



Regular Public Session of May 26, 2020

**Santa Cruz Port Commission  
MINUTES**

*Commission Members Present (Via teleconference):*

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

**REGULAR PUBLIC SESSION – 7:00 PM**

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

1. Pledge of Allegiance
2. Oral Communication

**CONSENT AGENDA**

3. Approval of Minutes
  - a) Special Public Session of April 2, 2020
  - b) Special Closed Session of April 16, 2020
  - c) Regular Public Session of April 28, 2020

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

**REGULAR AGENDA**

4. Approval of Notice of Completion for Concession Lot Parking Access and Revenue Control System (PARCS) Project

Discussion: Port Director Olin recommended that the Commission accept the work of Scheidt & Bachman and authorize the Port Director to file the Notice of Completion.

Port Director Olin recommended that the remaining project fund balance of approximately \$49,213 be transferred to the Parking Upgrades Project to provide funding for an accessible parking remediation project in the concession parking lot. At the conclusion of the Parking Upgrades Project, she recommended that any remaining funds be transferred to the Restroom

Building Rehabilitation Project to help fund ADA upgrades to the concession lot restroom facility, an in-house project that is estimated to cost \$30,000 to \$35,000.

In response to a question posed by Chairman Reed, Harbormaster Anderson confirmed that the new parking equipment is performing properly and that temporary signage has been posted throughout the lot to notify customers of the new payment procedures.

MOTION: Motion made by Vice-chairman Goddard, seconded by Commissioner Smith to accept the Concession Lot Parking Access and Revenue Control System (PARCS) Project and authorize the Port Director to file the Notice of Completion and transfer any remaining project funding to the Parking Upgrades Project (F028); and, at the conclusion of the Parking Upgrades Project, transfer any remaining project funding to the Restroom Building Rehabilitation Project (F012).

- *Motion carried unanimously by roll call.*

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

5. Authorization to Dispose of Surplus Property - McElroy Fusion Machine and Allocate Revenues Received from Sale to the Dredge Intermediate Fund

Discussion: Port Director Olin stated that the District acquired its McElroy fusion machine in 2007. She stated that a replacement fusion machine has been ordered, so the current machine is no longer needed.

Port Director Olin requested that the Commission authorize the surplus of the District's McElroy fusion machine (valued at \$15,000 to \$20,000) in accordance with the Port Commission's surplus policy, and allocate revenues received from the sale to the Dredge Intermediate Fund to facilitate the replacement of two beach hydraulic valves at a cost of approximately \$8,000/each. The beach hydraulic valves were listed as unfunded Dredge Intermediate Fund equipment items in the FY21 budget.

MOTION: Motion made by Commissioner Smith, seconded by Commissioner Geisreiter to declare the McElroy Fusion Welder, model C17011 equipment as surplus property and authorize the Port Director to dispose of the equipment through auction or sale, in accordance with Port Commission policies; and authorize allocation of revenues received from the sale to the Dredge Intermediate Fund.

- *Motion carried unanimously by roll call.*

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

6. Award of Contract for 2020-21 Sediment Sampling and Analysis Plan Services (NTE \$55,000)

Discussion: Administrative Services Manager (ASM) MacLaurie stated that each year prior to commencing dredging for the season, the Port District is required to prepare and submit a Sampling and Analysis Plan (SAP) to regulators for review and approval. The plan describes the sediment sampling and testing proposed for each area to be dredged.

ASM MacLaurie stated that inner-harbor areas proposed for dredging during the upcoming 2020-21 season were sampled and tested in 2019. She stated that because Inner-harbor sediment test results remain valid for a period of up to three years if no significant changes in depth have occurred, the District will submit a Tier One Determination Request to regulators, which if approved, will eliminate the need for sampling and testing, resulting in significant cost savings to the District.

Administrative Services Manager stated that Red Hills Environmental has previously performed this sampling and analysis work and is familiar with the intricacies of the District's regulatory permits. She stated that the total cost for the project will range from \$15,000 to \$50,000, depending on sediment testing requirements as determined by regulators.

Port Director Olin recommended award of the contract to Red Hills Environmental, LLC.

MOTION: Motion made by Commissioner Geisreiter, seconded by Commissioner Smith to award contract to Red Hills Environmental, LLC, in an amount not to exceed \$50,000, plus a 10% contingency (\$5,000) for a total contract amount of \$55,000.

- *Motion carried unanimously by roll call.*
  - *Reed: YES*
  - *Goddard: YES*
  - *Smith: YES*
  - *Gertler: YES*
  - *Geisreiter: YES*

7. Approval of Cash / Payroll Disbursements – April 2020 (*There was no discussion on this agenda item*)

MOTION: Motion made by Commissioner Smith, seconded by Vice-Chairman Goddard to approve the cash and payroll disbursements for April 2020 in an amount of \$951,048.29.

- *Motion carried unanimously by roll call.*
  - *Reed: YES*
  - *Goddard: YES*
  - *Smith: YES*
  - *Gertler: YES*
  - *Geisreiter: YES*

**INFORMATION**

8. Port Director's Report

Resolution 20-03

Port Director Olin stated that under expanded authorities granted by the emergency declaration (Resolution 20-03), she has entered into the following contracts:

- Watsonville Grading and Excavation - \$27,500 for ADA parking remediation in the concession lot.
- Bay Building Janitorial - \$50,000 for COVID-19 related cleaning services (this additional disinfecting work is the subject of a FEMA public assistance grant request)

Available Office Space at 413 Lake Avenue, Suite 104

Port Director Olin stated that the District is currently readvertising the office space available for rent at 413 Lake Avenue, Suite 104, and is hopeful to bring a lease agreement for review and approval at the regular June meeting.

FY21 Fee Schedule Review

Port Director Olin stated that the annual fee schedule review has been postponed until further notice due to COVID-19. No changes to the existing fee schedule are proposed at this time.

Murray Street Bridge

Port Director Olin stated that she participated in a meeting to update the appraisal for the Murray Street Bridge Seismic Retrofit Project last week.

Concession Lot Restroom Rehabilitation Project

Port Director Olin stated that the Concession Lot Restroom Rehabilitation Project will be completed in-house by maintenance crews. Upgrades will include new tile, flooring, toilets, roofing, and interior/exterior paint. The project is estimated to cost \$30,000 to \$35,000.

Aldo's Seawall Replacement Project

Port Director Olin stated that Aldo's seawall coating submittal was accepted last week. She stated that another sinkhole has been identified near the southern terminus of the wall and is the result of a drainage issue in the area. Port Director Olin stated that prior to filing the Notice of Completion, the repair work will be completed by Granite Construction under a change order.

9. Harbormaster's Report

Harbormaster Anderson stated that he has received a total of 31 extended payment plan requests from slip renters, of which 5 have declined due to the terms, 8 have been executed, and 19 remain pending.

A brief discussion ensued regarding the successful chinook salmon release conducted last week by Monterey Salmon and Trout Project at the Santa Cruz Wharf.

In response to a question posed by Vice-chairman Goddard, Harbormaster Anderson confirmed that a pre-construction meeting with Moose Boats is scheduled for June 2, 2020.

Harbormaster Anderson stated that following the pre-construction meeting, Moose Boats will order parts and begin construction of the District's new patrol vessel.

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

FME Kerkes stated that *Twin Lakes* will move to her offseason mooring on June 8, 2020.

A brief discussion ensued regarding seasonal crab pot storage near the fishery. Commissioner Smith stated that it will be beneficial to implement measures including marking, to ensure all gear and pallets are removed and not left behind for the Port District to dispose of.

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

a) Comparative Seasonal Revenue Graphs

12. Delinquent Account Reporting

In response to a question posed by Vice-chairman Goddard, Harbormaster Anderson confirmed that landside tenants are not included in the report. He stated that staff will perform outreach to the delinquent customers to ensure they are aware of the extended payment plan relief measures.

13. Harbor Patrol Incident Response Report – April 2020 (*There was no discussion on this agenda item*)

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

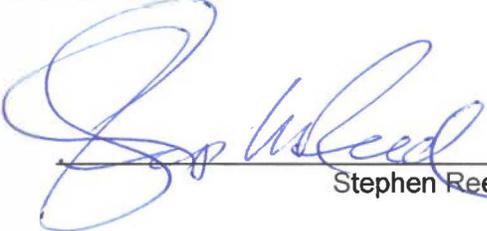
a) Letter to Port Commission & Staff, from Ed Larson

b) Email to County of Santa Cruz Board of Supervisors from Chairman Reed

c) Letter to Congressman Panetta from Chairman Reed

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

Chairman Reed adjourned the regular public session at 7:40 PM.



Stephen Reed, Chairman