21, 2023. He stated that over the course of the swell event, the patrol boat responded to multiple reports for assistance and rescued twelve victims.

### 16. Facilities Maintenance & Engineering Manager's Report (*There was no discussion on this agenda item*)

### 17. Financial Reports (*There was no discussion on this agenda item*)

- a) Comparative Seasonal Revenue Graph
- b) Review of FY24 Budget Impacts – Salmon Season Closure
- c) Quarterly Employee Count as of September 30, 2023
- 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
- i) FY23 Debt Service Coverage Ratio

### 18. Delinquent Account Reporting (*There was no discussion on this agenda item*)

### 19. Harbor Patrol Incident Response Report – September 2023 (*There was no discussion on this agenda item*)

### 20. Written Correspondence (*There was no discussion on this agenda item*)

- a) Email from Chris Monahan to Port Commission

21. Port Commission Review Calendar / Follow-Up Items (*There was no discussion on this agenda item*)

Chair Gertler adjourned the regular public session at 5:59 PM.

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Darren Gertler, Chair



To: Port Commission  
From: Holland MacLaurie, Port Director  
Date: October 26, 2023  
Subject: Review Repair Options for East Side Embankment

**Recommendation: Review of repair options for east side embankment.**

**BACKGROUND**

In April 2021, the Port District retained the services of Haro, Kasunich and Associates (HKA), Inc. to perform a geotechnical investigation and evaluation of the surface and subsurface soil of the east side embankment and associated slab-on-grade crane platform (crane pad).

The findings of that investigation were provided in July 2021. The findings showed that the southwest corner of the crane pad was undermined and cantilevered approximately 4' over the embankment. Additionally, the midsection of the crane pad was found to be compromised as a result of soil loss and erosion. Despite these findings, the crane pad remained serviceable at full capacity while repair options and project funding sources were explored.

As a result of the tsunami event in January 2022, and subsequent winter storm events in January 2023, damage to the east side embankment and crane pad was further exacerbated. HKA performed a follow-up evaluation after the winter storm events, which showed that undermining of the southwest corner of the crane pad increased by approximately 2', resulting in the crane pad being cantilevered approximately 6' to 6.5' over the embankment. Additionally, the erosion and soil loss in the midsection of the crane pad accelerated and undermined the slab by a total of 4' over an approximate 17' span, which exposed the District's 18" diameter dredge pipe underlying the pad. At the recommendation of HKA, capacity limits and operating setbacks for the crane pad have been imposed.

Due to these findings, HKA recommended that the embankment and crane pad be repaired by securing the outboard slope edge with rip rap and backfilling undermined portions of the crane pad. After further evaluation of this repair option, HKA found that the proposed rip rap slope stabilization was only marginally stable when considering earthquake effects. For that reason, HKA recommended that the Port District review more extensive repair options.

In March 2023, the Port District retained the services of Mesiti-Miller Engineer (MME) to develop conceptual design options and cost estimates for restoring the east side embankment and crane pad. A letter summarizing MME's conceptual design study and findings is included as Attachment A.

**ANALYSIS**

Repairing the east side embankment and crane pad is categorized as a high priority project, as the area supports critical offseason maintenance needs for the District’s dredge operation. Commission direction is needed to determine which repair option is preferable for moving forward.

**Options:**

OPTION 1 – STEEL SHEET PILE WALL WITH TIEBACKS

- Scope of Work: Installation of steel sheet piles (approximately 50’ in length) and tiebacks along the embankment to achieve stability.
- Estimated Cost: \$1,500,000  
(including costs for design, permitting, and construction)
- Service Life: 50+ years

OPTION 2 – CONCRETE WHARF FOUNDED ON CONCRETE PILES

- Scope of Work: Installation of concrete pilings to support construction of a concrete wharf to achieve stability.
- Estimated Cost: \$1,700,000  
(including costs for design, permitting, and construction)
- Service Life: 50+ years

Of the two repair options presented, MME has indicated that Option 1 is more feasible than Option 2, given cost and constructability. Representatives from MME will present additional information regarding each repair option during the regular public session.

**IMPACT ON PORT DISTRICT RESOURCES**

As of November 1, 2023, the Capital Improvement Program (CIP) had \$52,554 allocated to the Embankment Assessment Fund (F042), which is not adequate to fund this project. Additional funding will be required to initiate engineering, development of construction documents, and permitting for the selected repair option. Once a preferred repair option is selected, staff will begin identifying supplemental funding sources, including grant opportunities, to complete this priority project.

- ATTACHMENTS: A. Conceptual Design & Cost Estimate (Mesiti-Miller Engineering)



May 1, 2023

**Holland MacLaurie, Port Director**  
**Santa Cruz Port District**  
135 5<sup>th</sup> Avenue  
Santa Cruz, CA 95062

**Re: East Access Road Embankment / North Harbor Crane Pad  
Restoration Project - Conceptual Design and Cost Estimate**

MME Project No: 23116

Dear Ms. MacLaurie,

We have prepared this letter to summarize the results of our conceptual design study for the North Harbor Crane Pad Restoration Project. The existing crane pad measures 20 feet by 40 feet and consists of a concrete slab-on-grade. The District uses the pad for a Link Belt 80 ton mobile crane for summer maintenance on the dredge. There are no other locations in the harbor where dredge maintenance can be efficiently performed. During the winter, the embankment below the crane pad experienced significant erosion. Currently, there are two locations where the pad is undermined and the remainder of the slope below the pad is near vertical.



**North Harbor Crane Pad, January 2023**  
*Courtesy of Haro Kasunich and Associates*



Based on Haro Kasunich and Associates Letter dated January 27, 2023 a 18" diameter dredging pipe buried below the crane pad became exposed and was visible when they performed a site observation on January 17, 2023. Haro Kasunich and Associates indicates the presence of highly erodible utility trench backfill is exacerbating the loss of soil beneath the slab and recommends the crane pad be repaired as soon as possible.

We investigated a range of crane pad restoration options and selected two of the most promising options in collaboration with Haro Kasunich and Associates, the project Geotechnical Engineer. Once the two most promising options had been selected, we performed preliminary structural analysis to refine the sizes, depths and major components of the system and developed budgetary cost estimates for each. The two options we selected for detailed study and cost estimate are as follows:

- Option A – Steel Sheet Pile Wall with Tie-Backs

We have estimated the total costs of designing, permitting and constructing this alternative at approximately \$1.5M. This alternative will probably have a useful service life in the range of 50+ years. Sheet piles will be approximately 50 feet long to achieve stability.

- Option B – Concrete Wharf Founded on PC/PS Concrete Piles

We have estimated the total costs of designing, permitting and constructing this alternative at approximately \$1.7M. This alternative will probably have a useful service life in the range of 50+ years. PC/PS (precast, prestressed) concrete piles will be approximately 110 feet long to support the vertical loads of the crane and wharf.

Other options which were considered but not selected for detailed study included:

- Option C - Stabilize and build back the embankment below the crane pad with rip-rap or grouted rip-rap. Because this option requires a large amount of fill below the high tide line, obtaining permits would be much more difficult than Option A or Option B.
- Option D – Structural Concrete Cantilever Slab. Replace the existing concrete crane pad with a substantially larger and thicker structural slab which can cantilever beyond the existing top of bank. The embankment is currently 7 to 8 feet tall and near vertical. Assuming the embankment is naturally stable at a 2:1 slope (horizontal : vertical) the slab would need to cantilever at least 16 feet. A cantilever of this length is unmanageable for structural and geotechnical reasons.
- Option E – Steel Combi Wall. These walls are typically selected for their strength, stiffness and to eliminate the need for tie-backs. "Combi" walls are basically combined walls that utilize high modulus structural components interspaced by lighter sheet pilings. The high modulus components, known as king piling can be round pipe piles, wide flange beams or other types of fabricated pilings. After king piles are installed, sheet pile infill is driven between the king piles. The king pile elements are larger and stronger than a



conventional steel sheet pile section, but for our application these still required similar depths of embedment and tie-backs to be feasible.

Drawings and itemized costs of Option A and Option B are provided at the end of this letter. On a cost basis, Option A is the least expensive. On a constructability basis, Option A is the better option as further explained below.

The length of the PC/PS concrete piles required for Option B create unique delivery, handling and installation difficulties and pile driving would be very noisy, possibly affecting neighbors. Piles of this weight and length would require a large crane. There is concern a crane of the size required would not have sufficient space to fully deploy outriggers. Lastly, piles of this weight and length would typically be placed in a pre-drilled or jetted holes at least 1/3<sup>rd</sup> the length of the pile. However, predrilling is not possible due to caving soils below the water table and jetting is not practical due to the waste water it would create.

Steel sheet piles are a reasonable length and better suited for this project site. Sheet piles can be vibrated into position due to the soft subsurface soil profile. Consequently, sheet pile driving will be less disruptive than concrete piles. However, Option A will require tie-backs to restrain the top of the sheet pile wall. The tie-backs will be approximately 50 feet long which is likely beyond the Port District's property boundary in this area. A permanent easement from the neighboring property owner would be required to construct 50 foot long tie-backs. An allowance of \$20,000 is included in the cost estimate to obtain a permanent easement for tie-backs.

Thank you for the opportunity to prepare alternatives for the North Harbor Crane Pad Restoration Project. Should you have any questions or require any additional assistance, please feel free to contact me.

Respectfully yours,

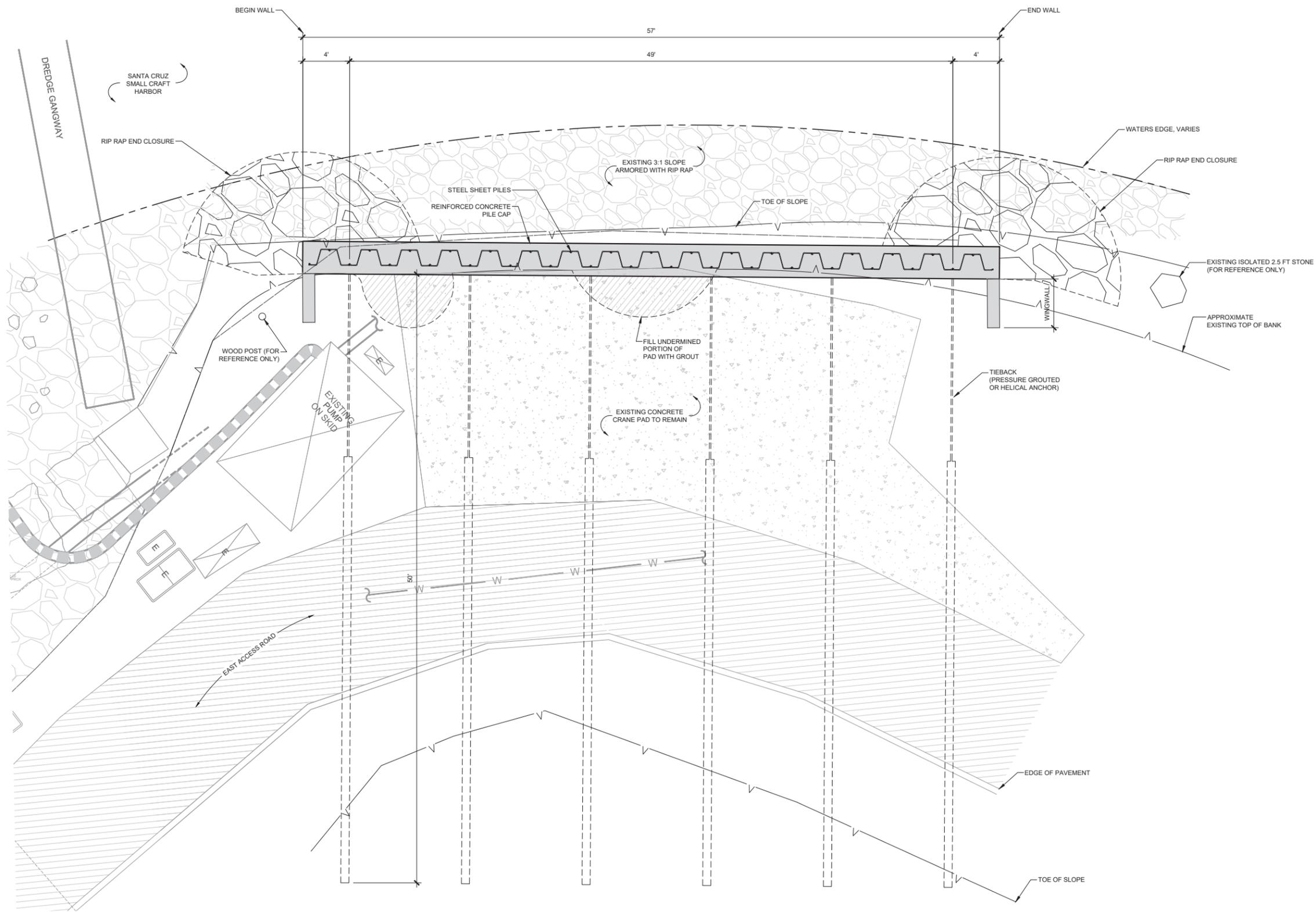
A handwritten signature in blue ink that reads "Phil Doody". The signature is fluid and cursive, with a large loop at the end of the last name.

Phil Doody, P.E.  
Staff Engineer

Enclosure

cc: Addressee  
Contract file

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**CRANE PAD PLAN - SHEET PILE WALL OPTION**  
 SCALE: 1/4" = 1'-0"

REV	DESCRIPTION	BY	DATE
1	ISSUED FOR REPORT	PD	5/1/23

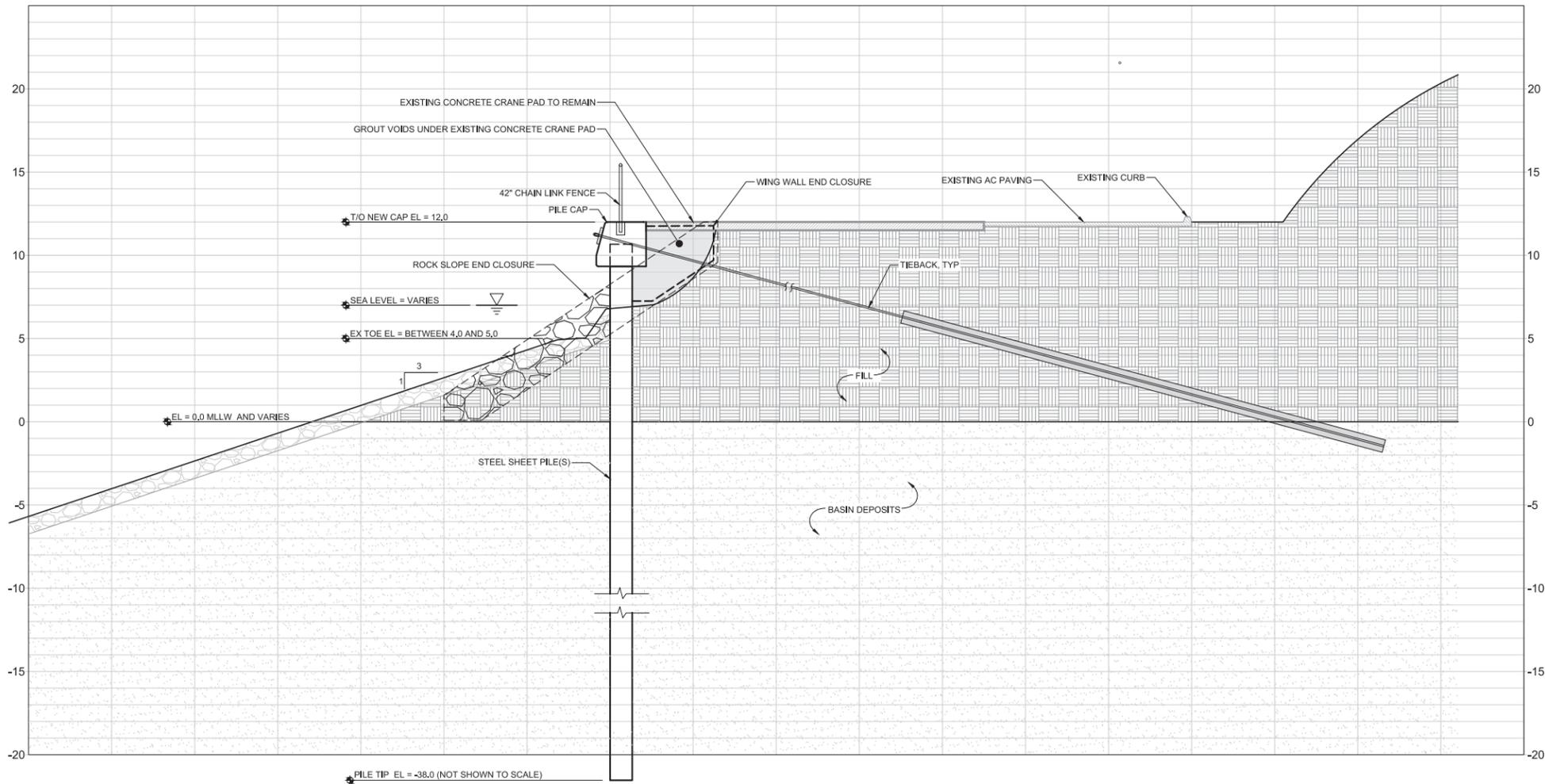
**MME**  
 CIVIL-STRUCTURAL ENGINEERING  
 224 Walnut Ave. Suite B Santa Cruz, CA 95060  
 Phone: (831) 426-3186

**CONCEPTUAL DESIGNS FOR  
 NORTH HARBOR CRANE PAD RESTORATION**  
 PREPARED AT THE REQUEST OF  
 SANTA CRUZ PORT DISTRICT  
 135 FIFTH AVENUE  
 SANTA CRUZ, CA 95002

GRADE PAD PLAN  
 SHEET PILE WALL OPTION

DRAWN BY:	NS
CHECKED BY:	PD
JOB NUMBER:	23116

SHEET  
**S1.0**



**SHEETPILE WALL SECTION**

SCALE: 1/4" = 1'-0"

**ESTIMATE**

ITEM	DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	EXTENSION
1	Survey and Engineering	LS	1	\$50,000	\$50,000
3	Permanent Easement or Tie-backs	LS	1	\$20,000	\$20,000
2	Permit Fees	LS	1	\$15,000	\$15,000
4	Construction Admin, Testing, Inspection	LS	1	\$20,000	\$20,000
5	Mobilization/Demobilization	LS	1	\$100,000	\$100,000
6	Demolition and Site Clearing	LS	1	\$10,000	\$10,000
7	Sheet Piling	SF	2800	\$300	\$840,000
8	Tie-back Anchors	EA	6	\$6,000	\$36,000
9	Cast-in Place Concrete (Pile Cap)	CY	15	\$6,000	\$90,000
10	Rock Slope Protection	CY	20	\$200	\$4,000
11	42 Inch Chain Link Fence	LF	60	\$50	\$3,000
12	Temporary Erosion Controls	LS	1	\$5,000	\$5,000
13	Structure Backfill	CY	10	\$200	\$2,000
				<b>SUB-TOTAL:</b>	<b>\$1,195,000</b>
				<b>CONTINGENCIES (25%):</b>	<b>\$298,750</b>
				<b>BUDGET:</b>	<b>\$1,493,750</b>

REV	DESCRIPTION	BY	DATE
1	ISSUED FOR REPORT	PD	5/1/23
2			
3			
4			



CONCEPTUAL DESIGNS FOR  
NORTH HARBOR CRANE PAD RESTORATION

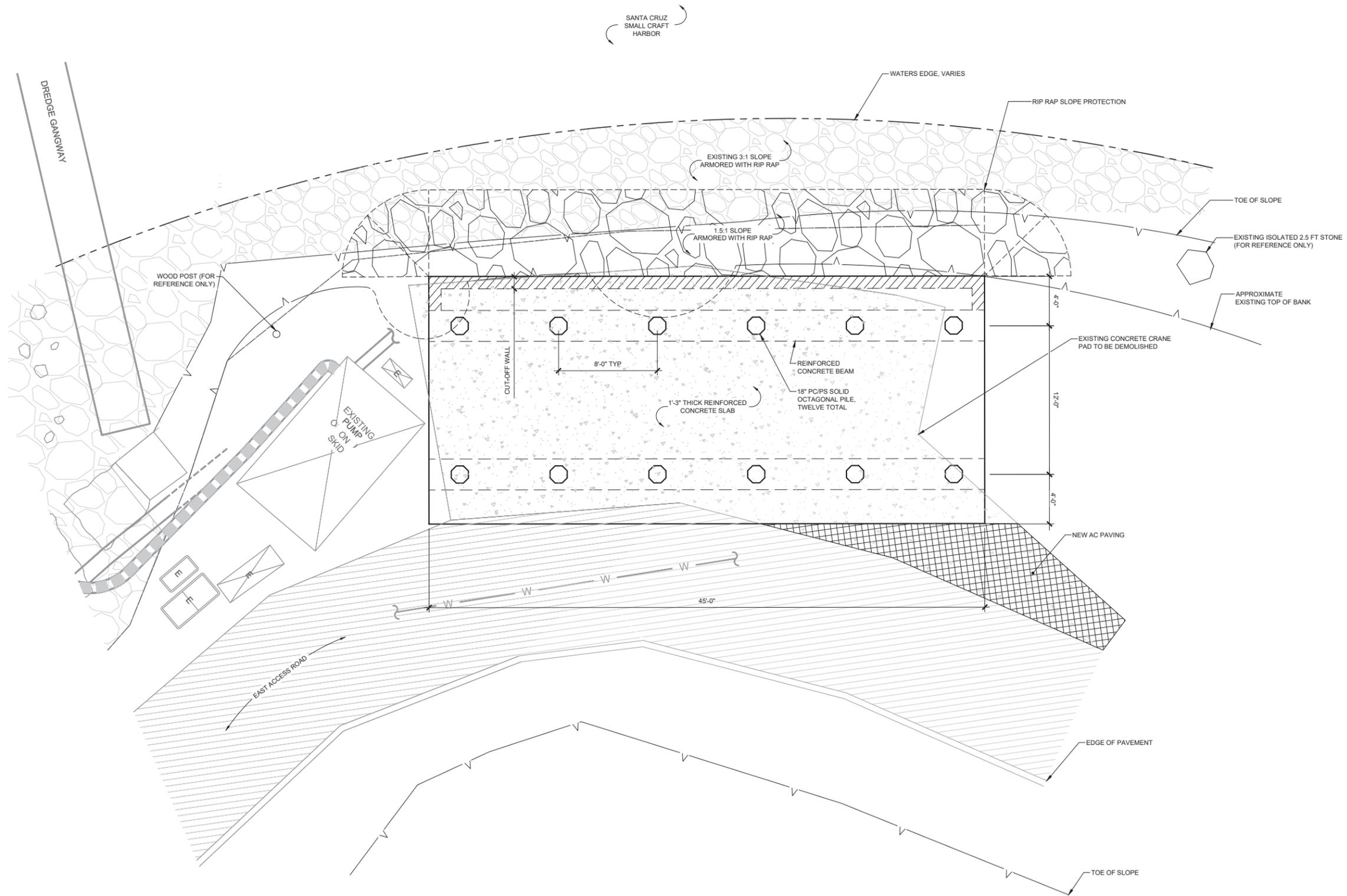
PREPARED AT THE REQUEST OF  
SANTA CRUZ PORT DISTRICT  
135 FIFTH AVENUE  
SANTA CRUZ, CA 95062

SHEETPILE WALL SECTION  
COST ESTIMATE

DRAWN BY: NS  
CHECKED BY: PD  
JOB NUMBER: 23116

SHEET

**S1.1**



**CRANE PAD PLAN - WHARF ON PILES OPTION**

SCALE: 1/4" = 1'-0"

REV	DESCRIPTION	BY	DATE
1	ISSUED FOR REPORT	PD	5/1/23

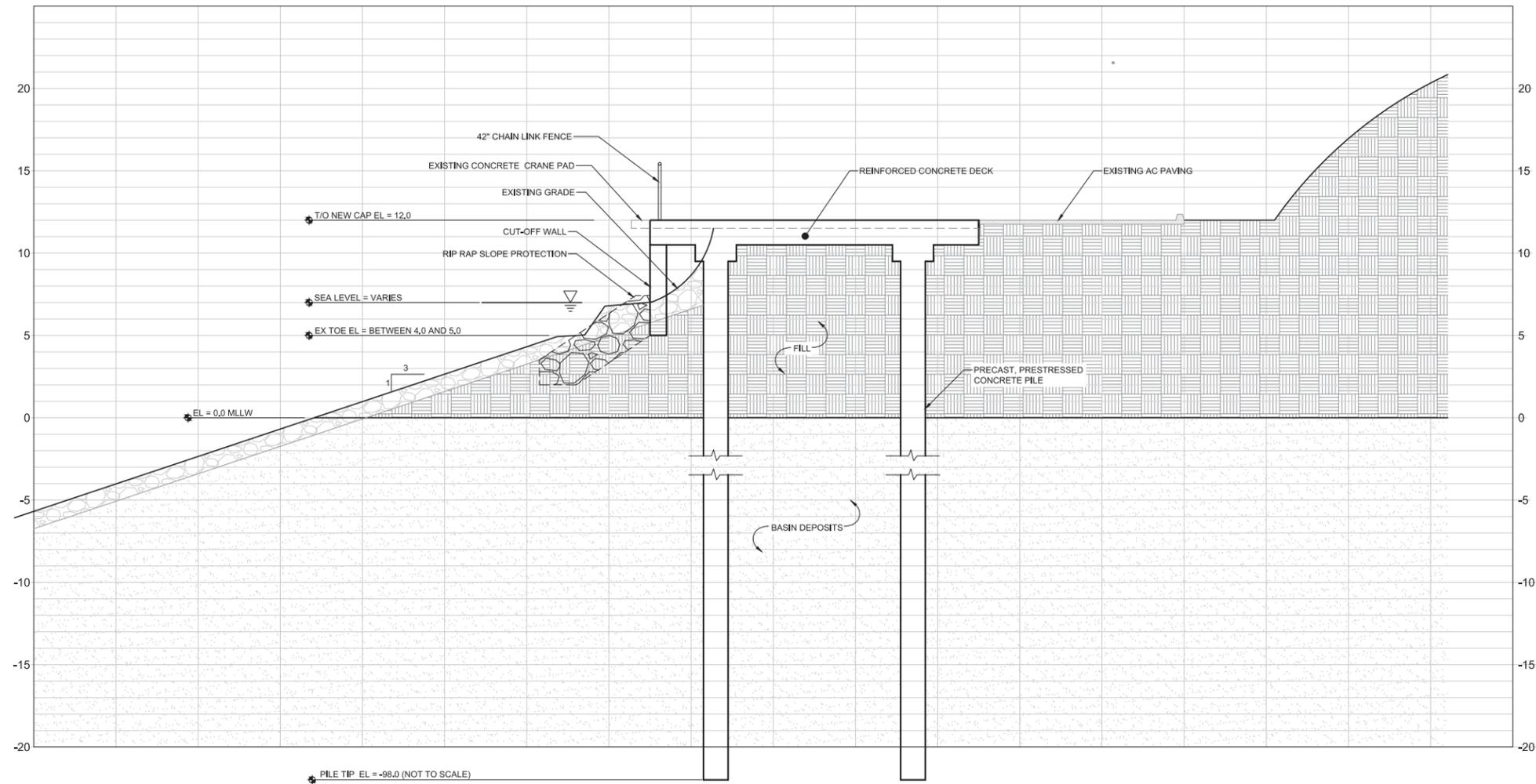
**MME**  
 CIVIL-STRUCTURAL ENGINEERING  
 224 Walnut Ave. Suite B Santa Cruz, CA 95060  
 Phone: (831) 426-3186

CONCEPTUAL DESIGNS FOR  
 NORTH HARBOR CRANE PAD RESTORATION

PREPARED AT THE REQUEST OF  
 SANTA CRUZ PORT DISTRICT  
 135 FIFTH AVENUE  
 SANTA CRUZ, CA 95062

GRADE PAD PLAN WHARF ON PILES OPTION	DRAWN BY: NS
	CHECKED BY: PD
	JOB NUMBER: 23116
	SHEET

**S2.0**



**WHARF ON PILES SECTION**  
SCALE: 1/4" = 1'-0"

ESTIMATE					
ITEM	DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	EXTENSION
1	Survey and Engineering	LS	1	\$50,000	\$50,000
2	Permit Fees	LS	1	\$15,000	\$15,000
3	Construction Admin, Testing, Inspection	LS	1	\$20,000	\$20,000
4	Mobilization/Demobilization	LS	1	\$100,000	\$100,000
5	Demolition and Site Clearing	LS	1	\$20,000	\$20,000
6	Excavation	CY	50	\$150	\$7,500
7	Precast Concrete Piles	LF	1320	\$700	\$924,000
9	Rock Slope Protection	CY	50	\$200	\$10,000
10	Cast-in Place Concrete (Crane Pad)	CY	60	\$3,000	\$180,000
11	Cast-in Place Concrete (Cut-off Wall)	CY	10	\$3,000	\$30,000
12	42 Inch Chain Link Fence	LF	50	\$50	\$2,500
13	Temporary Erosion Controls	LS	1	\$5,000	\$5,000
14	Asphalt Paving	SF	200	\$15	\$3,000
				<b>SUB-TOTAL:</b>	<b>\$1,367,000</b>
				<b>CONTINGENCIES (25%):</b>	<b>\$341,750</b>
				<b>BUDGET:</b>	<b>\$1,708,750</b>

REV	DESCRIPTION	BY	DATE
1	ISSUED FOR REPORT	PD	5/1/23
2			
3			
4			



CONCEPTUAL DESIGNS FOR  
NORTH HARBOR CRANE PAD RESTORATION

PREPARED AT THE REQUEST OF  
SANTA CRUZ PORT DISTRICT  
135 FIFTH AVENUE  
SANTA CRUZ, CA 95062

WHARF ON PILES SECTION  
COST ESTIMATE

DRAWN BY: NS  
CHECKED BY: PD  
JOB NUMBER: 23116  
SHEET

S2.1



TO: Port Commission  
FROM: Holland MacLaurie, Port Director  
DATE: November 14, 2023  
SUBJECT: Award of Contract for Murray Street Bridge Project Construction Administration Services (NTE \$90,000)

**Recommendation:** *Authorize the Port Director to execute a contract with Mesiti-Miller Engineering for Murray Street Bridge Project construction administration services in the amount of \$75,000, plus a 20% contingency, for a total authorized amount not-to-exceed \$90,000.*

## BACKGROUND

The Murray Street Bridge Seismic Retrofit and Barrier Replacement Project was placed out to public bid by the City of Santa Cruz (City) on October 10, 2023. Bids for the project are due on December 5, 2023.

As the City progresses with their plans to commence project construction in 2024, the Port District will need to retain the services of a licensed engineer to provide construction administration services for the duration of the project to ensure streamlined communication and effective oversight of any potential project impacts on Port District property.

Accordingly, Mesiti-Miller Engineering (MME) has submitted a proposal for the construction administration services totaling \$75,000.

## ANALYSIS

As part of the proposed contract, MME will provide construction administration support services as outlined below:

### PRE-CONSTRUCTION PHASE SERVICES

- Represent the Port District at pre-construction meetings held by the City of Santa Cruz. Review pre-construction meeting minutes prepared by others and provide review comments, if required.
- Coordinate and monitor the Port District's first phase of work, which includes the demolition and reconstruction of FF-Dock, which is required to be completed prior to commencement of bridge construction.

### CONSTRUCTION PHASE SERVICES

- Act as a primary communication link between the Port District, the City, design professionals, the City's contractor, and testing and inspection professionals, to resolve any variations in work that may impact Port District property.
- Represent the Port District at weekly progress and coordination meetings. Review weekly progress and coordination meeting minutes and provide review comments, if required.

- Review RFI and change order documents for impacts to Port District property and provide review comments to the Port District for consideration.
- Summarize project progress in monthly reports prepared for the Port District, which include the status of change orders, of contract days remaining, work completed, and adherence to construction schedule.
- Assist the Port District in final inspection of project. Prepare punch list items addressing Port District concerns for inclusion with City's punch list items.

Staff recommends awarding the contract with a 20% contingency, bringing the total authorized amount to \$90,000.

### **IMPACT ON PORT DISTRICT RESOURCES**

As of November 1, 2023, the Capital Improvement Program (CIP) had \$4,457,353 allocated to the Murray Street Bridge Fund (F024), of which, approximately \$284,600 is assigned for construction administration services. The remaining funds (\$194,600) will be utilized to fund an internal, staff-level project manager to provide additional support for the duration of the project (position details are currently pending).

ATTACHMENTS:     A.   Mesity-Miller Engineering Murray Street Bridge Project Proposal for Construction Administration Services



March 2, 2023

**Holland MacLaurie, Port Director**  
**Santa Cruz Port District**  
135 5<sup>th</sup> Avenue  
Santa Cruz, CA 95062

**Re: Murray Street Bridge Seismic Retrofit & Barrier Rail Project**  
**Construction Support Services**  
MME Project No: 23113

Dear Ms. MacLaurie,

We understand the City of Santa Cruz will begin a new construction project to strengthen the Murray Street Bridge to better resist seismic forces and widen the bridge deck for dedicated bike lanes. Structural upgrades include foundation work with additional pilings and supplemental structural elements to widen the existing bridge bents. The project also includes new site retaining walls, utility routing, improvements to the access routes and parking lot in the vicinity of Murray Street Bridge.

To accommodate the City's planned construction activities, the Port District will need to remove portions of FF Dock, Rowing Dock and Boatyard Dock as determined by the demolition plans prepared by TranSystems Corporation. The Port District will have an internal project manager with whom MME can provide additional construction support on an as needed basis. The project is expected to take thirty (30) months to complete and start this spring/summer 2023.

The following is our proposed scope of services for construction support.

### **Pre-Construction Phase Services**

1. Participate in correspondence with the Port District Project Manager and members of the Port District design team as may be required to accomplish the tasks identified during this phase.
2. Assist the Port District in obtaining permits and clearances required for the Work which must take place before the City of Santa Cruz, Murray Street Bridge Seismic Retrofit and Barrier Rail project begins.
3. Coordinate and monitor the Work of the Port District's Contractor which must take place before the City of Santa Cruz, Murray Street Bridge Seismic Retrofit and Barrier Rail project begins.
4. Represent the Port District at the pre-construction meeting for the City of Santa Cruz, Murray Street Bridge Seismic Retrofit and Barrier Rail project. Review pre-construction meeting minutes prepared by others and provide review comments, if required.

### **Construction Phase Services**

1. Act as a communication link between the Port District, the City, the design professionals, the City's Contractor, and testing and inspection professionals, to



- resolve variations in the work from that specified in the construction documents that affects the Port District property.
2. Represent the Port District at weekly progress and coordination meetings. Review weekly progress and coordination meeting minutes and provide review comments, if required.
  3. Review RFI documents for impacts to Port District property and provide review comments to Port District Project Manager for consideration.
  4. Review Change Order documents for impacts to Port District property and provide review comments to Port District Project Manager for consideration.
  5. Summarize project progress in monthly reports prepared for the Port District, which include the status of change orders, of contract days remaining, work completed and adherence to construction schedule.
  6. Assist the Port District Project Manager and other design professionals in final inspection of project. Prepare punch list items addressing Port District concerns for completion of the project for inclusion with City's punch list items.

## Time Schedule

Based on our present workload, we could begin work on this project within two weeks of receiving a notice to proceed. The work will be completed pursuant to a mutually agreed upon schedule.

## Compensation for Services

Compensation for all services rendered in connection with this project will be based on time and expenses charged in accordance with our Schedule of Standard Billing Rates. Based on information available to us at this time, it is our opinion the estimated cost of our services will not exceed **\$75,000** without your written authorization.

Thank you for the opportunity to prepare this proposal. As always, we look forward to working with you on another exciting Santa Cruz Port District project. Should you have any questions please call me.

Respectfully yours,

A handwritten signature in blue ink, appearing to read "Dale Hendsbee", with a long horizontal flourish extending to the right.

Dale Hendsbee, S.E.  
Principal

Enclosure

cc: Addressee  
Contract file

*i:\23113 scpd - se murray st bridge repairs cm\proposal\proposal or soq work docs\23113 mmepro\_scpd murray st bridge cm 2023 03 01.docx*



## Schedule of Standard Billing Rates

Effective through December 31, 2023

### Professional Services

Engineer I	\$ 130 / hour
Engineer II	\$ 150 / hour
Engineer III	\$ 170 / hour
Engineer IV	\$ 200 / hour
Engineer V	\$ 220 / hour
Principal Engineer	\$ 230 / hour
Expert Witness Services	\$ 380 / hour
Deposition, court appearance and preparation	
Administrative Assistant	\$ 95 / hour
CAD Technician I	\$ 90 / hour
CAD Technician II	\$ 110 / hour
Field Technician I	\$ 115 / hour
Field Technician II	\$ 140 / hour
Minimum Consultation Fee	\$ 1,000

### Field Survey (Prevailing Wage)

Chief of Party	\$235 / hour
Instrumentman	\$225 / hour
Chainman / Rodman	\$215 / hour
Flagperson / Pedestrian Monitor	\$170 / hour

### Reimbursable Expenses

<b>Sub-Consultants</b>	Direct Billing x 1.10
<b>Outside Services</b>	Direct Cost x 1.15
Printing, delivery, equipment rental and other direct project expenses	
<b>In-House Services</b>	
Photocopies	\$ 0.10 sheet
Plotting -internal check plots / plots on bond	\$ 2.00 sheet
-final plots on mylar	\$ 10.00 sheet
<b>Travel</b>	
Automobile mileage	\$ 0.655 mile
Airfare, Car Rental, etc.	Direct Cost x 1.15
Per Diem Allowance (varies by location)	\$ 197/day



TO: Port Commission  
FROM: Holland MacLaurie, Port Director  
DATE: November 9, 2023  
SUBJECT: Approval of Employment Reclassification for Administrative Assistant II and Accounting Technician II

- Recommendation:**
- 1) **Approve reclassification of one full time equivalent (FTE) Administrative Assistant II to Administrative Services Officer, effective December 1, 2023.**
  - 2) **Approve reclassification of one full time equivalent (FTE) Accounting Technician II to Finance Officer, effective December 1, 2023.**

## BACKGROUND

The Port District currently employs one Administrative Assistant II and one Accounting Technician II. Each are responsible for a range of administrative and accounting duties necessary for the efficient operation of the District. Under the current organizational structure, these two positions report directly to the Administrative Services Manager (ASM).

Over the last two years, retention of a qualified ASM has proven challenging (the position is currently vacant). Staff has examined whether filling the recently vacated ASM position is truly essential and explored alternative staffing solutions to better meet the operational needs of the District.

## ANALYSIS

The proposed staff plan detailed in this report aims to streamline the Administrative Services Department and stabilize internal support structures by restructuring the Port District's organization chart as outlined below:

- Eliminate the ASM position and redistribute higher level administrative duties to a newly created Administrative Services Officer position (proposed job description is included as Attachment A), and redistribute higher level accounting duties to a newly created Finance Officer position (proposed job description is included as Attachment B).
- Promote the current Administrative Assistant II to the newly created Administrative Services Officer position.
- Promote the current Accounting Technician II to the newly created Finance Officer position.
- Hire an Administrative Assistant I to assist with performing routine office tasks such as data entry, filing, mailing correspondence, and other miscellaneous tasks. Providing general support across all departments (including assisting at the front desk) will be critical.

### ***Introduction of the Administrative Services Officer Position***

The proposed Administrative Services Officer position will be responsible for assuming oversight, planning, and coordination of the administrative functions of the District, including human resources,

technology, environmental issues, and permitting. Additionally, this position will perform complex administrative work and assure compliance with state and federal regulations and District policies and procedures. This position will share supervisory responsibilities of support staff, including the newly hired Administrative Assistant.

The salary grade proposed for this new position is Grade 28. At top step, the position would pay \$9,412/month or \$54.30/hour (increasing to \$9,648/month or \$55.66/hour in 2024).

***Introduction of the Finance Officer Position***

The proposed Finance Officer position will be responsible for assuming oversight, planning, and coordination of the financial functions of the District, including accounting, purchasing, internal controls, and audits. Additionally, this position will perform complex financial work and assure compliance with state and federal regulations and District policies and procedures. This position will share supervisory responsibilities of support staff, including the newly hired Administrative Assistant.

The salary grade proposed for this new position is Grade 28. At top step, the position would pay \$9,412/month or \$54.30/hour (increasing to \$9,648/month or \$55.66/hour in 2024).

**IMPACT ON PORT DISTRICT RESOURCES**

The proposed reorganization maintains staffing levels at 29 full-time equivalent employees and reduces Personnel Services costs by approximately \$60,000 on an annualized basis.

- ATTACHMENTS:
- A. Job Description – Administrative Services Officer
  - B. Job Description – Finance Officer
  - C. Current Organizational Chart (FY24)
  - D. Proposed Organization Chart (FY24)

# JOB DESCRIPTION

**DRAFT**

## Administrative Services Officer

Date Prepared: October 2023

**SUMMARY:** Under limited supervision, coordinates and plans the administrative functions and operations of the Santa Cruz Port District (District), including human resources, technology, environmental issues, and permitting; performs complex administrative work and technical duties, and assures compliance with state and federal regulations and District policies and procedures.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assists the Port Director to manage and coordinate administrative functions of the District, including human resources, information technology, property management, and environmental compliance and permitting.
- Supervises and schedules the daily activities of assigned staff; deploys staff and monitors work, develops staff skills, and evaluates performance; meets regularly with staff to discuss and resolve workload and technical issues; trains staff on work methods, procedures, and techniques.
- Evaluates administrative records and files for accuracy.
- Researches District issues and monitors regional business activities and economic trends.
- Monitors operations, workflow, and timeline requirements; sets priorities, resolves problems, analyzes data and assures that all action items are properly processed, managed, and resolved; assures that quality and timeliness standards are met, and quality customer services are provided.
- Coordinates special projects and administrative issues with District staff; explains and interprets District programs, policies, and activities.
- Manages regulatory permitting procedures and documentation including California Environmental Quality Act (CEQA); manages grant programs, including Federal Emergency Management Agency and California Emergency Management Agency grants.
- Prepares and reviews reports and technical documents for the Port Commission; develops and updates policies and procedures.
- Provides information and assistance to customers and clients; answers questions and resolves issues within scope of authority; manages marketing and advertising functions.
- Recommends policies, procedures and programs to meet changing operational needs.
- Personnel recruitment, evaluations and recordkeeping.
- Supports the relationship between the District and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and District staff; maintains confidentiality of work-related issues and District information; performs other duties as required or assigned.
- Ensures reports and correspondence are prepared in accordance with District standards.

### MINIMUM QUALIFICATIONS:

#### Education, Training and Experience Guidelines:

Bachelor's Degree in Business or Public Administration; AND five years of experience managing government administrative or human resources functions; OR any equivalent combination of education, training, and experience.

ATTACHMENT A

**Knowledge of:**

- District organization, operation, policies, and procedures.
- District functions, political environments, and compliance standards.
- State and federal rules and regulations covering special district governments, public contracting, and harbors.
- Legal, ethical, and professional rules of conduct for public sector administrative officers.
- Principles and practices of public sector administrative management, including personnel rules, performance management, procurement, contracting, and project management.
- Techniques and practices for efficient and cost-effective management of resources.
- Research techniques, internet resources, and marine operations terminology.
- Principles of record keeping, public records, contracts management, and records management.
- Professional standards for business correspondence and meeting minutes.
- Customer service standards and protocols.

**Skill in:**

- Interpreting, applying, and explaining administrative standards and procedures, applicable federal and state rules and regulations, and District policies and procedures.
- Analyzing administrative issues, evaluating alternatives, and developing recommendations.
- Researching, compiling, and reviewing data, and preparing summary reports and technical documents.
- Evaluating workflow, and assessing and prioritizing multiple tasks, projects and demands.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Operating a personal computer utilizing standard and specialized software.
- Communicating effectively verbally and in writing.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License may be required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.

# JOB DESCRIPTION

**DRAFT**

## Finance Officer

Date Prepared: October 2023

**SUMMARY:** Under limited supervision, coordinates and plans the financial functions and operations of the Santa Cruz Port District (District), including accounting, purchasing, internal controls, and audits; performs complex financial work and technical duties, and assures compliance with state and federal regulations and District policies and procedures.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assists the Port Director to manage and coordinate financial functions of the District, including accounting, purchasing, risk management, internal controls, and auditing.
- Supervises and schedules the daily activities of assigned staff; deploys staff and monitors work, develops staff skills, and evaluates performance; meets regularly with staff to discuss and resolve workload and technical issues; trains staff on work methods, procedures, and techniques.
- Evaluates financial records and files for accuracy.
- Monitors financial operations, workflow, and timeline requirements; sets priorities, resolves problems, analyzes data and assures that all action items are properly processed, managed, and resolved; assures that quality and timeliness standards are met, and quality customer services are provided.
- Participates in development of annual budget, monitors expenditures, and reviews financial reports; oversees annual audit process; manages fiscal policies, and assures effectiveness of financial controls.
- Oversees payroll preparation, including reconciliation of employee time cards and payroll related employee information.
- Oversees implementation of risk management processes, including analysis of financial impact on the District when risks occur.
- Prepares and reviews reports and technical documents for the Port Commission; develops and updates policies and procedures.
- Provides information and assistance to customers and clients; answers questions and resolves issues within scope of authority.
- Recommends policies, procedures and programs to meet changing operational needs.
- Supports the relationship between the District and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and District staff; maintains confidentiality of work-related issues and District information; performs other duties as required or assigned.

### MINIMUM QUALIFICATIONS:

#### Education, Training and Experience Guidelines:

Bachelor's Degree in Finance or Business; AND five years of experience managing government financial functions; OR any equivalent combination of education, training, and experience.

#### Knowledge of:

- District organization, operation, policies, and procedures.
- District functions, political environments, and compliance standards.
- State and federal rules and regulations covering special district governments, public contracting, and harbors.
- Legal, ethical, and professional rules of conduct for public sector administrative officers.

- Techniques and practices for efficient and cost-effective management of resources.
- Research techniques, internet resources, and marine operations terminology.
- Customer service standards and protocols.

**Skill in:**

- Interpreting, applying, and explaining accounting standards and procedures, applicable federal and state rules and regulations, and District policies and procedures.
- Analyzing financial issues, evaluating alternatives, and developing recommendations.
- Analyzing District needs, and prioritizing and promoting financial strategies to meet future needs.
- Monitoring and interpreting financial documents and assuring compliance with regulatory requirements.
- Reviewing interrelated financial and technical records and identifying and reconciling errors.
- Researching, compiling, and reviewing data, and preparing summary reports and technical documents.
- Evaluating workflow, and assessing and prioritizing multiple tasks, projects and demands.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Operating a personal computer utilizing standard and specialized software.
- Communicating effectively verbally and in writing.

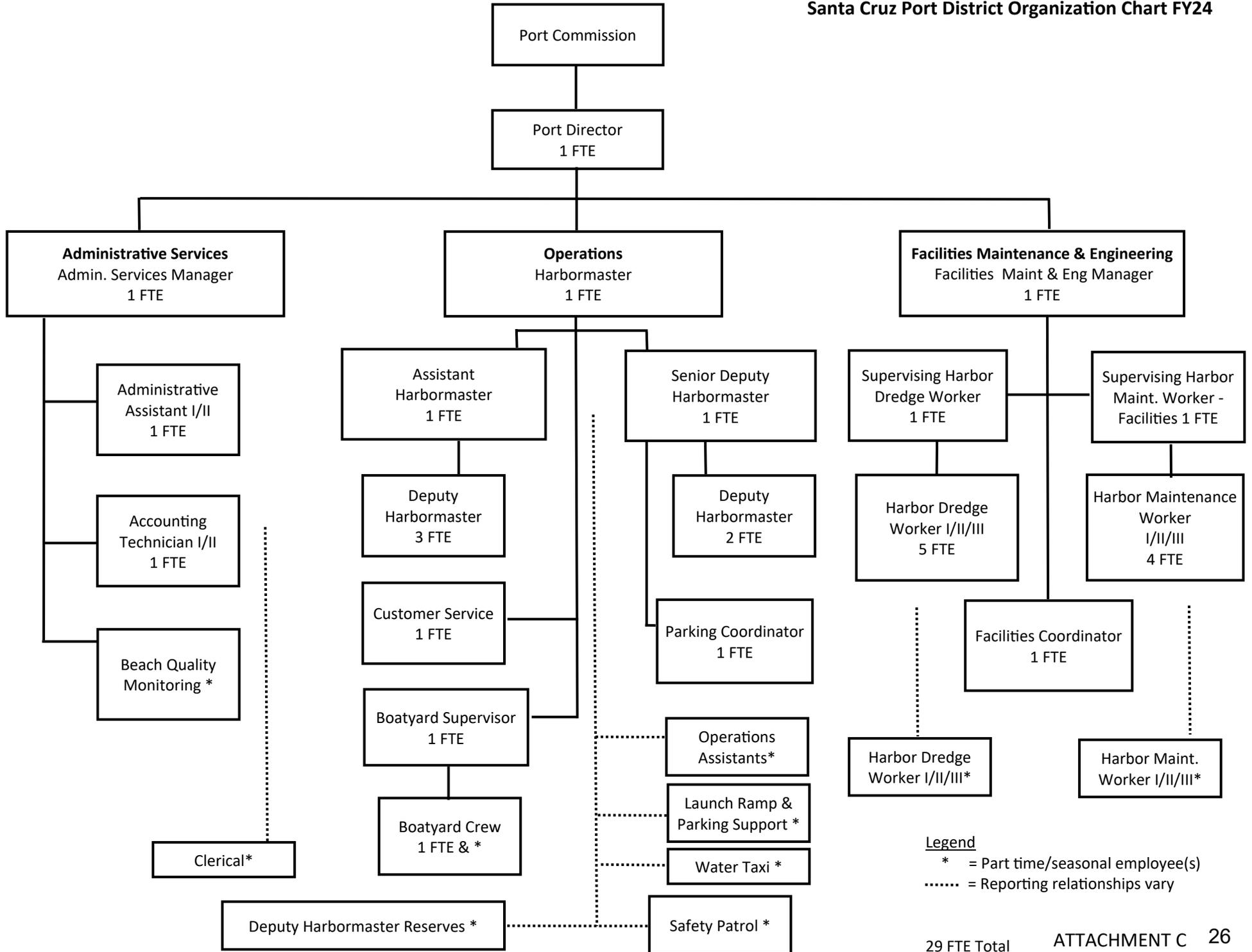
**LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License may be required.

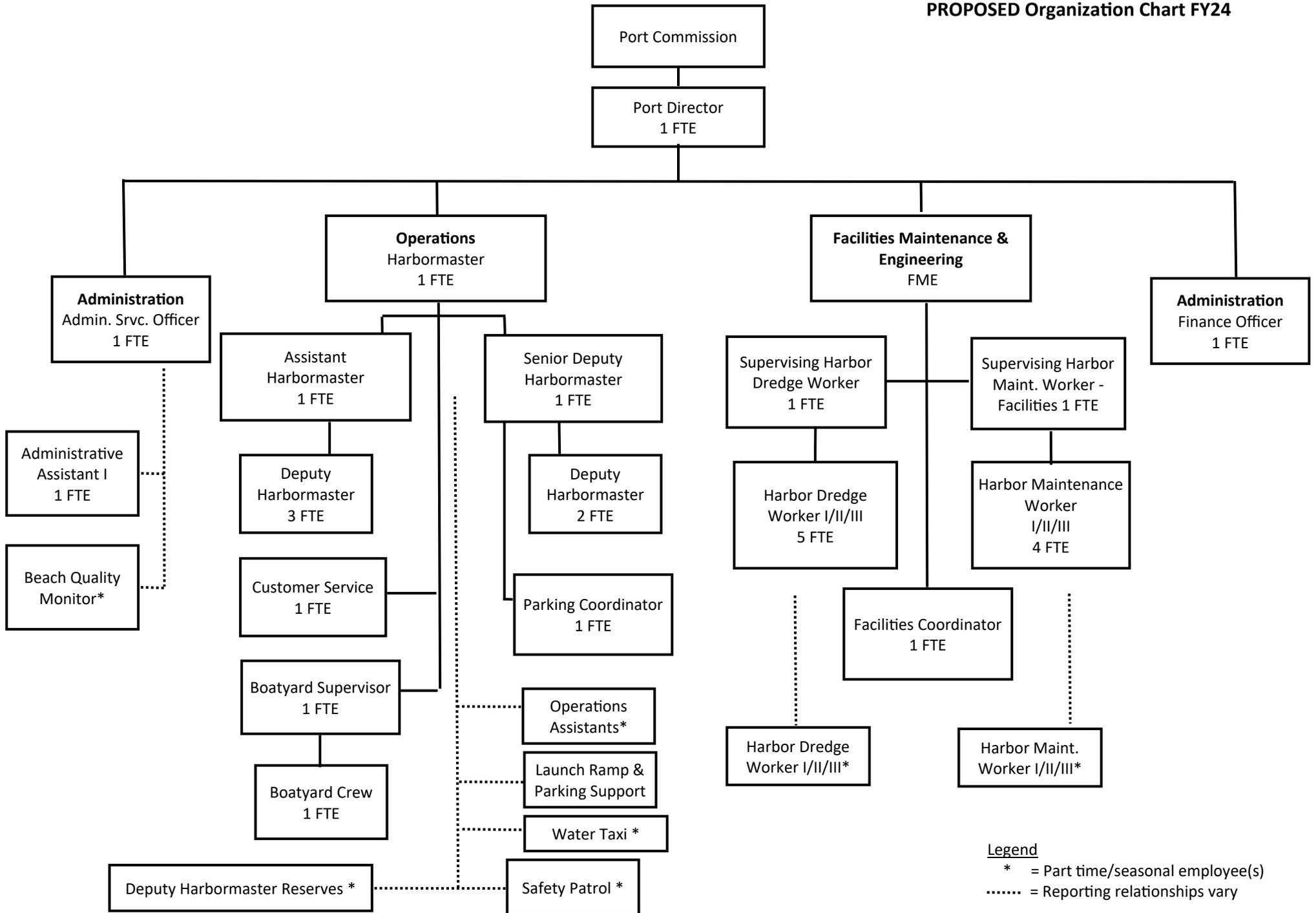
**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.

Santa Cruz Port District Organization Chart FY24



**PROPOSED Organization Chart FY24**



**Legend**  
 \* = Part time/seasonal employee(s)  
 ..... = Reporting relationships vary

Santa Cruz Port District  
**Accounts Payable Monthly Check Register**  
October 2023

Date	No.	Vendor	Description	Amount
10/6/2023	58860	Allied Universal	Security Patrol	\$ 6,877.80
10/6/2023	58861	A Sign ASAP!	Boatyard Fee Schedule Signage, Fish Table Signage	\$ 960.31
10/6/2023	58862	Atchison Barisone Condotti & Kovacevich	Legal Consultation	\$ 2,743.80
10/6/2023	58863	Bay Building Janitorial, Inc.	Janitorial Services, Refuse Collection	\$ 12,918.66
10/6/2023	58864	Bayside Oil II, Inc.	Waste Oil Disposal	\$ 646.75
10/6/2023	58865	Benack, Michael	Security Deposit Refund	\$ 303.90
10/6/2023	58866	Blake Anderson	Quarterly Uniform Allowance	\$ 190.00
10/6/2023	58867	Bow Wow Pet Waste Products	Pet Waste Station Bags	\$ 210.88
10/6/2023	58868	Ben M Bynes Family Trust	Security Deposit Refund	\$ 192.00
10/6/2023	58869	Cardinal, Joe	Security Deposit Refund	\$ 358.82
10/6/2023	58870	Carpí & Clay	Washington Representation	\$ 800.00
10/6/2023	58871	Citi Cards	Breakroom Supplies	\$ 167.87
10/6/2023	58872	Comcast	Business Internet	\$ 380.97
10/6/2023	58873	County of Santa Cruz Department of Public Works	Hazardous Waste Disposal	\$ 141.00
10/6/2023	58874	Cushman Contracting Corporation	Pile Replacement Project Final Payment	\$ 180,187.00
10/6/2023	58875	Dally, Andrew	Security Deposit Refund	\$ 368.72
10/6/2023	58876	David Hill	Quarterly Uniform Allowance, Mileage Expense Reimbursement	\$ 252.88
10/6/2023	58877	Department of Industrial Relations	Elevator Inspection	\$ 225.00
10/6/2023	58878	Downey Brand	Legal Consultation	\$ 5,390.00
10/6/2023	58879	Environmental Logistics	Boatyard Tank Pump Out	\$ 4,542.00
10/6/2023	58880	FedEx Office	Shipping	\$ 51.53
10/6/2023	58881	Gomes, James	Security Deposit Refund	\$ 322.20
10/6/2023	58882	Gottlieb, Landon	Quarterly Uniform Allowance	\$ 190.00
10/6/2023	58883	GP Crane & Hoist	Quarterly Hoist Inspection (\$259.46 Tenant Reimbursable)	\$ 389.19
10/6/2023	58884	Grainger	Hose Adapter	\$ 58.26
10/6/2023	58885	Gsolutionz	Telephone System Support	\$ 240.95
10/6/2023	58886	Guy, Parker	Quarterly Uniform Allowance	\$ 190.00
10/6/2023	58887	Home Depot Credit Services	Light Bulbs, Light Fixture, Paint Brushes, Parking Machine Anchors, Security Camera Electrical Cables, 345 Lake Avenue Window Replacement	\$ 693.97
10/6/2023	58888	Hose Shop	<i>Twin Lakes</i> Service Water Bilge Pump Hose, Tube Adapter, Security Camera Clamps	\$ 1,038.55
10/6/2023	58889	Jacobo, Javier	Parking Overpayment Refund	\$ 12.50
10/6/2023	58890	John Haynes	Quarterly Uniform Allowance	\$ 190.00
10/6/2023	58891	Craig Kail Estate	Security Deposit Refund	\$ 312.04

Santa Cruz Port District  
**Accounts Payable Monthly Check Register**  
October 2023

Date	No.	Vendor	Description	Amount
10/6/2023	58892	Kelly-Moore Paint Company, Inc.	Waterborne Primer	\$ 1,517.61
10/6/2023	58893	Kingdom, Kyle	Quarterly Uniform Allowance	\$ 190.00
10/6/2023	58894	Lawson	Hydraulic Plugs	\$ 281.60
10/6/2023	58895	Linde Gas & Equipment, Inc.	Welding Gas	\$ 328.77
10/6/2023	58896	Marina Ware	Quarterly Software & Key Access System Support	\$ 1,700.00
10/6/2023	58897	Matthews, Tony	Security Deposit Refund	\$ 287.46
10/6/2023	58898	McDermott, Dick	497 Lake Avenue Installment Payment	\$ 4,535.45
10/6/2023	58899	Melrose, Peter	Quarterly Uniform Allowance	\$ 190.00
10/6/2023	58900	Melrose, Rick	Expense Reimbursement: Concession Lot Test Transaction	\$ 26.25
10/6/2023	58901	Mid County Auto Supply	Diagnostic Scanner, Patrol Vehicle Bulb	\$ 41.76
10/6/2023	58902	Mission Uniform Service	Uniform Service	\$ 512.62
10/6/2023	58903	MKB Stormwater Innovation	Boatyard Catch Basin Filters	\$ 1,976.90
10/6/2023	58904	Monterey Bay Marine	Dredge Skiff Repairs	\$ 871.91
10/6/2023	58905	Mutual of Omaha	Life/LTD/AD&D Insurance	\$ 895.41
10/6/2023	58906	Nielsen Studios	616 Atlantic Avenue Design Services	\$ 1,000.00
10/6/2023	58907	Capital One Trade Credit	Beach Wheelchair Seat Replacement	\$ 56.67
10/6/2023	58908	Pacific Gas & Electric Company	Utilities	\$ 2,361.14
10/6/2023	58909	Palace Business Solutions	Office Supplies	\$ 32.44
10/6/2023	58910	Peterson	Dozer Maintenance & Repair	\$ 41,709.30
10/6/2023	58911	Pickles, Jeff	Security Deposit Refund	\$ 127.90
10/6/2023	58912	PORAC Legal Defense Fund	Association Dues (Payroll Deduction)	\$ 336.00
10/6/2023	58913	Powertherm Maxim	<i>Twin Lakes</i> Silencer Hardware	\$ 1,507.90
10/6/2023	58914	Priors Tires	Maintenance Vehicle Tires	\$ 1,192.44
10/6/2023	58915	Red Wing Shoe Store	Maintenance Staff Work Boots	\$ 631.61
10/6/2023	58916	Rodamer, Becky	Event Security Deposit Reimbursement	\$ 500.00
10/6/2023	58917	Rydin Decal	2024 Parking Decals & Hang Tags	\$ 3,428.42
10/6/2023	58918	Michael Smith	Backflow Testing & Repair	\$ 1,496.00
10/6/2023	58919	SC Fuels	Fuel Dock Gas & Diesel	\$ 74,435.67
10/6/2023	58920	Scheidt & Bachmann	Monthly Service, Credit Card Reader	\$ 3,520.67
10/6/2023	58921	Santa Cruz Municipal Utilities	Utilities	\$ 3,831.19
10/6/2023	58922	Sean Rothwell	Quarterly Uniform Allowance	\$ 190.00
10/6/2023	58923	Superior Alarm Company	493 Lake Avenue Alarm Monitoring	\$ 228.00
10/6/2023	58924	Svendsen's Boat Works	Boatyard Retail Items	\$ 88.72
10/6/2023	58925	The Home Depot Pro Institutional	Janitorial Supplies	\$ 2,316.28

Santa Cruz Port District  
**Accounts Payable Monthly Check Register**  
October 2023

Date	No.	Vendor	Description	Amount
10/6/2023	58926	Total Secure Technology	Technical Support (September), E-mail Scanning & Backup	\$ 849.60
10/6/2023	58927	Turkstra, Chris	Security Deposit Refund	\$ 629.55
10/6/2023	58928	Ultsch, John	Security Deposit Refund	\$ 344.50
10/6/2023	58929	West Marine Pro	<i>Patrol Boat Kinnamon</i> Step Pads, Boat Hook	\$ 42.23
10/6/2023	58930	West Marine Pro	Boatyard Retail Items	\$ 832.57
10/6/2023	58931	Wex Bank	Fleet Fuel	\$ 2,392.57
10/6/2023	58932	Whitlock, David	Security Deposit Refund	\$ 152.88
10/6/2023	58933	Willdan Financial Services	Loan Arbitrage Report	\$ 2,000.00
10/12/2023	58934	Employee #29	Vacation Payout	\$ 2,668.30
10/20/2023	58935	Ace Portable Services	Portable Toilet Rental	\$ 429.34
10/20/2023	58936	Allied Administrators for Delta Dental	Dental Insurance	\$ 3,079.42
10/20/2023	58937	Allied Universal	Security Patrol	\$ 7,452.00
10/20/2023	58938	AmeriGas	Ancillary Equipment Fuel	\$ 230.79
10/20/2023	58939	AT&T	Telephone	\$ 815.84
10/20/2023	58940	Atchison Barisone Condotti & Kovacevich	Legal Consultation	\$ 1,043.70
10/20/2023	58941	First-Citizens Bank & Trust Co.	Telephone System Lease	\$ 337.97
10/20/2023	58942	B AND B Small Engine	Chain Saw Chain Replacement	\$ 39.09
10/20/2023	58943	Bay Plumbing Supply, Inc.	Urinal Repair Kit, Shower Fittings, O-Dock Restroom Faucet Repair Parts	\$ 425.03
10/20/2023	58944	Bay Propeller	<i>Dauntless</i> Propeller & Shaft Maintenance	\$ 7,976.03
10/20/2023	58945	Bayside Oil II, Inc.	Fuel Disposal	\$ 456.00
10/20/2023	58946	Big Creek	Bench Repair Lumber, Tire Chock Lumber	\$ 161.71
10/20/2023	58947	Bow Wow Pet Waste Products	Pet Waste Station Bags	\$ 210.88
10/20/2023	58948	Brass Key Locksmith, Inc.	Key Blanks	\$ 91.02
10/20/2023	58949	Burke, Williams & Sorensen, LLP	Legal Consultation	\$ 5,382.00
10/20/2023	58950	California State Parks	Boat Accident Investigation Course Cancellation Fee	\$ 100.00
10/20/2023	58951	Cale America, Inc.	Monthly Service	\$ 1,163.47
10/20/2023	58952	Carpi & Clay	Washington Representation	\$ 800.00
10/20/2023	58953	Central Coast Systems	Quarterly Alarm Monitoring	\$ 210.00
10/20/2023	58954	City of Santa Cruz Finance Department	Annual Stormwater Users Charge	\$ 8,830.76
10/20/2023	58955	Clifford, Lance	<i>Pappy</i> Restoration Progress Payment	\$ 500.00
10/20/2023	58956	California Marine Affairs and Navigation Conference	Annual Membership	\$ 2,100.00
10/20/2023	58957	Comcast	Business Internet	\$ 391.06
10/20/2023	58958	Complete Mailing Service	Statement Mailing & Postage	\$ 534.66
10/20/2023	58959	County of Santa Cruz Information Services	Hazmat Disposal	\$ 169.00

Santa Cruz Port District  
**Accounts Payable Monthly Check Register**  
October 2023

Date	No.	Vendor	Description	Amount
10/20/2023	58960	County Specialty Gases	Welding Gas	\$ 11.62
10/20/2023	58961	Crystal Springs Water Co.	Boatyard Drinking Water	\$ 154.50
10/20/2023	58962	Data Ticket, Inc.	Citation Processing (July-August)	\$ 1,849.42
10/20/2023	58963	Elevator Service Company	Monthly Service	\$ 470.00
10/20/2023	58964	FedEx Office	Shipping	\$ 272.48
10/20/2023	58965	Ferguson Enterprises, Inc.	T-Dock Water Line Hardware, Urinal Repair Kit	\$ 416.63
10/20/2023	58966	Frog Environmental	Boatyard Treatment Tank Flocculant	\$ 1,863.37
10/20/2023	58967	Garda CL West, Inc.	Deposit Courier Service	\$ 774.08
10/20/2023	58968	Grainger	Disposable Gloves, Paint, Paint Brushes, Roller Covers, Hardhat Harnesses, Disposable Gloves, Coveralls, Sockets, Drill Bits, Batteries, Butane Refill, Chain Hoist, Eye Wash Station Hose, Eyewash Air Hose, Crimp Fittings	\$ 3,477.49
10/20/2023	58969	Hicks, Charles	Claim Settlement	\$ 108.99
10/20/2023	58970	Hose Shop	<i>Twin Lakes</i> Suction Hose & Flange, <i>Dauntless</i> Adapter & Coupler, Pressure Relief Valve	\$ 1,520.36
10/20/2023	58971	Huckaby, Rich	Security Deposit Refund	\$ 1,018.61
10/20/2023	58972	Jones, Mike	Security Deposit Refund	\$ 511.60
10/20/2023	58973	Kelly-Moore Paint Company, Inc.	Dredge Paint	\$ 1,281.63
10/20/2023	58974	Kimball Midwest	Boatyard Retail Items	\$ 375.20
10/20/2023	58975	Kinch, David	Security Deposit Refund	\$ 94.00
10/20/2023	58976	Koffler Electrical Mechanical	Aerator Motors	\$ 5,200.30
10/20/2023	58977	Lee & Associates Rescue	Confined Space Training	\$ 3,400.00
10/20/2023	58978	LEHR	Patrol Vehicle Firearm Lock Installation	\$ 375.00
10/20/2023	58979	Linde Gas & Equipment, Inc.	Welding Gas	\$ 328.77
10/20/2023	58980	Nigel Cunliffe	Car Show Shirts	\$ 1,779.41
10/20/2023	58981	Manning, Dwight	Security Deposit Refund	\$ 134.30
10/20/2023	58982	Marine Travelift, Inc.	Wire Rope	\$ 1,226.17
10/20/2023	58983	McDermott, Dick	497 Lake Avenue Installment Payment	\$ 4,535.45
10/20/2023	58984	McMaster-Carr Supply Company	<i>Dauntless</i> Gaskets & Pipe Flanges, Offshore Pipe Hardware, <i>Twin Lakes</i> Plumbing Fittings, Electrical Tape, Cable Grips	\$ 2,908.24
10/20/2023	58985	Meehan, Christopher	Security Deposit Refund	\$ 357.00
10/20/2023	58986	Mesiti-Miller Engineering, Inc.	Engineering Services: 2222 East Cliff Drive Deck Replacement Project	\$ 3,554.28
10/20/2023	58987	Mid County Auto Supply	Spray Paint	\$ 671.17
10/20/2023	58988	Mission Uniform Service	Uniform Service	\$ 927.44
10/20/2023	58989	MKB Stormwater Innovation	Dredge Yard Storm Water Filter	\$ 609.50
10/20/2023	58990	Nelson, Kevin	Security Deposit Refund	\$ 235.60

Santa Cruz Port District  
**Accounts Payable Monthly Check Register**  
 October 2023

Date	No.	Vendor	Description	Amount
10/20/2023	58991	Newman, Jeff	Security Deposit Refund	\$ 210.00
10/20/2023	58992	Operating Engineers Local Union No. 3	Union Dues (Payroll Deduction)	\$ 272.00
10/20/2023	58993	Capital One Trade Credit - OSH	Fasteners	\$ 4.49
10/20/2023	58994	Pacific Gas & Electric Company	Utilities	\$ 11,051.93
10/20/2023	58995	Palace Business Solutions	Office Supplies	\$ 115.24
10/20/2023	58996	Peterson	Equipment Filters	\$ 613.83
10/20/2023	58997	PNC Bank, N.A.	Taxable Loan Principle & Interest	\$ 136,563.34
10/20/2023	58998	Powertherm Maxim	<i>Twin Lakes</i> Silencer	\$ 6,820.00
10/20/2023	58999	RDO Equipment Co.	<i>Dauntless</i> Turbo Elbow Bolts	\$ 60.93
10/20/2023	59000	Redfield, Keith	Security Deposit Refund	\$ 820.83
10/20/2023	59001	Red Hills Environmental, LLC	Annual Sampling and Analysis Plan Final Payment	\$ 35,800.00
10/20/2023	59002	Red Wing Shoe Store	Dredge Staff Work Boots	\$ 347.58
10/20/2023	59003	Riverside Lighting & Electric	X-Dock Lighting Repair Parts, G-Dock Lighting, Security Camera Fuse Holder, Breaker Replacement	\$ 781.52
10/20/2023	59004	Roge, Paul	Boatyard 4-Haul Special Refund	\$ 300.00
10/20/2023	59005	Rom, Kyle	Security Deposit Refund	\$ 147.03
10/20/2023	59006	Royal Wholesale Electric	Aerator Starter	\$ 581.22
10/20/2023	59007	Santa Cruz Fire Equipment Company	Fire Extinguisher Maintenance & Replacement	\$ 4,262.67
10/20/2023	59008	Santa Cruz Records Management, Inc.	Document Shredding	\$ 91.30
10/20/2023	59009	Santa Cruz Tire & Auto Care	Patrol Vehicle Maintenance	\$ 106.03
10/20/2023	59010	Scheidt & Bachmann	Monthly Service	\$ 2,685.09
10/20/2023	59011	Schoennauer, Steve	Boatyard 4-Haul Special Refund	\$ 600.00
10/20/2023	59012	Santa Cruz Municipal Utilities	Utilities	\$ 9,092.25
10/20/2023	59013	SSB Construction	2222 East Cliff Drive Deck Replacement Project Progress Payment	\$ 433,033.80
10/20/2023	59014	Strawhacker, Dale	Security Deposit Refund	\$ 109.83
10/20/2023	59015	Svendsen's Boat Works	Anodes, Boatyard Retail Items	\$ 1,488.11
10/20/2023	59016	The Ferguson Group	Grant Writing Consulting Services (3 Months)	\$ 5,100.00
10/20/2023	59017	The Home Depot Pro Institutional	Janitorial Supplies	\$ 2,047.06
10/20/2023	59018	Total Secure Technology	Technical Support (September)	\$ 240.00
10/20/2023	59019	U.S. Bank Equipment Finance	Copier Leases	\$ 304.36
10/20/2023	59020	US Relay	Webcam Service	\$ 484.00
10/20/2023	59021	Ventura Hydraulic & Machine Works	<i>Squirt</i> Ladder	\$ 3,794.23
10/20/2023	59022	Verizon Wireless	Cell Phone & Tablet Service	\$ 329.31
10/20/2023	59023	Mark Larsen DBA: Viking	Window Cleaning	\$ 35.00
10/20/2023	59024	Vilozny, Moshe	Security Deposit Refund	\$ 126.28

Santa Cruz Port District  
**Accounts Payable Monthly Check Register**  
October 2023

Date	No.	Vendor	Description	Amount
10/20/2023	59025	Warren, Chris	Security Deposit Refund	\$ 134.30
10/20/2023	59026	West Marine Pro	<i>Dauntless</i> Rudder Port, <i>Odd Job</i> Dock Line, Anodes	\$ 742.53
10/20/2023	59027	West Marine Pro	Boatyard Retail Items	\$ 1,615.49
10/20/2023	59028	Wex Bank	Fleet Fuel	\$ 3,115.54
10/5/2023	Various	Various Employees	9/16/23-9/30/23 Payroll	\$ 6,588.87
10/20/2023	Various	Various Employees	10/1/23-10/15/23 Payroll	\$ 10,656.15
10/1/2023	EFT	Merchant Services	CALE Credit Card Fees	\$ 1,716.96
10/1/2023	EFT	Merchant Services	Boatyard Credit Card Fees	\$ 487.20
10/1/2023	EFT	Gravity Payments	Front Desk Credit Card Fees	\$ 2,832.41
10/1/2023	EFT	Gravity Payments	RV Park Credit Card Fees	\$ 85.00
10/1/2023	EFT	Windcave, Inc.	Concession Lot Credit Card Fees	\$ 2,232.48
10/1/2023	EFT	Transaction Express	Online Billpay ACH Fees	\$ 676.66
10/1/2023	EFT	ElectronicPayments	Fuel Dock Credit Card Fees	\$ 504.62
10/1/2023	EFT	Merchant Services	Online Billpay Credit Card Fees	\$ 225.91
10/5/2023	EFT	PAYCHEX	Payroll Service Fees	\$ 372.50
10/6/2023	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 8,706.94
10/6/2023	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 7,199.56
10/6/2023	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 2,913.63
10/6/2023	EFT	CalPERS	457 Contributions (Payroll Deduction)	\$ 4,288.45
10/6/2023	EFT	CalPERS	Health Insurance	\$ 47,832.42
10/6/2023	EFT	Empower Retirement	457 Loan Repayments (Payroll Deduction)	\$ 677.71
10/6/2023	EFT	Comerica Cardmember Services	WhenIWork Subscription, Bolt Cutters, Constant Contact Annual Subscription, Zoom Monthly Subscription, 2222 East Cliff Drive Deck Replacement Project Signage, Office Supplies, Recruitment Advertising, Hydrogen Sulfide Functional Test Module Calibration, Waste Disposal, Beach Wheelchair Bearings, Booster Service Water Pump, <i>Squirt</i> Window Replacement, Graffiti Remover, Pest Control, Welder Muffler, <i>Dauntless</i> Exhaust Fittings, Aerator Fans	\$ 9,084.42
10/10/2023	EFT	Gravity Payments	Front Desk Credit Card Gateway Fee	\$ 24.20
10/10/2023	EFT	Gravity Payments	RV Park Credit Card Gateway Fee	\$ 10.00
10/11/2023	EFT	California Department of Tax and Fee Administration	Underground Storage Tank Maintenance Return	\$ 788.00
10/11/2023	EFT	California Department of Tax and Fee Administration	Sales and Use Tax Return	\$ 8,440.00
10/11/2023	EFT	Comerica Bank	Service Charges	\$ 950.76
10/20/2023	EFT	PAYCHEX	Time & Attendance Fees	\$ 119.90
10/20/2023	EFT	PAYCHEX	Payroll Service Fees	\$ 347.35

Santa Cruz Port District  
**Accounts Payable Monthly Check Register**  
 October 2023

Date	No.	Vendor	Description	Amount
10/23/2023	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 8,715.82
10/23/2023	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 7,204.58
10/23/2023	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 1,799.33
10/23/2023	EFT	CalPERS	457 Contributions (Payroll Deduction)	\$ 3,830.13
10/23/2023	EFT	Empower Retirement	457 Loan Repayments (Payroll Deduction)	\$ 677.71
10/30/2023	EFT	Windcave, Inc.	Concession Lot Credit Card Gateway Fee	\$ 625.66
10/5/2023	EFT	PAYCHEX	9/16/23-9/30/23 Payroll Direct Deposit	\$ 68,412.42
10/5/2023	EFT	PAYCHEX	9/16/23-9/30/23 Payroll Taxes	\$ 33,322.72
10/20/2023	EFT	PAYCHEX	10/1/23-10/15/23 Payroll Direct Deposit	\$ 63,467.31
10/20/2023	EFT	PAYCHEX	10/1/23-10/15/23 Payroll Taxes	\$ 34,923.24
<b>Total October 2023 Disbursements</b>				<b>\$ 1,471,946.36</b>



TO: Port Commission  
FROM: Holland MacLaurie, Port Director  
DATE: November 15, 2023  
SUBJECT: Port Director's Report – November 28, 2023

#### FEMA Update

Staff continues to work with FEMA representatives to secure reimbursement for a variety of storm-related projects, including entrance channel debris removal / dredging, piling replacement, minor fuel dock repairs, and pavement repairs at 493 Lake Avenue. The following two projects are nearing final application review and reimbursement is anticipated soon:

- Minor Fuel Dock Repairs - \$9,440.46
- Pavement Repairs at 493 Lake Avenue - \$16,875.00

#### 616 Atlantic Avenue

Earlier this month, staff met with representatives from Rad Lab to officially kickoff the conceptual design process for a new restaurant building (or similar) at 616 Atlantic Avenue. Staff discussed design parameters and permitting requirements to aid in the development process. Rad Lab will develop a draft conceptual design for presentation to the full Commission during the first quarter of 2024. Feedback from the Commission will be solicited to refine the design concept prior to moving the project forward.

#### Murray Street Bridge Seismic Project Update

The City of Santa Cruz's invitation soliciting formal bids for the Murray Street Bridge Seismic Retrofit Project will close on December 5, 2023 (extended from Tuesday, November 21, 2023).

#### Insurance Update

On November 15, 2023, staff met with the Port District's insurance broker to review potential options for reducing the Port District's annual insurance premium costs, as FY24 costs increased approximately 74% or \$579,474 over FY23. An analysis of self-insured vs. fixed premium costs will be presented to the Commission for consideration in January 2024, prior to the FY25 renewal.

#### RV Park Reservation System

The Santa Cruz Harbor RV Park recently transitioned to an online reservation system, which has significantly streamlined the booking process for staff and visitors alike. The new system provides greater insight and analytics into occupancy trends and has the potential to increase occupancy (and revenue) due to a back-end optimization algorithm and the ability to quickly reserve same day reservations.

#### Construction / Maintenance Committee Meeting

A Construction / Maintenance Committee meeting was convened on November 15, 2023, at 1 PM in the Harbor Public Meeting Room to discuss the feasibility of purchasing a floating barge to facilitate in-house pile replacement projects and other infrastructure improvements. A second Committee meeting will be convened in early January to continue discussions.

Coast Guard Auxiliary Change of Watch

Assistant Harbormaster Rothwell, Customer Service Representative Rothwell, and I attended the annual Coast Guard Auxiliary Change of Watch ceremony in Monterey on Saturday, November 11, 2023.

Port Commission December Meeting Schedule

The regular public meeting in December has been rescheduled to Tuesday, December 12, 2023, at 5:30 PM.



TO: Port Commission  
FROM: Blake Anderson, Harbormaster  
DATE: November 16, 2023  
SUBJECT: Harbormaster's Report

### Vessel Disposal

Staff organized the proper disposal of thirteen vessels on November 15, 2023. The work was performed under the District's Surrendered and Abandoned Vessel Exchange (SAVE) Grant through the CA Division of Boating and Waterways. In total, five sailboats and eight power vessels were demolished. Staff's continued effort in administering the grant helps ensure that derelict or unwanted vessels don't end up abandoned in our waterways.



### Acoustic Doppler Current Profiler (ADCP) Deployment

On October 31, 2023, a U.S. Geological Survey vessel deployed a tide-gauge instrument near the fuel dock. The instrument, called Acoustic Doppler Current Profiler (ADCP) provides real-time data on tide height, current direction, and current velocity. In addition to scientists studying the impacts of tsunamis, staff is hopeful that the data will assist in predicting conditions, including potentially damaging surges within the harbor during large swells and storm events. In the future, a second unit may be deployed somewhere north of the Murray Street Bridge, possibly near U-Dock.

### Firework Court Case Update

On August 4, 2023, Harbor Patrol staff cited an individual for igniting mortar-type fireworks from his vessel while it was berthed at the fuel dock. On November 6, 2023, the case went to court and the subject was found guilty. The court assessed a fine of \$500.

### Search and Rescue Training

Harbor Patrol staff hosted a search and rescue training on November 7, 9, and 10, 2023. The training simulated a response to a de-masted sailboat offshore with removal of injured patients, and a response to a medical emergency aboard a large charter vessel. The training utilized a surrendered sailboat to introduce fire and lifeguard personnel to the hazards associated with boarding and operating near vessels in distress. Chardonnay II also participated in the charter boat exercise. Special thanks to Deputy Harbormaster Gottlieb for organizing the training and developing the curriculum.



### Fisheries Update

Recreational crab opened on November 2, 2023, for hoop nets and snares only. Some crabbers are reporting limited success using the hoop nets. It is unknown when the CA Department of Fish and Wildlife (DFW) will allow the use of conventional traps in the recreational fishery.

Commercial Dungeness crab will again be delayed due to the presence of humpback whales in the area. Several local commercial crabbers are engaged in the planning process for DFW and are hopeful that the season may open sometime in December if the fleet agrees to gear reduction and depth restrictions. This year, DFW is requiring that all vessels engaged in the commercial Dungeness crab fishery install electronic monitoring units on their vessels.

Rockfish season is currently open in waters beyond the 50 fathom (300ft) line. While regulations are not finalized, there are indications that this depth restriction will stay in place for the next several years to protect Quillback rockfish stocks. The absence of an inshore rockfish season will represent a loss to the Port District, commercial fishers, charter boats, and marine-related businesses.

### Fisheries Report

The fisheries report consists of data from two sources: the 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 and value. For other data, the species landed is shown with no weight data. Landing data continued on the next page.

**October 2023 – Total Port Landings:**

Species	Weight (lbs.)	Ex-Vessel (per lbs.)	Approx. Value
CA Halibut	122.10	\$10.19	\$1,244.50
Bluefin Tuna	1,976.60	\$6.78	\$13,401.80
Vermillion Rockfish	80.05	\$3.18	\$255.08
Jack Mackerel	2,531.90	\$1.28	\$3,247.85
Lingcod	248.70	\$2.78	\$776.10

**Total Weight (lbs.) Reported: 4,959.35****Total Ex-Vessel: \$18,925.33**

Species also landed\* - Pacific Pompano, Pacific Sardine, Northern Anchovy, Jacksmelt, Sablefish (blackcod), Rock Crab, Rockfish (various), Petrale Sole, White Croaker, Starry Flounder,

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

**October 2023 – Resident Buyer Landings:**

Species	Weight (lbs.)	Ex-Vessel (per lbs.)	Approx. Value
CA Halibut	36.10	\$10.00	\$361.00
Bluefin Tuna	1,795.80	\$7.00	\$12,570.60
Rockfish (various)	2,048.00	\$2.50	\$5,120.00
Lingcod	41.20	\$3.00	\$123.60
Rock Crab	905.00	\$3.00	\$2,715.00
Mackerel	146.60	\$1.00	\$146.60
Soles	6.50	\$2.00	\$13.00

**Total Weight (lbs.) Reported: 4,979.20****Total Ex-Vessel: \$21,049.80**



TO: Port Commission  
FROM: Carl Wulf, Facilities Maintenance & Engineering Manager  
DATE: November 28, 2023  
SUBJECT: Facilities Maintenance & Engineering Manager's Report

### **Dredging Operations:**

#### Twin Lakes

*Twin Lakes* was moved from its off-season mooring in the north harbor to the entrance channel during the low tide on Monday, November 13, 2023. Crews are currently mobilizing the disposal pipeline in preparation for entrance channel dredging, which is scheduled to commence on November 21, 2023.



#### Squirt

North Harbor dredging began on November 6, 2023, but quickly came to a halt due to trouble with the hydraulic system. After investigation, it was determined that there were two hydraulic hoses leaking under the lever room in the forward area of the sponson. Crews were able to pump out the fluid and replace the fittings and hoses. Dredging resumed on November 14, 2023, and is permitted to continue through February 28, 2023. Crews are focusing on deepening the J-J fairway and will move to the X-J fairway in the coming weeks.

#### Dauntless

Crews report *Dauntless* is performing well after receiving maintenance this summer.

#### D 6 Dozer

Representatives from CAT were onsite and replaced both turbochargers on the dozer.

**Maintenance:**

North Harbor Transformer Replacement Project

The Port District issued a Request for Proposals (RFP) on October 30, 2023, for the North Harbor Transformer Replacement Project. Three contractors attended the mandatory pre-bid meeting held on Thursday, November 9, 2023. Bids were scheduled to open on Friday, November 17, 2023, however no bids for the project were received.

2222 East Cliff Drive – Boiler Replacement

The new boiler for 2222 East Cliff Drive was installed the week of October 30, 2023.

2222 East Cliff Drive Deck Replacement Project

All phases of work have been completed on the deck replacement project. The contractor (SSB) is working on demobilizing, finishing work (paint and siding), and punch list items.

**CHARTER / BUSINESS USE OF SLIPS ANNUAL REPORT**

<b>CHARTER FEE</b>										
Small (6 Pak): \$125 x passenger capacity/12-month Medium (7-48 Pak): \$2.00 /per passenger (base fee may apply) Large (49+ Pak): \$2.00 /per passenger (base fee may apply)										
Operator	Charter Fee / Pak Rating	Slips Originating From		Annual Revenue Calculation		Discounts		Annual Adjusted Revenue		Comments
		Commission	Waiting List	Slip Rent	Charter Fee	Public Benefit	Other	Slip Rent (less discounts)	Charter Fee (less discounts)	
Barbarossa Fishing (Payton, J.)	1 Small (6 Pak)			n/a	750	0	0	0	750	PC approval April 2022, commenced May 2022 (Launch Ramp Operation)
Big Anchovy Sportfishing (Andreassen, E.)	1 Small (6 Pak)			n/a	750	0	0	0	750	PC approved February 2023, commenced March 2023 (Launch Ramp Operation)
California Classic Sail (Roberts, F)	1 Small (6 Pak)		1	9,618	750	0	0	9,618	750	Reduced pak rating from 12-pak to 6-pak (Dec 2020)
Chardonay (Beauregard, J.)	1 Large (49 Pak)	1		15,389	33,922	0	0	15,389	33,922	Min. base \$2,000 per month, annual charter fee varies (\$2 per passenger). Total is through October 2023
Chartle Charters (Stoops, J. & R.)	1 Small (6 Pak)		1	5,940	750	0	0	5,940	750	
Cod Mountain Fish Co. (G. Webb)	1 Small (6 Pak)		1	5,766	750	0	0	5,766	750	PC approved June 2023, commenced July 2023
Go Fish Santa Cruz Charters (Thomas, J.)	1 Small (6 Pak)	1		5,947	750	0	0	5,947	750	
Lighthall Yacht Charters (Lighthall, S.)	2 Small (6 Pak)	2		15,068	1,500	0	0	15,068	1,500	2 slips, 2 6-pak charter vessels
Monterey Bay Charters (Dolan, T.)	1 Small (6 Pak)		1	6,989	750	0	0	6,989	750	
Nomad Sailing Charters (Thom, B.)	1 Small (6 Pak)		1	11,542	750	0	0	11,542	750	
Ocean Safaris (J. Moskito)	1 Small (6 Pak)		1	5,457	750	0	0	5,457	750	
O'Neill Yacht Charters (O'Neill, T.)	1 Large (49-99 Pak)	1		12,933	21,050	0	0	12,933	21,050	Annual charter fee varies (\$2 per passenger) Total is through October 2023
Pacific Yachting & Sailing (Beauregard, J.)	12 Small (6 Pak)	11		71,301	9,000	0	0	71,301	9,000	11 slips, 12 small 6-pak charter vessels (PC approval April 2019)
Santa Cruz Coastal Charters (Armstrong, R.)	1 Small (6 Pak)		1	6,115	750	0	0	6,115	750	
Sea Spirit (Stoops, J. & R.)	1 Medium (30 Pak)		1	8,387	5,559	0	0	8,387	5,559	Effective June 2023, \$2 per passenger fee applied. Total is through October 2023
Seabright Sportfishing (Collins, J.)	1 Small (6 Pak)		1	1,923	438	0	0	1,923	438	Charter Closed July 2023
Stagnaro Charters - Legacy (Stagnaro, K.)	1 Medium (46 Pak)	1		11,542	7,978	0	0	11,542	7,978	Effective June 2023, \$2 per passenger fee applied. Total is through October 2023
Stagnaro Charters - Velocity (Stagnaro, K.)	1 Large (65 Pak)	1		12,503	16,446	0	0	12,503	16,446	Effective June 2023, \$2 per passenger fee applied. Total is through October 2023
Valhalla of Santa Cruz Charters (J. & R. Coffin)	1 Small (6 Pak)		1	16,429	750			16,429	750	PC approved August 2023, commenced September 2023
Waypoint Sport Fishing (Olsen, B.)	1 Small (6 Pak)		1	8,775	750	0	0	8,775	750	
				<b>2023</b>	<b>\$0</b>	<b>\$0</b>	<b>\$231,623</b>	<b>\$104,893</b>		
				2022	\$0	\$0	\$204,884	\$98,725	*Two small charter operators closed in 2023 and four small charter operators were approved.	

<b>BUSINESS USE OF SLIP</b>										
Annual Business Use Fee Formula is Equal to 1.5 x slip rent										
Operator	Pak Rating	Slips Originating From		Annual Revenue Calculation		Discounts		Annual Adjusted Revenue		Comments
		Commission	Waiting List	Slip Rent	Bus. Use Fee	Public Benefit	Other	Slip Rent (less discounts)	Bus. Use Fee (less discounts)	
Kayak Connection (Grigsby, J.)	N/A	1		4,961	2,480	0	0	4,961	2,480	U-Dock Float
Pegasus Racing (Kahn, P.)	N/A		1	11,542	5,771	0	0	11,542	5,771	
Vessel Assist (Ash, M.)	N/A	1		5,242	2,621	0	0	5,242	2,621	
West Marine (Repass, R.)	N/A		1	6,989	3,494	0	0	6,989	3,494	
Wizard Yachts (Lee, B.)	N/A		1	10,483	5,242	0	0	10,483	5,242	
				<b>2023</b>	<b>\$39,216</b>	<b>\$19,608</b>				
				2022	\$37,200	\$18,600				

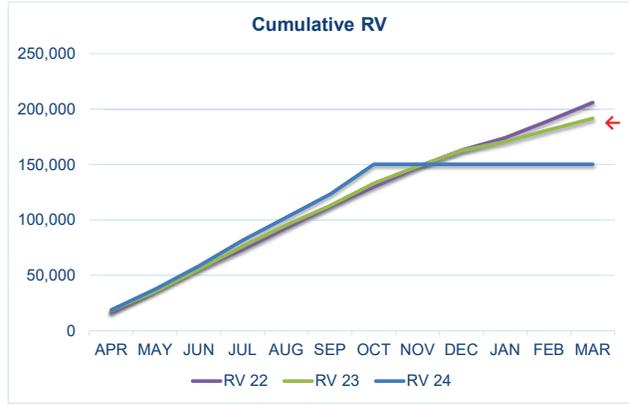
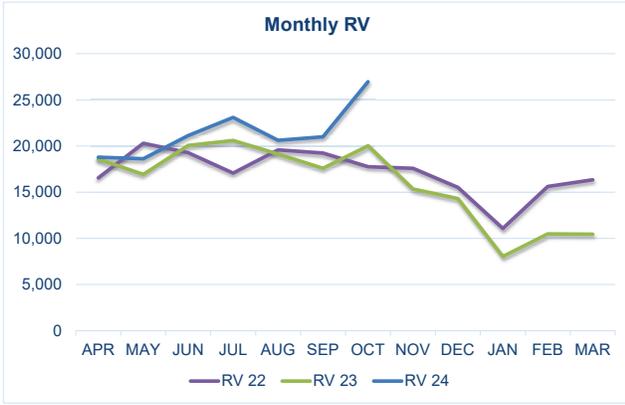
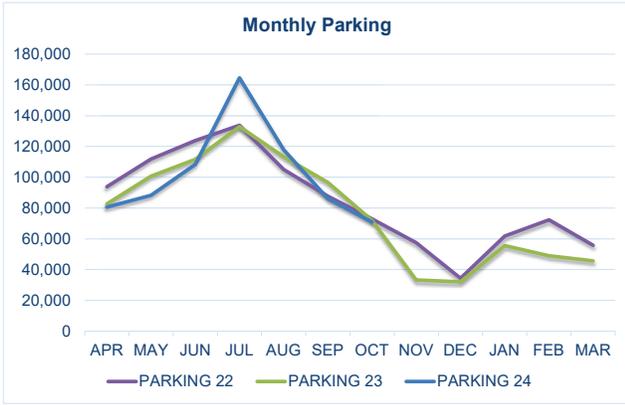
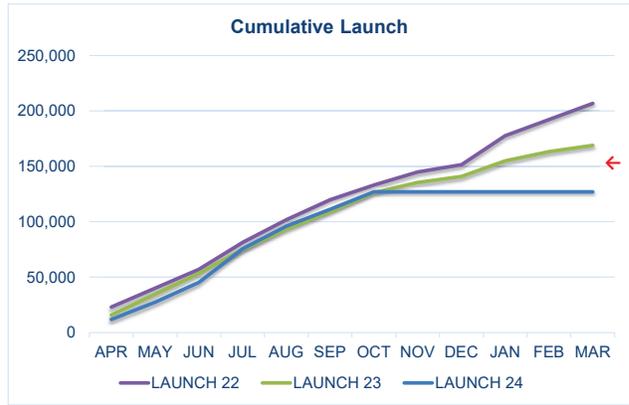
**NON-CHARTER / NON-BUSINESS USE DISCOUNTED SLIPS ANNUAL REPORT**

**2023**

<b>DISCOUNTED SLIPS</b>										
Programs receiving public benefit discounts										
Operator	Pak Rating	Slips Originating From		Annual Revenue Calculation		Discounts		Annual Adjusted Revenue		Comments
		Commission	Waiting List	Slip Rent	Base Rent	Public Benefit	Other	Slip Rent (less discounts)	Base Rent (less discounts)	
O'Neill Sea Odyssey	49	1		4,780	0	100%	0	0	0	In FY25 public benefit discount will be reduced to 90%, then 10% each year until 50%
Santa Cruz Sailing Foundation	N/A	1		6,989	0	50%	0	3,494	0	Benefit discount reduced from 100% to 50% on 12/1/21. PC action October 2020.
Sea Scouts	N/A	1		11,385	0	100%	0	0	0	In FY25 public benefit discount will be reduced to 90%, then 10% each year until 50%
UCSC Community Center	N/A	4		18,579	24,463	50%	0	18,579	12,231	50% discount applied to "Annual Base Rent" only, not slips.
				<b>2023</b>	<b>\$31,890</b>	<b>\$0</b>		<b>\$22,073</b>	<b>\$12,231</b>	
				2022	\$28,041	\$0		\$20,202	\$11,660	

Santa Cruz Port District  
**SEASONAL INCOME**  
 For the Seven Months Ending October 31, 2023

FY24 Budget ←



Santa Cruz Port District  
**Monthly Budget Report**  
For the Seven Months Ending October 31, 2023

Account	Description	YTD	FY24 BUDGET	% BUDGET	FY23 YTD	Variance
<b>OPERATING INCOME</b>						
000-000-000-0000-4000	Slip Rent Permanent	\$2,926,773	\$5,030,700	58%	\$2,821,576	\$105,197
000-000-000-0000-4002	Slip Rent Visitors	\$182,847	\$210,000	87%	\$230,267	(\$47,421)
000-000-000-0000-4003	Annual Slip Rent Discount	(\$447)	(\$1,225)	36%	(\$775)	\$328
000-000-000-0000-4006	Tenant Concession Rent	\$1,266,846	\$2,054,400	62%	\$1,311,660	(\$44,814)
000-000-000-0000-4008	Misc. Tenant Rent (Sewer)	\$44,445	\$135,000	33%	\$40,368	\$4,078
000-000-000-0000-4010	Launch Fees	\$126,980	\$155,000	82%	\$126,134	\$847
000-000-000-0000-4012	Liveaboard	\$62,062	\$75,000	83%	\$45,866	\$16,196
000-000-000-0000-4014	Catamaran Storage	\$17,176	\$26,000	66%	\$16,970	\$205
000-000-000-0000-4016	North Harbor Dry Storage	\$120,661	\$195,000	62%	\$115,494	\$5,167
000-000-000-0000-4018	7th Ave Dry Storage	\$73,685	\$122,000	60%	\$71,065	\$2,619
000-000-000-0000-4020	Waiting List	\$12,302	\$120,000	10%	\$10,900	\$1,402
000-000-000-0000-4024	Slip Leave Option		\$3,000	0%	\$250	(\$250)
000-000-000-0000-4026	Partnership Fees	\$19,578	\$30,000	65%	\$18,748	\$830
000-000-000-0000-4028	Sublease Fees	\$24,304	\$35,000	69%	\$29,078	(\$4,774)
000-000-000-0000-4030	Variable/Utility Fees	\$140,788	\$207,250	68%	\$125,150	\$15,638
000-000-000-0000-4032	Late Fees	\$31,036	\$50,000	62%	\$33,012	(\$1,976)
000-000-000-0000-4036	Citations	\$103,585	\$98,000	106%	\$85,761	\$17,824
000-000-000-0000-4040	Credit Card Convenience Charges	\$16,842	\$22,000	77%	\$15,768	\$1,074
000-000-000-0000-4100	Parking - Concession Lot	\$410,647	\$880,000	80%	\$395,717	\$14,930
000-000-000-0000-4102	Parking - Launch Area	\$15,127			\$29,655	(\$14,528)
000-000-000-0000-4104	Parking - Southwest	\$148,661			\$132,617	\$16,043
000-000-000-0000-4106	Parking - North	\$24,634			\$26,070	(\$1,437)
000-000-000-0000-4108	Parking - Southeast	\$97,384			\$106,982	(\$9,598)
000-000-000-0000-4118	Meter Permits	\$8,079			\$9,309	(\$1,231)
000-000-000-0000-4120	Slip Renter Parking Permits	\$11,680	\$26,000	45%	\$9,199	\$2,481
000-000-000-0000-4122	RV Parking	\$150,198	\$195,000	77%	\$132,946	\$17,252
000-000-000-0000-4200	Fuel Sales Gasoline	\$223,576	\$345,000	65%	\$372,283	(\$148,707)
000-000-000-0000-4202	Fuel Sales Diesel	\$221,109	\$465,000	48%	\$543,131	(\$322,022)
000-000-000-0000-4210	Wash Rack	\$6,775	\$6,500	104%	\$8,231	(\$1,456)
000-000-000-0000-4220	Boatyard Retail	\$12,310	\$16,500	75%	\$15,929	(\$3,619)
000-000-000-0000-4225	Boatyard Labor	\$1,475	\$750	197%	\$260	\$1,215
000-000-000-0000-4230	Boatyard Rental	\$1,385	\$3,000	46%	\$3,395	(\$2,010)
000-000-000-0000-4235	Boatyard Misc.	\$23,758	\$32,000	74%	\$24,247	(\$489)
000-000-000-0000-4240	Lay Days/Storage	\$66,123	\$140,000	47%	\$134,923	(\$68,801)
000-000-000-0000-4245	Vessel Haulout	\$96,097	\$132,000	73%	\$96,901	(\$805)
000-000-000-0000-4250	Vessel Berthing	\$26,858	\$32,000	84%	\$31,198	(\$4,340)
	<b>OPERATING INCOME</b>	<b>\$6,715,336</b>	<b>\$10,840,875</b>	<b>62%</b>	<b>\$7,170,285</b>	<b>(\$454,949)</b>

Santa Cruz Port District  
**Monthly Budget Report**  
For the Seven Months Ending October 31, 2023

Account	Description	YTD	FY24 BUDGET	% BUDGET	FY23 YTD	Variance
<b>EXPENSE SUMMARY BY PROGRAM</b>						
	Administrative Services (110)	\$476,598	\$889,563	54%	\$421,438	\$55,160
	Finance & Purchasing (120)	\$124,266	\$239,618	52%	\$122,634	\$1,632
	Property Management (130)	\$468,555	\$842,315	56%	\$359,798	\$108,757
	Environmental & Permitting (140)	\$104,010	\$189,158	55%	\$105,645	(\$1,635)
	Port Commission Support (190)	\$36,006	\$78,653	46%	\$33,917	\$2,088
	Harbor Patrol (210)	\$447,095	\$863,451	52%	\$467,502	(\$20,406)
	Marina Management (220)	\$338,314	\$611,835	55%	\$339,075	(\$762)
	Rescue Services (230)	\$57,177	\$144,756	39%	\$53,715	\$3,461
	Parking Services (240)	\$254,163	\$384,271	66%	\$262,973	(\$8,810)
	Events (250)	\$11,439	\$33,179	34%	\$16,209	(\$4,770)
	Fuel Services (280)	\$326,317	\$516,338	63%	\$710,636	(\$384,319)
	Docks, Piers, Marine Structures (310)	\$427,650	\$679,068	63%	\$294,172	\$133,478
	Utilities (320)	\$50,017	\$109,072	46%	\$59,729	(\$9,712)
	Buildings (330)	\$258,382	\$465,185	56%	\$219,589	\$38,793
	Grounds (340)	\$504,740	\$865,519	58%	\$533,232	(\$28,492)
	Aeration (350)	\$34,797	\$59,229	59%	\$21,648	\$13,149
	Fishery Support (360)	\$4,756	\$17,024	28%	\$7,478	(\$2,722)
	Capital Projects (390)	\$198,574	\$363,503	55%	\$226,699	(\$28,125)
	Dredging Operations (400)	\$906,802	\$1,653,480	55%	\$871,368	\$35,434
	Boatyard Operations (500)	\$213,436	\$408,535	52%	\$224,901	(\$11,465)
	<b>OPERATING EXPENSES</b>	<b>\$5,243,094</b>	<b>\$9,413,753</b>	<b>56%</b>	<b>\$5,352,361</b>	<b>(\$109,267)</b>
	<b>OPERATING PROFIT</b>	<b>\$1,472,242</b>	<b>\$1,427,122</b>	<b>103%</b>	<b>\$1,817,924</b>	<b>(\$345,682)</b>
<b>NON OPERATING INCOME/(EXPENSE)</b>						
000-000-000-0000-4300	Harbor Services Charge	\$4,866	\$10,000	49%	\$500	\$4,366
000-000-000-0000-4308	Interest Income	\$381,123	\$125,000	305%	\$64,704	\$316,419
000-000-000-0000-4310	Other Income	\$47,166	\$85,000	55%	\$89,726	(\$42,560)
000-000-000-0000-4375	USACE Reimbursement	\$262,500	\$525,000	50%		\$262,500
000-000-000-0000-4405	Grants - DBAW	\$13,552	\$12,000	113%	\$8,604	\$4,948
000-000-000-0000-4406	County Rescue Contribution	\$25,000	\$50,000	50%	\$25,000	\$0
000-000-000-0000-4408	Waste Oil Grant	\$9,030	\$12,000	75%	\$7,408	\$1,622
000-000-000-0000-4412	Tsunami Insurance Reimbursement		\$0	0%	\$270,000	(\$270,000)
000-000-000-0000-4500	Gain/(Loss) on Asset Disposal	\$3,050		0%	\$3,575	(\$525)
000-000-000-0000-4600	Cash Over/Under	(\$746)		0%	(\$360)	(\$385)
000-000-000-0000-4900	Election Expense			0%		\$0
	Principal Debt Payments	(\$808,332)	(\$1,365,818)	59%	(\$775,864)	(\$32,467)
	Capital Improvement Program	\$2,715,132	(\$500,000)	(543%)	(\$201,462)	\$2,916,595
	Capitalized Expenses	(\$128,188)	(\$212,500)	60%	(\$165,712)	\$37,524
	Depreciation	(\$980,011)	\$0	0%	(\$980,011)	\$0
	<b>NET INCOME/(LOSS)</b>	<b>\$3,016,385</b>	<b>\$167,804</b>	<b>1798%</b>	<b>\$164,030</b>	<b>\$2,852,355</b>

California State Treasurer  
**Fiona Ma, CPA**



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

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

SANTA CRUZ PORT DISTRICT

PORT DIRECTOR  
 135 5TH AVENUE  
 SANTA CRUZ, CA 95062

[Tran Type Definitions](#)

**Account Number:**

October 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
10/13/2023	10/12/2023	QRD	1740820	N/A	SYSTEM	2,500.98

**Account Summary**

Total Deposit:	2,500.98	Beginning Balance:	286,575.64
Total Withdrawal:	0.00	Ending Balance:	289,076.62



Summary Statement

October 31, 2023

Page 1 of 3

Investor ID:

Santa Cruz Port District  
135 5th Avenue  
Santa Cruz, CA 95062

California CLASS

California CLASS

Average Monthly Yield: 5.5144%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Port District Main	12,679,873.87	4,500,000.00	0.00	64,846.31	294,720.18	13,988,417.30	17,244,720.18
<b>TOTAL</b>	<b>12,679,873.87</b>	<b>4,500,000.00</b>	<b>0.00</b>	<b>64,846.31</b>	<b>294,720.18</b>	<b>13,988,417.30</b>	<b>17,244,720.18</b>

Tel: (877) 930-5213

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Account Statement

October 31, 2023

Page 2 of 3

Account Number:

Port District Main

Account Summary

Average Monthly Yield: 5.5144%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	12,679,873.87	4,500,000.00	0.00	64,846.31	294,720.18	13,988,417.30	17,244,720.18

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
10/01/2023	Beginning Balance			12,679,873.87	
10/23/2023	Contribution	4,500,000.00			2101
10/31/2023	Income Dividend Reinvestment	64,846.31			
10/31/2023	Ending Balance			17,244,720.18	

Tel: (877) 930-5213

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Daily Rates

October 31, 2023

Page 3 of 3

California CLASS

California CLASS

Date	Dividend Rate	Daily Yield
10/01/2023	0.00000000	5.5193%
10/02/2023	0.000150623	5.4978%
10/03/2023	0.000150776	5.5033%
10/04/2023	0.000150848	5.5060%
10/05/2023	0.000150883	5.5072%
10/06/2023	0.000602864	5.5011%
10/07/2023	0.00000000	5.5011%
10/08/2023	0.00000000	5.5011%
10/09/2023	0.00000000	5.5011%
10/10/2023	0.000150963	5.5101%
10/11/2023	0.000150804	5.5043%
10/12/2023	0.000150890	5.5075%
10/13/2023	0.000452775	5.5088%
10/14/2023	0.00000000	5.5088%
10/15/2023	0.00000000	5.5088%
10/16/2023	0.000150859	5.5064%
10/17/2023	0.000150809	5.5045%
10/18/2023	0.000151121	5.5159%
10/19/2023	0.000151110	5.5155%
10/20/2023	0.000451005	5.4872%
10/21/2023	0.00000000	5.4872%
10/22/2023	0.00000000	5.4872%
10/23/2023	0.000150543	5.4948%
10/24/2023	0.000151523	5.5306%
10/25/2023	0.000151298	5.5224%
10/26/2023	0.000151890	5.5440%
10/27/2023	0.000456315	5.5518%
10/28/2023	0.00000000	5.5518%
10/29/2023	0.00000000	5.5518%
10/30/2023	0.000152189	5.5549%
10/31/2023	0.000152164	5.5540%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**

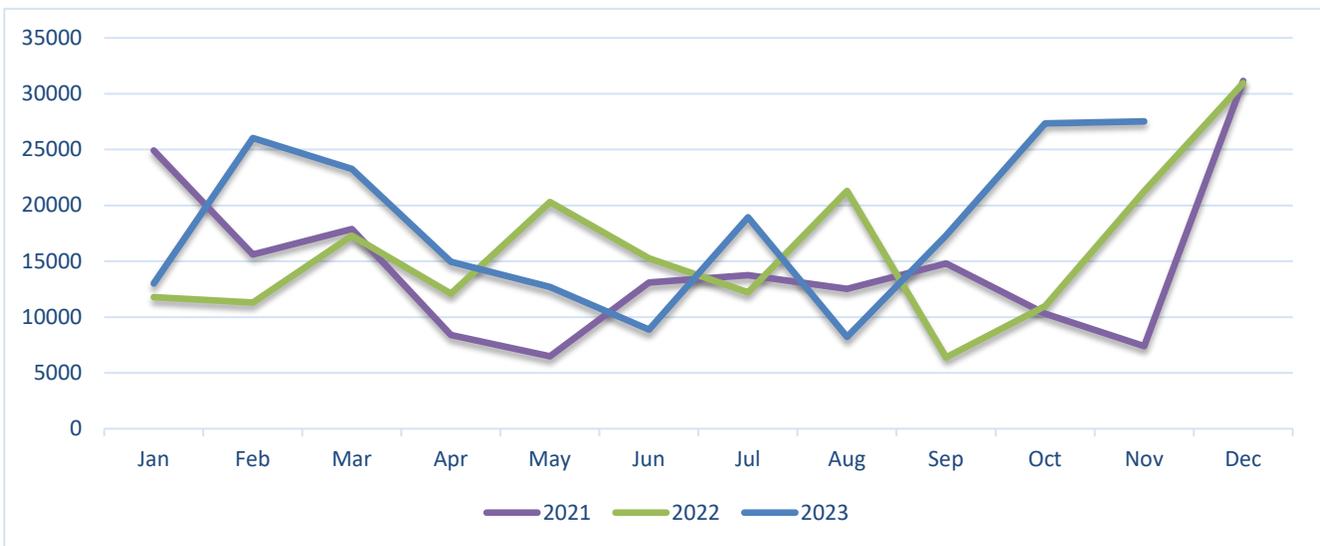
Tel: (877) 930-5213

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Santa Cruz Port District  
**60 DAY DELINQUENT ACCOUNTS**

The following accounts have balances 60 days delinquent as of November 13, 2023

Account Number	Current Month	30 Day Balance	60 Day Balance	90 Day Balance	Total Balance
4076	2,173.02	2,155.43	2,166.38	0.00	6,494.83
29573	1,028.20	1,019.98	1,019.98	0.00	3,068.16
48012	1,043.58	1,452.53	1.99	0.00	2,498.10
56573	615.34	610.50	542.98	0.00	1,768.82
48666	483.92	480.16	451.40	0.00	1,415.48
56970	532.61	528.43	150.00	0.00	1,211.04
58512	408.43	405.29	377.15	0.00	1,190.87
3094	432.32	570.27	102.13	0.00	1,104.72
55382	454.08	455.89	132.05	0.00	1,042.02
2093	507.95	513.82	16.25	0.00	1,038.02
48016	456.43	452.87	83.39	0.00	992.69
59365	290.75	288.57	236.60	0.00	815.92
59229	251.06	249.21	222.36	0.00	722.63
58496	289.65	287.47	104.00	0.00	681.12
45142	65.18	514.02	75.00	0.00	654.20
57958	216.19	214.63	188.06	0.00	618.88
60376	249.15	147.36	67.67	0.00	464.18
58308	161.57	160.45	134.33	0.00	456.35
58520	187.42	202.93	46.54	0.00	436.89
43996	89.19	88.67	63.14	0.00	241.00
59574	89.19	88.67	63.14	0.00	241.00
60057	89.19	88.67	63.14	0.00	241.00
47591	25.63	63.32	38.00	0.00	126.95
<b>Total</b>	<b>\$ 10,140.05</b>	<b>\$ 11,039.14</b>	<b>\$ 6,345.68</b>	<b>\$ -</b>	<b>\$ 27,524.87</b>



Santa Cruz Port District  
**90+ DAY DELINQUENT ACCOUNTS**

The following accounts have balances 90 days delinquent or greater as of November 13, 2023

Account Number	Current Month	30 Day Balance	60 Day Balance	90+ Day Balance	Total Balance	Commercial Slip	Action
55891	617.78	595.10	573.24	527.15	2,313.27		Revoke
55740	515.93	511.94	507.95	478.96	2,014.78		Revoke
2002	-	-	430.85	1,363.44	1,794.29		Bad Debt
58302	92.55	67.15	67.15	295.77	522.62		Revoke
55462	134.33	134.33	134.33	112.97	515.96		Revoke
29726	-	-	-	420.21	420.21		Bad Debt
<b>Total</b>	<b>\$ 1,360.59</b>	<b>\$ 1,308.52</b>	<b>\$ 1,713.52</b>	<b>\$ 3,198.50</b>	<b>\$ 7,581.13</b>		





TO: Port Commission  
FROM: Sean Rothwell, Assistant Harbormaster  
DATE: November 9, 2023  
SUBJECT: Harbor Patrol Incident Response Report – October 2023

***Search and Rescue, Patrol Boat Response***

- 10/2/23 Harbor Patrol responded to a report of a capsized kayak in the area of Potbelly Beach. Harbor Patrol conducted a search of the area, the object seen was determined to be a juvenile whale carcass. No signs of distress were found. Harbor Patrol returned to the harbor without incident.
- 10/11/23 Harbor Patrol responded to a report of a swimmer caught in a rip current in the area of Blacks Beach. Upon arrival, the victim was assisted to shore by State Park Lifeguards. Harbor Patrol returned to the harbor without incident.
- 10/14/23 Harbor Patrol responded to a report of multiple surfers in distress in the area of 36<sup>th</sup> Avenue. Upon arrival, the victims were being assisted to shore by Central Fire rescue swimmers. Harbor Patrol returned to the harbor without incident.
- 10/14/23 Harbor Patrol responded to a report of a swimmer in distress in the area of Twin Lakes State Beach. Upon arrival, the victim was assisted to shore by State Park Lifeguards. Harbor Patrol returned to the harbor without incident.
- 10/18/23 Harbor Patrol responded to a report of a person trapped by the incoming high tide in the area of 41<sup>st</sup> Avenue. Upon arrival, the victim was extracted up the cliffside by Central Fire. Harbor Patrol returned to the harbor without incident.
- 10/18/23 Harbor Patrol responded to seven calls for assistance as a result of the significant long-period WNW swell that impacted the area from October 18-21, 2023. Collectively, two victims were assisted/rescued.
- 10/19/23 Harbor Patrol responded to four calls for assistance as a result of the significant long-period WNW swell that impacted the area from October 18-21, 2023. Collectively, three victims were assisted/rescued.
- 10/20/23 Harbor Patrol responded to a report of a surfer in distress in the area of 41<sup>st</sup> Avenue. Upon arrival, Upon arrival, the victim was extracted up the cliffside by Central Fire. Harbor Patrol returned to the harbor without incident.
- 10/22/23 Harbor Patrol responded to a report of multiple surfers in distress in the area of 36<sup>th</sup> Avenue. Upon arrival, the victims were assisted onboard the patrol boat by Central Fire rescue swimmers and transported to the harbor. No injuries reported.

**Crime Reports, Assist Outside Department, and Incident Reports**

- 10/4/23 Harbor Patrol took an accident report after a minor vessel collision occurred in the area of B-Dock. Harbor Patrol facilitated the exchange of information. No damage reported.
- 10/4/23 Harbor Patrol conducted a traffic stop after a motorist was observed driving erratically on Murray Street Bridge. The case was turned over to Santa Cruz Police, and the suspect was subsequently arrested for driving under the influence.
- 10/10/23 Harbor Patrol took an accident report after a minor vehicle collision occurred in the area of O-Dock. Harbor Patrol facilitated the exchange of information. No injuries reported.
- 10/11/23 Harbor Patrol took a stolen property report after a bicycle was reported missing from the area of AA-Dock. No suspect information available.
- 10/12/23 Harbor Patrol responded to a report of a domestic disturbance in the area of P-Dock. Once on scene, two subjects were contacted and separated. Assistance from Santa Cruz County Behavioral Health was requested.
- 10/12/23 Harbor Patrol took an incident report after a charter passenger lost consciousness in the area of L-Dock. The subject was evaluated by Harbor Patrol before being transported to Dominican Hospital by ambulance for further evaluation.
- 10/12/23 Harbor Patrol conducted a traffic stop after a motorist was observed driving erratically and colliding with several parked vehicles in the concession parking lot. The motorist fled the scene, the case was turned over to Santa Cruz Police, and the suspect was subsequently arrested for driving under the influence.
- 10/13/23 Harbor Patrol responded to a report of an intoxicated subject in the area of the concession parking lot. The subject was taken into custody by Harbor Patrol for public intoxication and transported to Santa Cruz County Jail
- 10/14/23 Harbor Patrol responded to a report of an intoxicated subject who tripped and fell in the area of the concession parking lot. The subject was evaluated by Harbor Patrol before being transported to Dominican Hospital by paramedics.
- 10/15/23 Harbor Patrol took an incident report after a vehicle became submerged during a vessel retrieval at the launch ramp. The vehicle was recovered by a towing company. No hazmat response required.
- 10/25/23 Harbor Patrol took an accident report after a minor vessel collision occurred in the area of FF-Dock. Harbor Patrol facilitated the exchange of information. No damage reported.

**Parking Citations:**

October 2023 Parking Citation: 230  
October 2022 Parking Citation: 336

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

November 18, 2023

Dr. James Behrens  
Program Manager  
Coastal Data Information Program (CDIP)  
Scripps Institution of Oceanography  
University of California San Diego  
9500 Gilman Drive  
La Jolla, CA 92093

Dear Dr. Behrens,

On behalf of Santa Cruz Port District, I am contacting you in support of the California Department of Parks and Recreation's Oceanography Program.

The Santa Cruz Harbor Patrol monitors wave buoy data and forecasts on a daily basis. It provides essential information for short-term planning for dredging operations, our marine rescue program, general mariner safety, and emergency response staffing, and ensures the safety and security of our harbor docks and berthed vessels. Additionally, commercial fishermen, charter operators, and recreational boaters rely on the buoy data and wave forecasting for planning excursions at sea.

We understand that sustained funding for the Oceanography Program is crucial to ensure the adequate maintenance of its at-sea equipment or the continuity of its data sets. The number of buoys in the program's array has increased in recent years, benefiting data-users such as ourselves, but putting pressure on the program to operate an expanded network with limited resources. Given the importance of the information provided, we support efforts to secure increased funding for this program.

I appreciate your attention to this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Holland MacLaurie". The signature is fluid and cursive, with a large initial "H" and "M".

Holland MacLaurie  
Port Director

# Santa Cruz Port District

## Port Commission Review Calendar / Follow-Up Items 2023-24

### 2023

#### January-March

- ✓ Committee Assignments for 2023
- ✓ Sea Scouts' Biannual Report
- ✓ FY 24 Budget
- ✓ Review 5-year CIP
- ✓ Slip Vacancy Biannual Report / Waiting List Statistics
- ✓ Form 700 Filing (due by 3/31 each year)
- ✓ Biennial Anti-Harassment/Anti-Discrimination Training
- ✓ Crow's Nest Beach Market Rent Review at Option Period Ending 4/30/2023  
*2 (5) year options to extend*
- ✓ Intero Real Estate Rent Review at Option Period Ending 5/31/2023  
*1 (5) year option to extend*

#### April-June

- ✓ Dredge Report 2022-23 (moved to August)

#### July-September

- ✓ Annual O'Neill Sea Odyssey Report (annual review of slip rent reduction. PC action Jul-07)
- ✓ Sea Scouts' Biannual Report
- ✓ Slip Vacancy Biannual Report / Waiting List Statistics

#### October-December

- ✓ Mid Fiscal Year Review of CIP
- Review of CalPERS Actuarial Valuation Report
- Annual Review of Business Use of Slips
- Annual Vessel Use List Review
- Ethics Training Update (due by year end)
- Port Commission Officers for 2024

### Committee Review Items

- ✓ Comprehensive Review of Charter Fees and Public Benefit Discount Policy (January – April 2023)

### 2024

#### January-March

- Committee Assignments for 2024
- Sea Scouts' Biannual Report
- FY 25 Budget
- Review 5-year CIP
- Slip Vacancy Biannual Report / Waiting List Statistics
- Form 700 Filing (due by 3/31 each year)

#### April-June

- Café El Palomar Lease Exp. 7/31/2024  
*2 (5) year option to extend / rent review at first or second option period*
- Biennial Update to Conflict-of-Interest Code

#### July-September

- Annual O'Neill Sea Odyssey Report (annual review of slip rent reduction. PC action Jul-07)
- Dredge Report 2023-24
- Sea Scouts' Biannual Report
- Slip Vacancy Biannual Report / Waiting List Statistics

#### October-December

- Mid Fiscal Year Review of CIP
- Review of CalPERS Actuarial Valuation Report
- Annual Vessel Use List Review
- Annual Review of Business Use of Slips
- Ethics Training Update (due by year end)
- Port Commission Officers for 2024

### Future Calendar

- 7<sup>th</sup> and Brommer Property Assessment
- ABC End-Tie Review after Murray Street Bridge Retrofit
- Pedestrian Traffic Safety Improvements Review

### Key

- Pending
- In process
- ✓ Done

Updated 11/21/2023  
CommissionReviewCalendar-2023.doc