



AGENDA  
REGULAR MEETING  
OF THE BOARD OF HARBOR COMMISSIONERS  
MOSS LANDING HARBOR DISTRICT  
7881 Sandholdt Road, Moss Landing, CA 95039

September 23, 2020

Moss Landing Harbor District is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/89920048931?pwd=OThiRVNtZzB5eE8yR1NaYVhINjBmUT09>

Meeting ID: 899 2004 8931

Passcode: 311302

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## A. CLOSED SESSION

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A Closed session will be held immediately prior to the public open meeting, and will begin at **6:00 p.m.** to consider the following items. The public open meeting will begin at **7:00 p.m., or as soon thereafter as the Closed Session is concluded**, and any action taken during the Closed Session will be reported out at that time.

1. Meet and confer with legal counsel pursuant to Government Code 54956.9(d)(4) deciding whether to initiate litigation.
2. Confer with real property negotiators (District Counsel and GM) regarding the North Harbor Building pursuant to Government Code 54956.8.

## B. OPEN SESSION CALL TO ORDER - PLEDGE OF ALLEGIANCE – ROLL CALL

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Russ Jeffries – President

Tony Leonardini – Vice President

Vince Ferrante – Secretary

James Goulart – Commissioner

Liz Soto - Commissioner

Tommy Razzeca – General Manager

Mike Rodriguez – District Counsel

Shay Shaw – Administrative Assistant

### **C. PRESIDENT'S REMARKS**

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The President will use this opportunity to inform the public of issues affecting the District and other items of a general nature not otherwise provided for on this agenda.

### **D. PUBLIC COMMENTS**

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Members of the general public may address the Board of Harbor Commissioners regarding any item that is not on the Agenda. The President may limit the total amount of time of testimony.

### **E. CONSENT CALENDAR**

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1. Approval of the August 26, 2020 Regular Meeting Minutes.

### **F. FINANCIAL REPORT**

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2. Financial report month ending August 31, 2020.

### **H. MANAGERS' REPORTS**

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The General Manager will make oral or written reports. The Board may take action as deemed necessary. The Managers may present additional reports but the Board may not take action on any item not on this Agenda.

3. Projects Status/Update
4. Summary of Permits Issued
5. Meeting Announcements
6. Liveaboard Report
7. Slip Income Report
8. Incident Report

### **I. COMMITTEE REPORTS**

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9. Finance Committee – Ferrante/Soto
10. Elkhorn Slough Advisory Committee – Leonardini
11. Special Districts – Jeffries/Ferrante
12. Budget Committee – Leonardini/Goulart
13. Liveaboard Committee – Goulart/Soto
14. Harbor Improvement Committee – Goulart/Soto
15. Real Property Committee I – Jeffries/Leonardini
16. Real Property Committee II – Ferrante/Goulart
17. Meetings attended by Commissioners at District expense since the last regular meeting of the Board (AB 1234 requirements). Such reports may be oral or written.

### **J. GENERAL MANAGER REPORT AND UPDATE REGARDING ORDINANCE NO. 208**

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18. The General Manager will provide the Board an update regarding Ordinance No. 208 related to the Passenger Vessel Fee which is not being charged at this time due to the COVID-19 Pandemic. The General Manager will seek direction from the Board.

- a. Staff report
- b. Public Comment
- c. Board discussion and direction/recommendation

### **K. NEW BUSINESS**

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19. ITEM – Consider Resolution 20-12 Parking Citation Process and Fines.
  - a. Staff report
  - b. Public Comment
  - c. Board discussion
  - d. Board action

## **L. COMMISSIONERS COMMENTS AND CONCERNS**

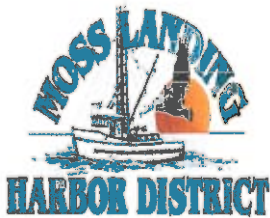
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Commissioners may address items of concern at this time, and may request that items be placed on future agendas in accordance with the By-laws of the Board.

## **M. ADJOURNMENT**

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The next Meeting of the Board of Harbor Commissioners is scheduled for October 28, 2020 at 7:00 PM at the Moss Landing Harbor District, 7881 Sandholdt Road, Moss Landing, CA. Individuals requiring special accommodations should contact Administrative Assistant, Shay Shaw at [Shaw@mosslandingharbor.dst.ca.us](mailto:Shaw@mosslandingharbor.dst.ca.us) or at 831.633.2461 no less than 72 hours prior to the meeting or if a Special Meeting, as soon as possible after the Agenda is posted. Copies of the agenda will be available 72 hours prior to Regular Meetings and 24 hours prior to Special Meetings and/or by contacting the District at 831.633.5417 or [Shaw@mosslandingharbor.dst.ca.us](mailto:Shaw@mosslandingharbor.dst.ca.us) or on the District's website at [www.mosslandingharbor.dst.ca.us](http://www.mosslandingharbor.dst.ca.us). All meetings are noticed and conducted in accordance with the Ralph M. Brown Act.



MINUTES  
REGULAR MEETING  
OF THE BOARD OF HARBOR COMMISSIONERS  
MOSS LANDING HARBOR DISTRICT  
7881 Sandholdt Road, Moss Landing, CA 95039

August 26, 2020

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Moss Landing Harbor District is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/83226358964?pwd=VnlxaFNqQS9OZ2ZHRmJIRDY2SHkxUT09>

Meeting ID: 832 2635 8964

Passcode: 438865

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+1 301 715 8592 US (Germantown)

Meeting ID: 832 2635 8964

Passcode: 438865

Find your local number: <https://us02web.zoom.us/u/kHlnbKwg>

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**A. OPEN SESSION CALL TO ORDER - PLEDGE OF ALLEGIANCE – ROLL CALL**

The open session was called to order at 7:07pm, after the Pledge of Allegiance Roll was called.

**Commissioners Present:**

Russ Jeffries – President

Tony Leonardini – Vice President

Vince Ferrante – Secretary

James Goulart – Commissioner

Liz Soto - Commissioner

**Staff Present:**

Tommy Razzeca – General Manager

Mike Rodriguez – District Counsel

Shay Shaw – Administrative Assistant

**B. PRESIDENT'S REMARKS**

President Jeffries congratulated Liz Soto on not being contested along with him in the upcoming November election.

**C. PUBLIC COMMENTS**

None.

## **D. CONSENT CALENDAR**

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1. Approval of the July 22, 2020 Regular Meeting Minutes. A motion was made by Commissioner Leonardini, seconded by Commissioner Soto, to approve the July 22, 2020 Regular Meeting Minutes.

## **E. FINANCIAL REPORT**

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2. Financial report month ending July 31, 2020. GM Razzeca gave the report. A motion was made by Commissioner Ferrante, seconded by Commissioner Goulart to accept the financial report. The motion passed unanimously on a roll-call vote.

## **F. MANAGERS' REPORTS**

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The General Manager will make oral or written reports. The Board may take action as deemed necessary. The Managers may present additional reports but the Board may not take action on any item not on this Agenda.

3. Projects Status/Update – GM Razzeca provided an update on the North Harbor Building. Commissioner Soto asked if we are still going to continue working with Mahoney and Associates. GM Razzeca replied the contract expired in June but at this time we continue.

4. Summary of Permits Issued – written report/no questions

5. Meeting Announcements – written report/no questions

6. Liveboard Report – written report/no questions

7. Slip Income Report – written report/no questions

8. Incident Report – written report/no questions

## **G. COMMITTEE REPORTS**

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9. Finance Committee – Ferrante/Soto – None

10. Elkhorn Slough Advisory Committee – Leonardini – GM Razzeca and Commissioner Leonardini provided the update in reference to a meeting they attended with Mark Silberstein Executive Director of the Elkhorn Slough Foundation.

11. Special Districts – Jeffries/Ferrante – Nothing to report

12. Budget Committee – Leonardini/Goulart – Noting to report

13. Liveboard Committee – Goulart/Soto – Nothing to report

14. Harbor Improvement Committee – Goulart/Soto – Nothing to report

15. Real Property Committee I – Jeffries/Leonardini – Nothing to report

16. Real Property Committee II – Ferrante/Goulart – Nothing to report

17. Meetings attended by Commissioners at District expense since the last regular meeting of the Board (AB 1234 requirements). Such reports may be oral or written.

## **18. GENERAL MANAGER REPORT AND UPDATE REGARDING ORDINANCE NO. 208**

---

The General Manager will provide the Board an update regarding Ordinance No. 208 related to the Passenger Vessel Fee and late fees which are not being charged at this time due to the COVID-19 Pandemic. The General Manager will seek direction from the Board.

a. Staff report – GM gave the report

b. Public Comment – None

c. Board discussion and direction/recommendation – the Board gave a general consensus in agreement with the General Managers recommendation to keep the passenger vessel fee suspended.

## **I. NEW BUSINESS**

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19. ITEM – Consider Resolution 20-11 Selecting Bryant Jolley CPA

a. Staff report – GM Razzeca gave the report

b. Public Comment – None

c. Board discussion – Commissioner Goulart asked if we always enter into a 3 yr contract. GM Razzeca replied that we typically do to avoid having to search for a new firm every year. Commissioner Ferrante asked about if they rotate their CPA's while doing various audits. President Jeffries replied many do, but noted that not all CPA's are able to complete audits of government agencies.

d. Board action – A motion was made by Commissioner Ferrante, seconded by Commissioner Soto to adopt Resolution 20-11 selecting Bryant Jolley CPA. The motion passed unanimously on a roll-call vote.

20. ITEM – Public Hearing: Consider Ordinance No. 210 Parking Citations

a. Staff report – GM Razzeca gave the report

b. Public Comment - None

c. Board discussion - None

d. Board action – A motion was made by Commissioner Leonardini, seconded by Commissioner Soto to adopt Ordinance NO. 210 Parking Citations. The motion passed unanimously on a roll-call vote.

**J. COMMISSIONERS COMMENTS AND CONCERNS**

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Commissioner Leonardini commented that the Sea Harvest restaurant is open for business and it looks like business is going well.

**K. ADJOURNMENT**

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The meeting adjourned at 8:13pm

Respectfully submitted,

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Vince Ferrante, Secretary  
Board of Harbor Commissioners

ATTEST:

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Tommy Razzeca, Deputy Secretary  
Board of Harbor Commissioners

**Moss Landing Harbor District**  
**Balance Sheet**  
As of August 31, 2020

	Aug 31, 20	Aug 31, 19	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1002 · Petty Cash	500	500		
1009 · Union - Operating	2,894,467	2,650,240	244,227	9%
1010 · Union - M.M.	8,362	8,361	1	
1011 · Union - Payroll	31,995	31,992	3	
1015 · 1st Capital Bank	1,554,488	1,551,629	2,859	0%
1018 · Union Bank- Trust Account	761,968	872,615	-110,647	-13%
1020 · Umpqua - Restricted	1,016,612	1,014,442	2,170	0%
<b>Total Checking/Savings</b>	<b>6,268,392</b>	<b>6,129,779</b>	<b>138,613</b>	<b>2%</b>
<b>Accounts Receivable</b>				
<b>11290 · Leases</b>				
1282 · NNN Receivable	129,546	71,661	57,885	81%
<b>Total 11290 · Leases</b>	<b>129,546</b>	<b>71,661</b>	<b>57,885</b>	<b>81%</b>
1200 · Marina Receivables	154,323	120,714	33,609	28%
1201 · Marina - Allow for Bad Debt	-54,750	-29,250	-25,500	-87%
<b>Total Accounts Receivable</b>	<b>229,119</b>	<b>163,125</b>	<b>65,994</b>	<b>40%</b>
<b>Other Current Assets</b>				
<b>1271 · Prepaid Expenses</b>				
1270 · Insurance	105,040	18,590	86,450	465%
1280 · Other	7,496	107,343	-99,847	-93%
<b>Total 1271 · Prepaid Expenses</b>	<b>112,536</b>	<b>125,933</b>	<b>-13,397</b>	<b>-11%</b>
<b>Total Other Current Assets</b>	<b>112,536</b>	<b>125,933</b>	<b>-13,397</b>	<b>-11%</b>
<b>Total Current Assets</b>	<b>6,610,047</b>	<b>6,418,837</b>	<b>191,210</b>	<b>3%</b>
<b>Fixed Assets</b>				
1650 · Construction in Progress	4,554,742	4,554,742		
1670 · Equipment	453,356	453,356		
<b>1700 · Improvements</b>				
1710 · NH Buildings & Improvements	7,157,639	7,157,639		
1720 · NH Floating Docks	524,675	524,675		
1725 · NH Offsite Improvements	632,218	632,218		
1730 · SH Buildings & Improvements	8,160,807	8,160,807		
1740 · SH Floating Docks	9,457,184	9,457,184		
<b>Total 1700 · Improvements</b>	<b>25,932,523</b>	<b>25,932,523</b>		
<b>1800 · Less - Depreciation</b>				
1805 · Equipment	-433,003	-412,602	-20,401	-5%
1810 · NH Buildings & Improvements	-3,696,758	-3,428,422	-268,336	-8%
1820 · NH Floating Docks	-534,821	-522,784	-12,037	-2%
1825 · NH Offsite Improvements	-503,984	-474,601	-29,383	-6%
1830 · SH Buildings & Improvements	-6,270,309	-6,061,531	-208,778	-3%
1840 · SH Floating Docks	-6,493,760	-6,079,360	-414,400	-7%
<b>Total 1800 · Less - Depreciation</b>	<b>-17,932,635</b>	<b>-16,979,300</b>	<b>-953,335</b>	<b>-6%</b>
1900 · Land	1,642,860	1,642,860		
<b>Total Fixed Assets</b>	<b>14,650,846</b>	<b>15,604,181</b>	<b>-953,335</b>	<b>-6%</b>

**Moss Landing Harbor District**  
**Balance Sheet**  
As of August 31, 2020

	Aug 31, 20	Aug 31, 19	\$ Change	% Change
<b>Other Assets</b>				
1320 · Workers Comp Deposit	200	200		
1530 · Principal Financial CS	7,389	7,389		
<b>Total Other Assets</b>	<b>7,589</b>	<b>7,589</b>		
<b>TOTAL ASSETS</b>	<b>21,268,482</b>	<b>22,030,607</b>	<b>-762,125</b>	<b>-3%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2010 · Accounts Payable	-40,144	89,200	-129,344	-145%
<b>Total Accounts Payable</b>	<b>-40,144</b>	<b>89,200</b>	<b>-129,344</b>	<b>-145%</b>
<b>Other Current Liabilities</b>				
2013 · Accrued Expenses		164,770	-164,770	-100%
2020 · Accrued Salaries Payable	24,777	8,828	15,949	181%
2021 · Accrued Vacation	21,810	21,810		
2023 · Accrued Payroll Taxes	5,976	561	5,415	965%
2030 · Customer Deposits	332,295	315,524	16,771	5%
2051 · Note Interest Payable				
2062 · Umpqua Accrued Interest	13,255	8,736	4,519	52%
<b>Total 2051 · Note Interest Payable</b>	<b>13,255</b>	<b>8,736</b>	<b>4,519</b>	<b>52%</b>
2080 · Prepaid Berth Fees	170,517	157,382	13,135	8%
2082 · MLCP Cost Reimb. Deposit	79,111	100,000	-20,889	-21%
2086 · Prepaid Leases				
20861 · Duke	49,170	46,808	2,362	5%
20862 · MBARI	17,047	14,106	2,941	21%
<b>Total 2086 · Prepaid Leases</b>	<b>66,217</b>	<b>60,914</b>	<b>5,303</b>	<b>9%</b>
2087 · Lease Deposits	19,501	17,047	2,454	14%
<b>Total Other Current Liabilities</b>	<b>733,459</b>	<b>855,572</b>	<b>-122,113</b>	<b>-14%</b>
<b>Total Current Liabilities</b>	<b>693,315</b>	<b>944,772</b>	<b>-251,457</b>	<b>-27%</b>
<b>Long Term Liabilities</b>				
2605 · Umpqua Loan	2,508,751	2,908,858	-400,107	-14%
<b>Total Long Term Liabilities</b>	<b>2,508,751</b>	<b>2,908,858</b>	<b>-400,107</b>	<b>-14%</b>
<b>Total Liabilities</b>	<b>3,202,066</b>	<b>3,853,630</b>	<b>-651,564</b>	<b>-17%</b>
<b>Equity</b>				
3020 · Retained Net Assets	6,456,231	6,456,231		
3050 · Prior Year Earnings	11,485,734	11,690,585	-204,851	-2%
<b>Net Income</b>	<b>124,450</b>	<b>30,161</b>	<b>94,289</b>	<b>313%</b>
<b>Total Equity</b>	<b>18,066,415</b>	<b>18,176,977</b>	<b>-110,562</b>	<b>-1%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>21,268,481</b>	<b>22,030,607</b>	<b>-762,126</b>	<b>-3%</b>



**Moss Landing Harbor District  
Statement of Cash Flows  
July through August 2020**

Jul - Aug 20

<b>OPERATING ACTIVITIES</b>	
Net Income	124,450
Adjustments to reconcile Net Income to net cash provided by operations:	
11290 · Leases	712
1200 · Marina Receivables	-18,143
1201 · Marina - Allow for Bad Debt	4,250
11290 · Leases:1282 · NNN Receivable	-6,000
1271 · Prepaid Expenses:1270 · Insurance	-71,697
1800 · Less - Depreciation:1805 · Equipment	3,400
1800 · Less - Depreciation:1810 · NH Buildings & Improvements	52,508
1800 · Less - Depreciation:1820 · NH Floating Docks	2,006
1800 · Less - Depreciation:1825 · NH Offsite Improvements	4,897
1800 · Less - Depreciation:1830 · SH Buildings & Improvements	34,796
1800 · Less - Depreciation:1840 · SH Floating Docks	69,067
2010 · Accounts Payable	45,779
2020 · Accrued Salaries Payable	15,949
2023 · Accrued Payroll Taxes	5,415
2030 · Customer Deposits	9,448
2080 · Prepaid Berth Fees	-1,051
2086 · Prepaid Leases:20861 · Duke	-11,632
2086 · Prepaid Leases:20862 · MBARI	-4,906
2087 · Lease Deposits	1,008
2051 · Note Interest Payable:2062 · Umpqua Accrued Interest	-28,585
2082 · MLCP Cost Reimb. Deposit	-516
<b>Net cash provided by Operating Activities</b>	<u>231,155</u>
<b>FINANCING ACTIVITIES</b>	
2605 · Umpqua Loan	-400,107
<b>Net cash provided by Financing Activities</b>	<u>-400,107</u>
<b>Net cash increase for period</b>	<u>-168,952</u>
<b>Cash at beginning of period</b>	<u>6,437,345</u>
<b>Cash at end of period</b>	<u><u>6,268,393</u></u>

**Moss Landing Harbor District**  
**Profit & Loss Budget vs. Actual**  
 July through August 2020

Ordinary Income/Expense	<u>Jul - Aug 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
<b>4000 · MARINA REVENUES</b>				
<b>4100 · Berthing Income</b>				
4110 · Assigned Berthing	281,491	296,620	-15,129	95%
4112 · Qtrly/Annual Discount	-491	-385	-106	128%
4113 · Commercial Vessel Dscnt	-2,147	-2,000	-147	107%
4114 · Away (1 mnth) Dscnt	-98	-198	100	49%
4115 · Temporary Berthing	56,633	50,000	6,633	113%
4120 · Liveaboard Fees	20,875	20,000	875	104%
4130 · Transient Berthing	5,576	8,000	-2,424	70%
4220 · Wait List	1,225	1,500	-275	82%
4260 · Towing - Intra Harbor	150	100	50	150%
4270 · Pumpouts	400	134	266	299%
4280 · Late Fees	3,570	5,830	-2,260	61%
<b>Total 4100 · Berthing Income</b>	<u>367,184</u>	<u>379,601</u>	<u>-12,417</u>	<u>97%</u>
<b>4200 · Other Income - Operations</b>				
4225 · Merchandise	42	50	-8	84%
4230 · SH Parking	13,213	30,000	-16,787	44%
4285 · Dog Fee	190	190		100%
4290 · Misc	304	193	111	158%
<b>Total 4200 · Other Income - Operations</b>	<u>13,749</u>	<u>30,433</u>	<u>-16,684</u>	<u>45%</u>
<b>Total 4000 · MARINA REVENUES</b>	<u>380,933</u>	<u>410,034</u>	<u>-29,101</u>	<u>93%</u>

Moss Landing Harbor District  
Profit & Loss Budget vs. Actual  
July through August 2020

Expense	Jul - Aug 20	Budget	\$ Over Budget	% of Budget
<b>5200 · General &amp; Administrative</b>				
5100 · Advertising	467	1,000	-533	47%
5210 · Dues & Subscriptions	3,837	3,400	437	113%
5220 · Office Supplies				
5223 · Administration	1,153	690	463	167%
5225 · Operations	501	1,556	-1,055	32%
<b>Total 5220 · Office Supplies</b>	<b>1,654</b>	<b>2,246</b>	<b>-592</b>	<b>74%</b>
5230 · Postage & Equip Lease				
5232 · Meter Lease	32	108	-76	30%
5235 · Postage	639	36	603	1,775%
<b>Total 5230 · Postage &amp; Equip Lease</b>	<b>671</b>	<b>144</b>	<b>527</b>	<b>466%</b>
5240 · Copier Lease & Supplies				
5242 · Copier Lease	621	420	201	148%
<b>Total 5240 · Copier Lease &amp; Supplies</b>	<b>621</b>	<b>420</b>	<b>201</b>	<b>148%</b>
5250 · Telephone & Communications				
5253 · Administration	3,643	2,095	1,548	174%
5255 · Operations	115	149	-34	77%
<b>Total 5250 · Telephone &amp; Communications</b>	<b>3,758</b>	<b>2,244</b>	<b>1,514</b>	<b>167%</b>
5260 · Professional Services				
5262 · Accounting	5,960	7,000	-1,040	85%
5265 · Legal	5,500	16,670	-11,170	33%
5268 · Computer Consulting		180	-180	
5269 · Payroll Processing	552	585	-33	94%
<b>Total 5260 · Professional Services</b>	<b>12,012</b>	<b>24,435</b>	<b>-12,423</b>	<b>49%</b>
5290 · Credit Card Fees	3,457	2,593	864	133%
5921 · Internet Billing Service	274	454	-180	60%
<b>Total 5200 · General &amp; Administrative</b>	<b>26,751</b>	<b>36,936</b>	<b>-10,185</b>	<b>72%</b>
<b>5300 · Personnel</b>				
5310 · Salaries				
5313 · Administration	31,469	40,698	-9,229	77%
5315 · Operations	36,665	45,615	-8,950	80%
5318 · Maintenance	31,055	31,260	-205	99%
<b>Total 5310 · Salaries</b>	<b>99,189</b>	<b>117,573</b>	<b>-18,384</b>	<b>84%</b>
5330 · Payroll Taxes				
5333 · Administration	2,407	3,113	-706	77%
5335 · Operations	2,805	3,490	-685	80%
5338 · Maintenance	2,376	2,392	-16	99%
<b>Total 5330 · Payroll Taxes</b>	<b>7,588</b>	<b>8,995</b>	<b>-1,407</b>	<b>84%</b>
5340 · Employee Benefits				
5343 · Administration	8,087	7,449	638	109%
5348 · Maintenance	9,597	9,988	-391	96%
<b>Total 5340 · Employee Benefits</b>	<b>17,684</b>	<b>17,437</b>	<b>247</b>	<b>101%</b>
5350 · Workers Compensation				
5353 · Administration	600	233	367	258%

**Moss Landing Harbor District**  
**Profit & Loss Budget vs. Actual**  
July through August 2020

	Jul - Aug 20	Budget	\$ Over Budget	% of Budget
5355 · Operations	1,174	1,109	65	106%
5358 · Maintenance	1,334	2,144	-810	62%
<b>Total 5350 · Workers Compensation</b>	<b>3,108</b>	<b>3,486</b>	<b>-378</b>	<b>89%</b>
5360 · Education & Training				
5363 · Administration	1,164	1,000	164	116%
5365 · Operations	1,100		1,100	
5368 · Maintenance	1,100		1,100	
<b>Total 5360 · Education &amp; Training</b>	<b>3,364</b>	<b>1,000</b>	<b>2,364</b>	<b>336%</b>
<b>Total 5300 · Personnel</b>	<b>130,933</b>	<b>148,491</b>	<b>-17,558</b>	<b>88%</b>
5400 · Insurance				
5410 · Liability Insurance	25,140	25,135	5	100%
<b>Total 5400 · Insurance</b>	<b>25,140</b>	<b>25,135</b>	<b>5</b>	<b>100%</b>
5500 · Utilities				
5510 · Garbage	17,874	16,666	1,208	107%
5520 · Gas and Electric	38,515	40,000	-1,485	96%
5530 · Water	6,043	7,000	-957	86%
5540 · Sewer	6,570	7,000	-430	94%
<b>Total 5500 · Utilities</b>	<b>69,002</b>	<b>70,666</b>	<b>-1,664</b>	<b>98%</b>
5600 · Operating Supplies				
5610 · Vehicles	1,773	1,600	173	111%
5625 · Operations	4,914	3,733	1,181	132%
<b>Total 5600 · Operating Supplies</b>	<b>6,687</b>	<b>5,333</b>	<b>1,354</b>	<b>125%</b>
5700 · Depreciation	83,337	83,335	2	100%
5800 · Repairs & Maintenance				
5810 · Vehicles		352	-352	
5830 · Equip Rental	404	925	-521	44%
5840 · Small Tools	450		450	
5850 · Repair Materials	4,739	11,223	-6,484	42%
5860 · Outside Service Contracts	4,065	11,670	-7,605	35%
5870 · Derelict Disposal	705		705	100%
<b>Total 5800 · Repairs &amp; Maintenance</b>	<b>10,363</b>	<b>24,170</b>	<b>-13,807</b>	<b>43%</b>
5900 · Financial Expenses				
5920 · Bank Service Charges	2,078			
5990 · Bad Debt	4,250	5,000	-750	85%
<b>Total 5900 · Financial Expenses</b>	<b>6,328</b>	<b>5,000</b>	<b>1,328</b>	<b>127%</b>
<b>Total · MARINA EXPENSES</b>	<b>358,541</b>	<b>399,066</b>	<b>-40,525</b>	<b>90%</b>
<b>Net Ordinary Income - Marina Operations</b>	<b>22,392</b>	<b>10,968</b>	<b>11,424</b>	<b>204%</b>

**Moss Landing Harbor District**  
**Profit & Loss Budget vs. Actual**  
July through August 2020

	<u>Jul - Aug 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>4400 · LEASE AND OTHER INCOME</b>				
<b>4050 · Trust Lands Lease Revenue</b>				
4051 · Dynegy Outfall	11,632	11,630	2	100%
4053 · MBARI	4,906	4,906		100%
<b>Total 4050 · Trust Lands Lease Revenue</b>	<u>16,538</u>	<u>16,536</u>	2	100%
<b>4500 · Leases</b>				
4501 · K-Pier Lease	2,016			
<b>4502 · Cannery Building</b>				
4517 · Suite 2	5,737	5,737		100%
4504 · Suite 3	15,390	15,865	-475	97%
4511 · Suite 1 & 10	3,184	3,236	-52	98%
4515 · Suite 4	15,343	15,343		100%
4518 · Suite 5	4,277	4,280	-3	100%
4510 · Suite 6	4,548	4,548		100%
4512 · Suite 7	2,451		2,451	
4503 · Suite 8	1,591	1,558	33	102%
4520 · Suite 9	712	1,468	-756	49%
4523 · Canary NNN	6,134	6,667	-533	92%
<b>Total 4502 · Cannery Building</b>	<u>59,367</u>	<u>58,702</u>	665	101%
4530 · RV Lot	5,882	5,882		100%
<b>4560 · North Harbor</b>				
4562 · Sea Harvest	6,049	6,049		100%
4568 · Monterey Bay Kayaks	3,427	3,088	339	111%
<b>Total 4560 · North Harbor</b>	<u>9,476</u>	<u>9,137</u>	339	104%
<b>Total 4500 · Leases</b>	<u>76,741</u>	<u>73,721</u>	3,020	104%
<b>4600 · District Property Taxes</b>				
<b>4700 · Other Revenues &amp; Concessions</b>				
4125 · Amenity Fee	55,965	57,674	-1,709	97%
<b>4710 · Vending Activities</b>				
4711 · Washer/Dryer	1,482	1,350	132	110%
4712 · Soda	54		54	100%
<b>Total 4710 · Vending Activities</b>	<u>1,536</u>	<u>1,350</u>	186	114%
4720 · Dry Storage	10,338	10,000	338	103%
4725 · North Harbor Use Fee	44,280	47,000	-2,720	94%
4727 · Key Sales	1,260	823	437	153%
4730 · NH Washdown	217	400	-183	54%
4735 · Camp/RV		416	-416	
4740 · Equipment Rental		50	-50	
4751 · Permits	1,385	750	635	185%
4765 · Faxes, Copies & Postage	13	10	3	130%
<b>Total 4700 · Other Revenues &amp; Concessions</b>	<u>114,994</u>	<u>118,473</u>	-3,479	97%
<b>4800 · Interest</b>				
4841 · Union Bank Interest	26	50	-24	52%
4843 · First Capital Bank	264	516	-252	51%
4846 · Umpqua Interest	86	600	-514	14%

**Moss Landing Harbor District**  
**Profit & Loss Budget vs. Actual**  
 July through August 2020

	<u>Jul - Aug 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Total 4800 · Interest</b>	376	1,166	-790	32%
<b>Total 4400 · LEASE AND OTHER INCOME</b>	208,649	209,896	-1,247	99%
<b>7000 · LEASE AND OTHER EXPENSES</b>				
<b>7100 · Interest Expense</b>				
7134 · Umpqua Accrued Interest	12,866	12,866		100%
<b>Total 7100 · Interest Expense</b>	12,866	12,866		100%
<b>7200 · Other Financial Expenses</b>				
7221 · CSDA Dues				
7230 · LAFO Administrative Charges	5,425	7,500	-2,075	72%
<b>Total 7200 · Other Financial Expenses</b>	5,425	7,500	-2,075	72%
<b>5700 · Depreciation</b>	83,337	83,335	2	100%
<b>7300 · Commissioner Expenses</b>				
7310 · Election Costs				
7320 · Monthly Stipend	3,625	3,250	375	112%
7321 · Employer Payroll Taxes	277	249	28	111%
7330 · Incurred Expenses	99	225	-126	44%
<b>Total 7300 · Commissioner Expenses</b>	4,001	3,724	277	107%
<b>Total 7000 · LEASE AND OTHER EXPENSES</b>	105,629	107,425	-1,796	98%
<b>Net Ordinary Income - Lease &amp; Other Operations</b>	103,020	102,471	549	101%
<b>Net Ordinary Income - Combined Operations</b>	125,412	113,439	11,973	111%

**Moss Landing Harbor District**  
**Profit & Loss Budget vs. Actual**  
 July through August 2020

	<u>Jul - Aug 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>8001 · Cost Reimbursements</b>				
8101 · Revenue from reimbursements	516	33,330	-32,814	2%
8201 · Reimbursable expenses	-516	-33,330	32,814	2%
<b>Total 8001 · Cost Reimbursements</b>				
<b>Total Other Income</b>				
<b>Other Expense</b>				
<b>9000 · CAPITAL PROJECT EXPENSES</b>				
5880 · Dredging		250,000	-250,000	
9051 · Sewer Lift Station		50,000	-50,000	
9053 · Dock Maintenance		100,000	-100,000	
9054 · Sea Lion Deterrent Fencing	962	25,000	-24,038	4%
9060 · NH Berthers Parking/Paving		100,000	-100,000	
9150 · Cannery		300,000	-300,000	
9250 · Security Camera		50,000	-50,000	
9305 · Piling Replacement Proj. - Dist		100,000	-100,000	
9309 · New NH Building		1,000,000	-1,000,000	
9310 · NH Hotel		75,000	-75,000	
9470 · NH Visitor Dock		400,000	-400,000	
9530 · Dry Storage Yard		50,000	-50,000	
9565 · Miscellaneous Capital Projects		150,000	-150,000	
9750 · Office Computers		225,000	-225,000	
9800 · Dock Replacement		200,000	-200,000	
<b>Total 9000 · CAPITAL PROJECT EXPENSES</b>	962	3,075,000	-3,074,038	0%
<b>Total Other Expense</b>	962	3,075,000	-3,074,038	0%
<b>Net Other Income</b>	-962	-3,075,000	3,074,038	0%
<b>Net Income</b>	<u>124,450</u>	<u>-2,961,561</u>	<u>3,086,011</u>	<u>-4%</u>

**Moss Landing Harbor District**  
**Profit & Loss Budget vs. Actual**  
July through August 2020

Ordinary Income/Expense	Jul - Aug 20	Jul - Aug 19	\$ Change	% Change
<b>Income</b>				
<b>4000 · MARINA REVENUES</b>				
<b>4100 · Berthing Income</b>				
4110 · Assigned Berthing	281,491	277,648	3,843	1%
4112 · Qtrly/Annual Discount	-491	-162	-329	-203%
4113 · Commercial Vessel Dscnt	-2,147	-1,837	-310	-17%
4114 · Away (1 mnth) Dscnt	-98	-245	147	60%
4115 · Temporary Berthing	56,633	46,580	10,053	22%
4120 · Liveaboard Fees	20,875	21,863	-988	-5%
4130 · Transient Berthing	5,576	7,992	-2,416	-30%
4220 · Wait List	1,225	1,350	-125	-9%
4260 · Towing - Intra Harbor	150		150	100%
4270 · Pumpouts	400	200	200	100%
4280 · Late Fees	3,570	5,045	-1,475	-29%
4282 · Recovered Lien Costs		140	-140	-100%
<b>Total 4100 · Berthing Income</b>	<b>367,184</b>	<b>358,574</b>	<b>8,610</b>	<b>2%</b>
<b>4200 · Other Income - Operations</b>				
4225 · Merchandise	42	222	-180	-81%
4230 · SH Parking	13,213	38,760	-25,547	-66%
4285 · Dog Fee	190	240	-50	-21%
4290 · Misc	304	1,325	-1,021	-77%
<b>Total 4200 · Other Income - Operations</b>	<b>13,749</b>	<b>40,547</b>	<b>-26,798</b>	<b>-66%</b>
<b>Total 4000 · MARINA REVENUES</b>	<b>380,933</b>	<b>399,121</b>	<b>-18,188</b>	<b>-5%</b>



Moss Landing Harbor District  
Profit & Loss Budget vs. Actual  
July through August 2020

Expense	Jul - Aug 20	Jul - Aug 19	\$ Change	% Change
<b>5200 · General &amp; Administrative</b>				
5100 · Advertising	467	878	-411	-47%
5210 · Dues & Subscriptions	3,837	3,044	793	26%
5220 · Office Supplies				
5223 · Administration	1,153	612	541	88%
5225 · Operations	501	3,201	-2,700	-84%
<b>Total 5220 · Office Supplies</b>	<b>1,654</b>	<b>3,813</b>	<b>-2,159</b>	<b>-57%</b>
5230 · Postage & Equip Lease				
5232 · Meter Lease	32	129	-97	-75%
5235 · Postage	639	130	509	392%
<b>Total 5230 · Postage &amp; Equip Lease</b>	<b>671</b>	<b>259</b>	<b>412</b>	<b>159%</b>
5240 · Copier Lease & Supplies				
5242 · Copier Lease	621	-267	888	333%
<b>Total 5240 · Copier Lease &amp; Supplies</b>	<b>621</b>	<b>-267</b>	<b>888</b>	<b>333%</b>
5250 · Telephone & Communications				
5253 · Administration	3,643	2,518	1,125	45%
5255 · Operations	115	444	-329	-74%
<b>Total 5250 · Telephone &amp; Communications</b>	<b>3,758</b>	<b>2,962</b>	<b>796</b>	<b>27%</b>
5260 · Professional Services				
5262 · Accounting	5,960	5,865	95	2%
5265 · Legal	5,500	13,600	-8,100	-60%
5268 · Computer Consulting		427	-427	-100%
5269 · Payroll Processing	552	552	0	0%
<b>Total 5260 · Professional Services</b>	<b>12,012</b>	<b>20,444</b>	<b>-8,432</b>	<b>-41%</b>
5290 · Credit Card Fees	3,457	3,807	-350	-9%
5921 · Internet Billing Service	274	562	-288	-51%
<b>Total 5200 · General &amp; Administrative</b>	<b>26,751</b>	<b>35,502</b>	<b>-8,751</b>	<b>-25%</b>
<b>5300 · Personnel</b>				
5310 · Salaries				
5313 · Administration	31,469	23,079	8,390	36%
5315 · Operations	36,665	27,057	9,608	36%
5318 · Maintenance	31,055	23,658	7,397	31%
<b>Total 5310 · Salaries</b>	<b>99,189</b>	<b>73,794</b>	<b>25,395</b>	<b>34%</b>
5330 · Payroll Taxes				
5333 · Administration	2,407	1,715	692	40%
5335 · Operations	2,805	2,070	735	36%
5338 · Maintenance	2,376	1,810	566	31%
<b>Total 5330 · Payroll Taxes</b>	<b>7,588</b>	<b>5,595</b>	<b>1,993</b>	<b>36%</b>
5340 · Employee Benefits				
5343 · Administration	8,087	7,738	349	5%
5345 · Operations		980	-980	-100%
5348 · Maintenance	9,597	8,611	986	11%
<b>Total 5340 · Employee Benefits</b>	<b>17,684</b>	<b>17,329</b>	<b>355</b>	<b>2%</b>
5350 · Workers Compensation				

**Moss Landing Harbor District**  
**Profit & Loss Budget vs. Actual**  
July through August 2020

	Jul - Aug 20	Jul - Aug 19	\$ Change	% Change
5353 · Administration	600	600		
5355 · Operations	1,174	1,174		
5358 · Maintenance	1,334	1,334		
<b>Total 5350 · Workers Compensation</b>	<b>3,108</b>	<b>3,108</b>		
5360 · Education & Training				
5363 · Administration	1,164	395	769	195%
5365 · Operations	1,100		1,100	100%
5368 · Maintenance	1,100		1,100	100%
<b>Total 5360 · Education &amp; Training</b>	<b>3,364</b>	<b>395</b>	<b>2,969</b>	<b>752%</b>
<b>Total 5300 · Personnel</b>	<b>130,933</b>	<b>100,221</b>	<b>30,712</b>	<b>31%</b>
5400 · Insurance				
5410 · Liability Insurance	25,140	20,606	4,534	22%
<b>Total 5400 · Insurance</b>	<b>25,140</b>	<b>20,606</b>	<b>4,534</b>	<b>22%</b>
5500 · Utilities				
5510 · Garbage	17,874	13,596	4,278	31%
5520 · Gas and Electric	38,515	40,000	-1,485	-4%
5530 · Water	6,043	5,883	160	3%
5540 · Sewer	6,570	7,888	-1,318	-17%
<b>Total 5500 · Utilities</b>	<b>69,002</b>	<b>67,367</b>	<b>1,635</b>	<b>2%</b>
5600 · Operating Supplies				
5610 · Vehicles	1,773	977	796	81%
5625 · Operations	4,914	4,697	217	5%
<b>Total 5600 · Operating Supplies</b>	<b>6,687</b>	<b>5,674</b>	<b>1,013</b>	<b>18%</b>
5700 · Depreciation	83,337	78,666	4,671	6%
5800 · Repairs & Maintenance				
5810 · Vehicles		543	-543	-100%
5830 · Equip Rental	404	958	-554	-58%
5840 · Small Tools	450		450	100%
5850 · Repair Materials	4,739	10,398	-5,659	-54%
5860 · Outside Service Contracts	4,065	7,316	-3,251	-44%
5870 · Derelict Disposal	705	7,460	-6,755	-91%
<b>Total 5800 · Repairs &amp; Maintenance</b>	<b>10,363</b>	<b>26,675</b>	<b>-16,312</b>	<b>-61%</b>
5900 · Financial Expenses				
5920 · Bank Service Charges	2,078		2,078	100%
5990 · Bad Debt	4,250	4,250		
<b>Total 5900 · Financial Expenses</b>	<b>6,328</b>	<b>4,250</b>	<b>2,078</b>	<b>49%</b>
<b>Total · MARINA EXPENSES</b>	<b>358,541</b>	<b>338,961</b>	<b>19,580</b>	<b>6%</b>
<b>Net Ordinary Income - Marina Operations</b>	<b>22,392</b>	<b>60,160</b>	<b>-37,768</b>	<b>-63%</b>

**Moss Landing Harbor District**  
**Profit & Loss Budget vs. Actual**  
July through August 2020

	Jul - Aug 20	Jul - Aug 19	\$ Change	% Change
<b>4400 · LEASE AND OTHER INCOME</b>				
<b>4050 · Trust Lands Lease Revenue</b>				
4051 · Dynegy Outfall	11,632	11,430	202	2%
4053 · MBARI	4,906	4,625	281	6%
<b>Total 4050 · Trust Lands Lease Revenue</b>	<b>16,538</b>	<b>16,055</b>	<b>483</b>	<b>3%</b>
<b>4500 · Leases</b>				
4501 · K-Pier Lease	2,016		2,016	100%
<b>4502 · Cannery Building</b>				
4517 · Sulte 2	5,737	5,566	171	3%
4504 · Sulte 3	15,390	7,695	7,695	100%
4511 · Suite 1 & 10	3,184	3,131	53	2%
4515 · Suite 4	15,343	14,884	459	3%
4518 · Suite 5	4,277	4,397	-120	-3%
4510 · Suite 6	4,548	4,412	136	3%
4512 · Sulte 7	2,451		2,451	100%
4503 · Sulte 8	1,591	1,545	46	3%
4520 · Suite 9	712	1,424	-712	-50%
4523 · Canary NNN	6,134	5,269	865	16%
<b>Total 4502 · Cannery Building</b>	<b>59,367</b>	<b>48,323</b>	<b>11,044</b>	<b>23%</b>
4530 · RV Lot	5,882	5,706	176	3%
<b>4560 · North Harbor</b>				
4562 · Sea Harvest	6,049	5,868	181	3%
4568 · Monterey Bay Kayaks	3,427	20,376	-16,949	-83%
<b>Total 4560 · North Harbor</b>	<b>9,476</b>	<b>26,244</b>	<b>-16,768</b>	<b>-64%</b>
<b>Total 4500 · Leases</b>	<b>76,741</b>	<b>80,273</b>	<b>-3,532</b>	<b>-4%</b>
<b>4700 · Other Revenues &amp; Concessions</b>				
4125 · Amenity Fee	55,965	46,853	9,112	19%
4126 · Passenger Vessel Fees		7,972	-7,972	-100%
<b>4710 · Vending Activities</b>				
4711 · Washer/Dryer	1,482	1,441	41	3%
4712 · Soda	54		54	100%
<b>Total 4710 · Vending Activities</b>	<b>1,536</b>	<b>1,441</b>	<b>95</b>	<b>7%</b>
4720 · Dry Storage	10,338	10,787	-449	-4%
4725 · North Harbor Use Fee	44,280	41,602	2,678	6%
4727 · Key Sales	1,260	860	400	47%
4730 · NH Washdown	217	525	-308	-59%
4735 · Camp/RV		350	-350	-100%
4751 · Permits	1,385	307	1,078	351%
4765 · Faxes, Copies & Postage	13		13	100%
<b>Total 4700 · Other Revenues &amp; Concessions</b>	<b>114,994</b>	<b>110,697</b>	<b>4,297</b>	<b>4%</b>
<b>4800 · Interest</b>				
4841 · Union Bank Interest	26	48	-22	-46%
4843 · First Capital Bank	264	535	-271	-51%
4846 · Umpqua Interest	86	732	-646	-88%
<b>Total 4800 · Interest</b>	<b>376</b>	<b>1,315</b>	<b>-939</b>	<b>-71%</b>

**Moss Landing Harbor District**  
**Profit & Loss Budget vs. Actual**  
 July through August 2020

	<u>Jul - Aug 20</u>	<u>Jul - Aug 19</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Total 4400 · LEASE AND OTHER INCOME</b>	208,649	208,340	309	0%
<b>7000 · LEASE AND OTHER EXPENSES</b>				
<b>7100 · Interest Expense</b>				
<b>7134 · Umpqua Accrued Interest</b>	12,866	16,568	-3,702	-22%
<b>Total 7100 · Interest Expense</b>	12,866	16,568	-3,702	-22%
<b>7200 · Other Financial Expenses</b>				
<b>7230 · LAFO Administrative Charges</b>	5,425	6,357	-932	-15%
<b>Total 7200 · Other Financial Expenses</b>	5,425	6,357	-932	-15%
<b>5700 · Depreciation</b>	83,337	78,666	4,671	6%
<b>7300 · Commissioner Expenses</b>				
<b>7320 · Monthly Stipend</b>	3,625	1,900	1,725	91%
<b>7321 · Employer Payroll Taxes</b>	277	145	132	91%
<b>7330 · Incurred Expenses</b>	99	462	-363	-79%
<b>Total 7300 · Commissioner Expenses</b>	4,001	2,507	1,494	60%
<b>Total 7000 · LEASE AND OTHER EXPENSES</b>	105,629	104,098	1,531	1%
<b>Net Ordinary Income - Lease &amp; Other Operations</b>	103,020	104,242	-1,222	-1%
<b>Net Ordinary Income - Combined Operations</b>	125,412	164,402	-38,990	-24%

**Moss Landing Harbor District**  
**Profit & Loss Budget vs. Actual**  
 July through August 2020

	<u>Jul - Aug 20</u>	<u>Jul - Aug 19</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>8001 · Cost Reimbursements</b>				
8101 · Revenue from reimbursements	516		516	100%
8201 · Reimbursable expenses	-516	-540	24	4%
<b>Total 8001 · Cost Reimbursements</b>	<u>          </u>	<u>-540</u>	<u>540</u>	<u>100%</u>
<b>Total Other Income</b>		-540	540	100%
<b>Other Expense</b>				
<b>9000 · CAPITAL PROJECT EXPENSES</b>				
9053 · Dock Maintenance				
9054 · Sea Lion Deterrent Fencing	962		962	100%
9309 · New NH Building		147,611	-147,611	-100%
9440 · NH Shoreline (North)		-13,910	13,910	100%
<b>Total 9000 · CAPITAL PROJECT EXPENSES</b>	<u>962</u>	<u>133,701</u>	<u>-132,739</u>	<u>-99%</u>
<b>Total Other Expense</b>	<u>962</u>	<u>133,701</u>	<u>-132,739</u>	<u>-99%</u>
<b>Net Other Income</b>	<u>-962</u>	<u>-134,241</u>	<u>133,279</u>	<u>99%</u>
<b>Net Income</b>	<u><u>124,450</u></u>	<u><u>30,161</u></u>	<u><u>94,289</u></u>	<u><u>313%</u></u>

**Moss Landing Harbor District**  
**A/P Aging Summary**  
As of August 31, 2020

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Allied Administrators for Delta Dental	0.00	-402.14	0.00	0.00	0.00	-402.14
Aspen Environmental Group	0.00	306.25	0.00	0.00	0.00	306.25
AT&T	1,320.58	0.00	0.00	0.00	0.00	1,320.58
Blue Shield of California	0.00	-357.20	0.00	0.00	0.00	-357.20
Byte Technology	0.00	0.00	438.00	0.00	0.00	438.00
CalPERS	0.00	-5,375.00	-5,370.25	0.00	0.00	-10,745.25
Castroville "ACE" Hardware	0.00	57.11	0.00	0.00	0.00	57.11
Cintas	450.52	0.00	0.00	0.00	0.00	450.52
Despard Marine Services	700.00	0.00	0.00	0.00	0.00	700.00
Dock Boxes	0.00	0.00	0.00	1,837.09	0.00	1,837.09
Henderson Marine Supply	0.00	0.00	0.00	0.00	428.08	428.08
Hong Van Vo	500.00	0.00	0.00	0.00	0.00	500.00
IPFS Corporation	0.00	-12,365.30	0.00	0.00	0.00	-12,365.30
John Fairweather	350.54	0.00	0.00	0.00	0.00	350.54
Johnson Electronics, Inc.	120.00	0.00	0.00	0.00	0.00	120.00
Mario Iglesias	480.00	0.00	0.00	0.00	0.00	480.00
MBS Business Systems	220.44	0.00	0.00	0.00	0.00	220.44
Michael Montgomery	0.00	373.00	0.00	0.00	0.00	373.00
Pajaro/Sunny Mesa C.S.D.	2,527.15	0.00	0.00	0.00	0.00	2,527.15
PG&E	0.00	-20,000.00	0.00	0.00	-20,000.00	-40,000.00
Rabobank	1,518.95	0.00	0.00	0.00	0.00	1,518.95
Redshift	0.00	-136.85	0.00	0.00	0.00	-136.85
ROI Safety Services, LLC	0.00	3,300.00	0.00	0.00	0.00	3,300.00
Sea Engineering, Inc.	0.00	950.00	0.00	0.00	0.00	950.00
Tommy Razzerca	0.00	-300.00	0.00	0.00	0.00	-300.00
U.S. Bank	2,715.18	0.00	0.00	0.00	0.00	2,715.18
Unified Building Maintenance	1,350.00	0.00	0.00	0.00	0.00	1,350.00
Valero Marketing and Supply Company	441.93	0.00	0.00	0.00	0.00	441.93
VALIC	2,153.09	0.00	0.00	0.00	0.00	2,153.09
Veritiv Operating Company	1,415.43	0.00	0.00	0.00	0.00	1,415.43
Verizon Wireless	112.26	0.00	0.00	0.00	0.00	112.26
Vision Sevice Plan	0.00	-150.33	0.00	0.00	0.00	-150.33
West Marine Pro	0.00	0.00	247.80	0.00	0.00	247.80
<b>TOTAL</b>	<b>16,376.07</b>	<b>-34,100.46</b>	<b>-4,684.45</b>	<b>1,837.09</b>	<b>-19,571.92</b>	<b>-40,143.67</b>

**Moss Landing Harbor District  
Warrant Listing  
As of August 31, 2020**

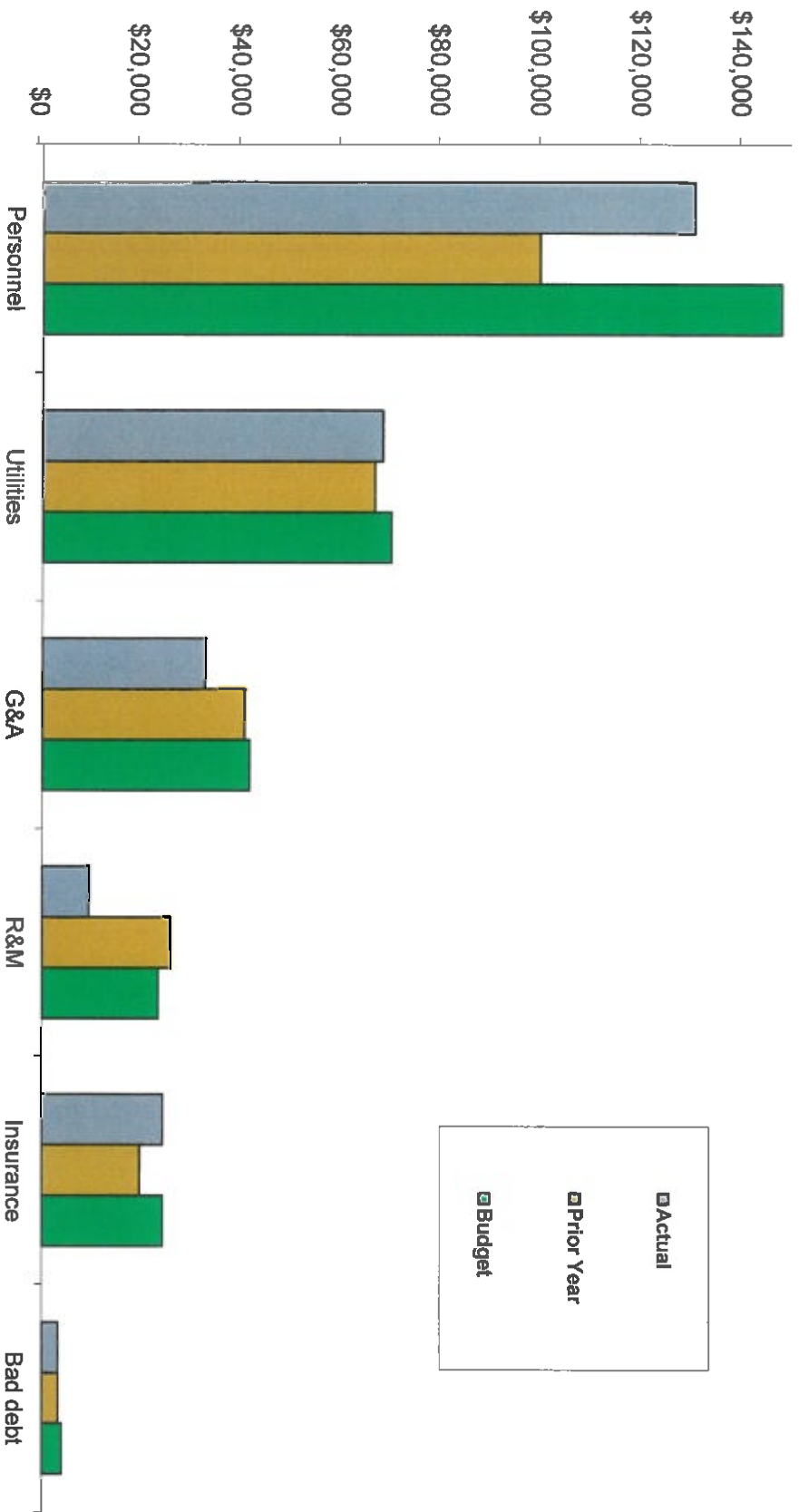
Type	Date	Num	Name	Amount
<b>1009 - Union - Operating</b>				
Check	08/05/2020		NPC Merchant Pymt Proc	-2,724.55
Check	08/06/2020		Payroll Partners	-136.63
Check	08/07/2020	2927	Ferrante, Vincent	-421.36
Check	08/07/2020	2928	Goulart, James	-218.00
Check	08/07/2020	2929	Jeffries, Russell	-452.52
Check	08/07/2020	2930	Tony Leonardini	-342.56
Check	08/07/2020	2931	Soto, Elizabeth	-218.00
Check	08/07/2020	2932	Neal Norris	-777.98
Check	08/07/2020	2933	Dennis Dixon	-147.87
Bill Pmt -Check	08/10/2020	21171	AT&T	-265.99
Bill Pmt -Check	08/10/2020	21172	Blue Shield of California	-357.20
Bill Pmt -Check	08/10/2020	21173	Blue Tarp Financial, Inc.	-450.20
Bill Pmt -Check	08/10/2020	21174	Carmel Marina Corporation	-2,561.49
Bill Pmt -Check	08/10/2020	21175	Castroville Plumbing & Heating	-505.50
Bill Pmt -Check	08/10/2020	21176	Central Coast Systems, Inc.	-105.00
Bill Pmt -Check	08/10/2020	21177	Cintas	-450.52
Bill Pmt -Check	08/10/2020	21178	Damm Good Water	-54.90
Bill Pmt -Check	08/10/2020	21179	Employment Development Dept.	-1,366.00
Bill Pmt -Check	08/10/2020	21180	Eric Engstrom	-851.20
Bill Pmt -Check	08/10/2020	21181	IPFS Corporation	-12,365.30
Bill Pmt -Check	08/10/2020	21182	J.M. Equipment Company, Inc.	-178.00
Bill Pmt -Check	08/10/2020	21183	Kate Price	-575.00
Bill Pmt -Check	08/10/2020	21184	Kelly Swanson	-72.23
Bill Pmt -Check	08/10/2020	21185	Larry Monroe	-654.83
Bill Pmt -Check	08/10/2020	21186	Marc J. Del Piero	-2,500.00
Bill Pmt -Check	08/10/2020	21187	Mike Magill	-364.50
Bill Pmt -Check	08/10/2020	21188	Monterey One Water	-4,660.43
Bill Pmt -Check	08/10/2020	21189	Pajaro Valley Lock Shop	-15.00
Bill Pmt -Check	08/10/2020	21190	Pajaro/Sunny Mesa C.S.D.	-3,516.30
Bill Pmt -Check	08/10/2020	21191	PG&E	-20,000.00
Bill Pmt -Check	08/10/2020	21192	Rabobank	-288.03
Bill Pmt -Check	08/10/2020	21193	Redshift	-136.85
Bill Pmt -Check	08/10/2020	21194	Ron Rogers	-364.50
Bill Pmt -Check	08/10/2020	21195	State Steel Company	-170.25
Bill Pmt -Check	08/10/2020	21196	Sunrise Express	-51.19
Bill Pmt -Check	08/10/2020	21197	ThyssenKrupp Elevator - 042	-652.14
Bill Pmt -Check	08/10/2020	21198	Tommy Razzerca	-300.00
Bill Pmt -Check	08/10/2020	21199	Tri County Fire Protection	-408.00
Bill Pmt -Check	08/10/2020	21200	U.S. Bank	-2,888.21
Bill Pmt -Check	08/10/2020	21201	VALIC	-1,836.08
Bill Pmt -Check	08/10/2020	21202	Verizon Wireless	-118.65
Bill Pmt -Check	08/10/2020	21203	Vision Sevice Plan	-150.33
Bill Pmt -Check	08/10/2020	21204	WASH	-202.08
Bill Pmt -Check	08/10/2020	21205	West Marine Pro	-204.70

**Moss Landing Harbor District**  
**Warrant Listing**  
As of August 31, 2020

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt -Check	08/10/2020	21206	William Harder	-243.00
Bill Pmt -Check	08/10/2020	21207	Carmel Marina Corporation	-1,023.43
Bill Pmt -Check	08/10/2020	21208	Monterey One Water	-1,909.35
Bill Pmt -Check	08/10/2020	21209	Rabobank	-302.69
Bill Pmt -Check	08/10/2020	21210	Carmel Marina Corporation	-1,395.36
Bill Pmt -Check	08/10/2020	21211	Rabobank	-520.25
Bill Pmt -Check	08/10/2020	21212	Carmel Marina Corporation	-4,963.50
Bill Pmt -Check	08/10/2020	21213	Carmel Marina Corporation	-282.39
Bill Pmt -Check	08/11/2020	21214	Jerry Marelo	-259.60
Bill Pmt -Check	08/11/2020	21215	Robert Riddell	-500.00
Bill Pmt -Check	08/18/2020	21216	Allied Administrators for Delta Dental	-402.14
Check	08/20/2020		Payroll Partners	-125.33
Check	08/21/2020	2934	Neal Norris	-777.99
Check	08/21/2020	2935	Dennis Dixon	-51.71
Bill Pmt -Check	08/24/2020	21217	AT&T	-404.12
Bill Pmt -Check	08/24/2020	21218	CalPERS	-5,375.00
Bill Pmt -Check	08/24/2020	21219	Card Lock Company	-81.11
Bill Pmt -Check	08/24/2020	21220	Chevrolet of Watsonville	-119.20
Bill Pmt -Check	08/24/2020	21221	Eric Duerksen	-575.00
Bill Pmt -Check	08/24/2020	21222	Henderson Marine Supply	-809.74
Bill Pmt -Check	08/24/2020	21223	James Richards	-575.00
Bill Pmt -Check	08/24/2020	21224	Jarvis, Fay, & Gibson, LLP	-3,210.00
Bill Pmt -Check	08/24/2020	21225	Office Depot	-618.92
Bill Pmt -Check	08/24/2020	21226	Pitney Bowes Global Financial Svc LLC	-32.00
Bill Pmt -Check	08/24/2020	21227	Purchase Power	-639.36
Bill Pmt -Check	08/24/2020	21228	Ronald Gulling	-486.00
Bill Pmt -Check	08/24/2020	21229	SDRMA	-2,818.59
Bill Pmt -Check	08/24/2020	21230	State Steel Company	-75.43
Bill Pmt -Check	08/24/2020	21231	Valero Marketing and Supply Company	-611.38
Bill Pmt -Check	08/24/2020	21232	Veritiv Operating Company	-1,592.00
Bill Pmt -Check	08/24/2020	21233	WASH	-202.08
Bill Pmt -Check	08/24/2020	21234	Wendy L. Cumming, CPA	-2,827.50
Bill Pmt -Check	08/24/2020	21235	AT&T	-574.60
Bill Pmt -Check	08/24/2020	21236	Veritiv Operating Company	-2,185.79
Check	08/25/2020		Union Bank	-1,044.77
Total 1009 Union - Operating				-102,694.40
<b>TOTAL</b>				<b>-102,694.40</b>

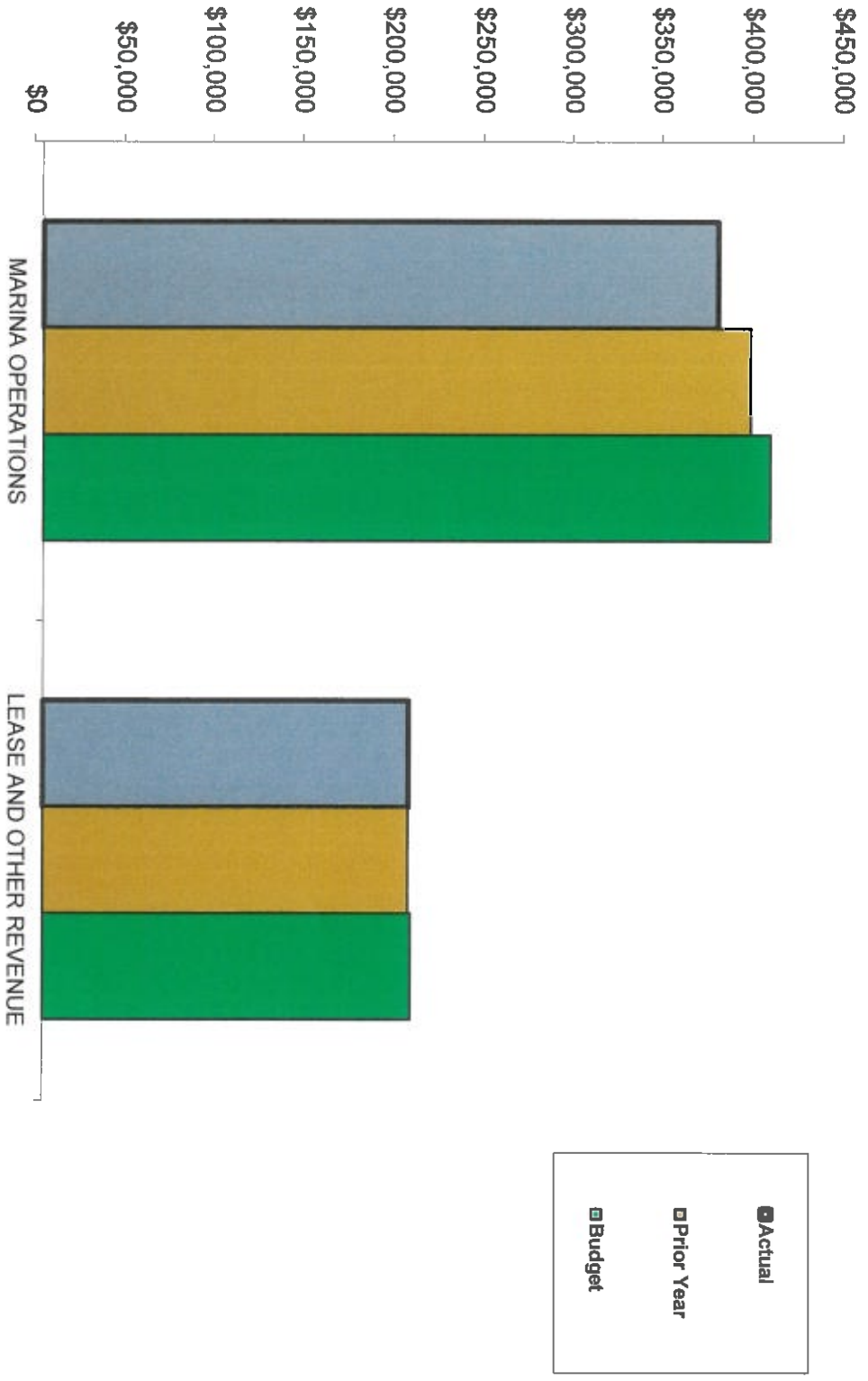


**Operating Expenses  
Year to Date Actuals vs. Budget and Prior Year  
August 31, 2020**

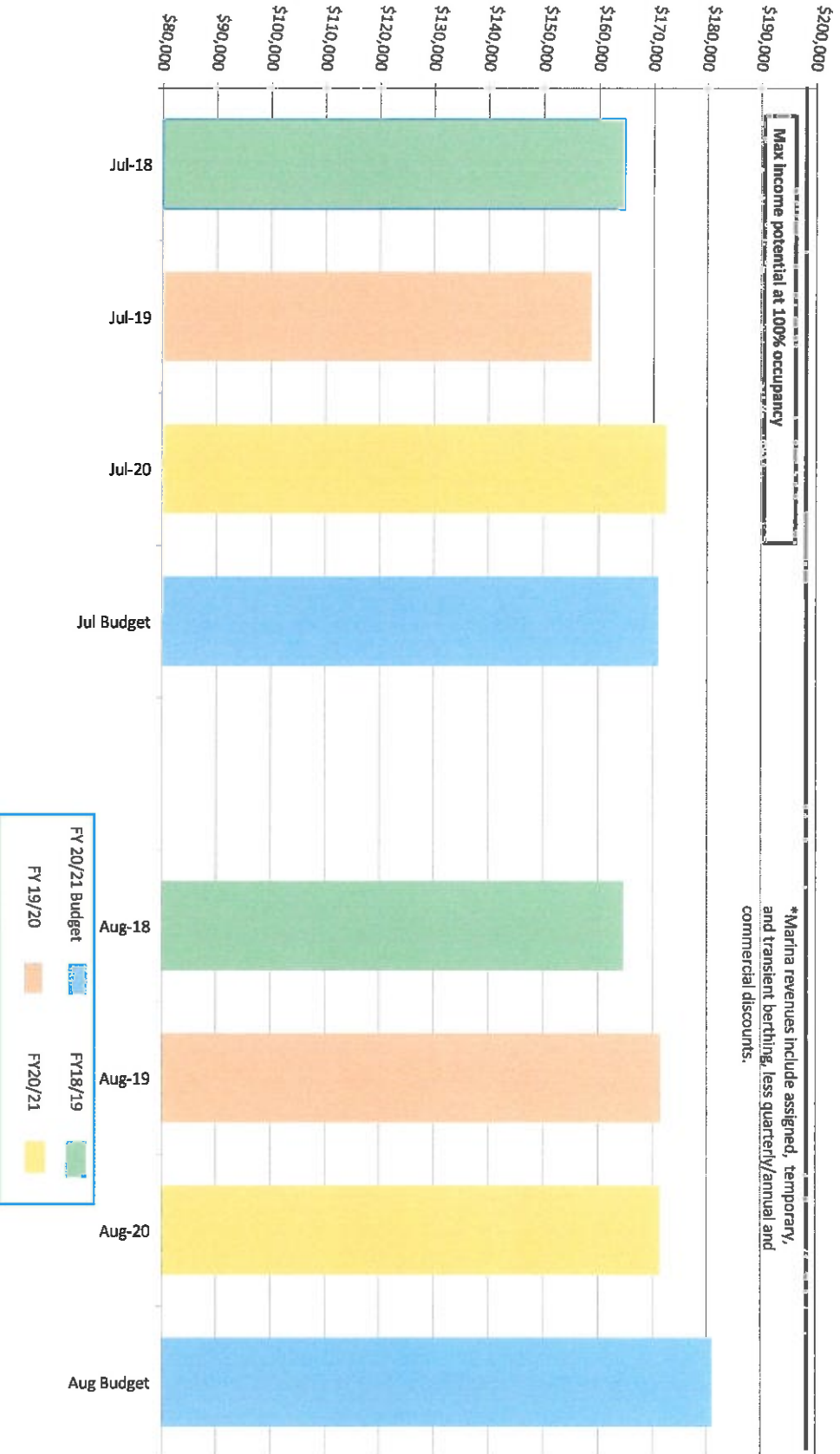


**\*\*Expenses Exclude Dredging, Depreciation and Interest Expenses\*\***

**Marina, Lease and Other Revenue  
Year to Date Actual vs. Budget and Prior Year  
August 31, 2020**



## Moss Landing Harbor District Marina Revenue\* (Berthing) - 3 Year Comparison





**BOARD OF HARBOR COMMISSIONERS**

Russell Jeffries  
Tony Leonardini  
Vincent Ferrante  
James R. Goulart  
Liz Soto

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MOSS LANDING, CA 95039

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**GENERAL MANAGER  
HARBOR MASTER**

Tom Razzeca

## STAFF REPORT

ITEM NUMBER 03 – PROJECT STATUS  
BOARD MEETING SEPTEMBER 23, 2020

**1. Dredge Project:** Dredging is needed in the Harbor's Federal Navigation Channel which is completed by the Army Corps of Engineers (ACOE). Harbor staff is happy to report that ACOE has confirmed receipt of the funding needed to complete Navigation Channel this year. The General Manager has been in consistent contact with ACOE over the past few months in an effort to ensure that this project takes place as soon as possible. The General Manager was given notice that a pre project survey is taking place in the next few weeks and the project itself is expected to take place during the month of October 2020.

**2. North Harbor Building Listing:** The new North Harbor building listing contracted with Mahoney & Associates and Alison Goss continues. A draft LOI related to the building and/or other property in the North Harbor was received by staff back in June. Staff and the RPC met with a representative from the developer on June 17<sup>th</sup> where the RPC members requested additional information and the developer has since requested and received as built drawings of the building and the site plan and was expected to bring back a proposal to the District, thus far no such proposal has been received.

**3. North Harbor Inn Project:** The Harbor District has received a draft LOI from a developer related to the property where the Inn would be located. The RPC has met and had an initial discussions with the developer and requested additional information. Because of the received LOI the Inn project is on hold until the Board is in a position to provide direction to the GM regarding the lot-line adjustment and general development plan needed to continue moving forward with the project.

**4. B177 & J Dock Pile Replacement Project** A bid opening took place on July 15, 2020 and our contractor Associated Pacific Constructors Inc.(APC) was approved during the July 22, 2020 Board meeting by Resolution 20-08 and a contract has been executed. Currently the piles for the project are in production and once complete APC will mobilize and complete the project. This work is expected to take place prior to October 31<sup>st</sup> 2020, with the timeframe dependent on the completion and delivery of the piles needed for the project.

*SERVING COMMERCIAL FISHING AND RECREATIONAL BOATING SINCE 1947*

**5. Cannery Building HVAC and Penthouse Mechanical Room:** 3 HVAC units at the Cannery Building are in need of replacement. The units are and have been quickly deteriorating due to the salt air environment here in Moss Landing. In an effort to prevent future units from deteriorating quickly staff is proposing that as part of the project a penthouse mechanical room be built to house the units protecting them from the environment and reducing maintenance and extending the overall life span of the new units. Staff is currently having Wald Ruhnke & Dost Architects draw up a plan for the penthouse mechanical suit that will be used for permitting and the notice inviting bids for this project. Because of the current disrepair of the units staff is attempting to fast track the drawings and permitting process in an attempt to get the project out to public bid and completed as quickly as possible. The General Manager will continue to update the Board on this project each month until completed.



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GENERAL MANAGER  
 HARBORMASTER  
 Tommy Razzeca

## STAFF REPORT

### ITEM NUMBER 04 – SUMMARY OF PERMITS ISSUED BOARD MEETING OF September 23, 2020

Permittee	Issue Date	Status	Permit Type	Exp. Date
Elkhorn Slough Research Foundation	01/01/2020	Current	Facilities Use	01/01/21
Blue Ocean Whale Watch	2/18/2020	Current	Facilities Use	2/18/2021
Whisper Charters	2/28/2020	Current	Facilities Use	2/28/2021
REI Outdoor School	3/24/2020	Current	Facilities Use	3/24/2021
Fast Raft	3/28/2020	Current	Facilities Use	3/28/2021
MBARI-Otter Studies	4/1/2020	Current	Facilities Use	4/1/2021
Kahuna Sportfishing	6/12/2020	Current	Facilities Use	6/12/2021
Venture Quest Kayaking	6/30/2020	Current	Facilities Use	6/30/2021
Kayak Connection	6/30/2020	Current	Facilities Use	6/30/2021
Sanctuary Cruises	6/30/2020	Current	Facilities Use	6/30/2021
Sea Goddess Whale Watching-Tours	6/30/2020	Current	Facilities Use	6/30/2021
Sea Goddess Whale Watching-Souvenirs	6/30/2020	Current	Peddlers	6/30/2021
MBARI-Slough Test Moorings	6/30/2020	Current	Facilities Use	6/30/2021
Elkhorn Slough Safari - Souvenirs	9/17/2020	Current	Facilities Use	10/19/2021
Elkhorn Slough Safari - Tours	10/19/2019	Current	Peddlers	10/19/2020
Blue Water Ventures	10/31/2019	Current	Facilities Use	10/31/2020
Wild Fish-Vicki Crow	11/20/2019	Current	Peddlers	11/20/20



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Tommy Razzeca

**STAFF REPORT**

**ITEM NUMBER 05 – MEETING ANNOUNCEMENTS  
BOARD MEETING OF SEPTEMBER 23, 2020**

Monterey County Fish and Game Advisory Commission – Meetings are on the 2nd Tuesday of even months. <http://www.co.monterey.ca.us/bcandc/fishgame.html>

Moss Landing Chamber of Commerce Meetings – Due to COVID-19 and in compliance with the Shelter - in - Place order all meetings are done by E-mail until further notice and will resume regular schedule of every second Wednesday of each month, Moss Landing Harbor District Board Room, 4 p.m.

Monterey Bay Sanctuary Advisory Council Meetings – 2020 - <https://montereybay.noaa.gov>

October 16, 2020 Cambria CA.



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GENERAL MANAGER/HARBOR MASTER  
Tom Razzeca

## STAFF REPORT

### ITEM NUMBER 06 - LIVEBOARD REPORT BOARD MEETING OF SEPTEMBER 23, 2020

Pursuant to Ordinance Code §6.110 D) 1), attached is the report containing the names of all permitted liveboard vessels and all persons living aboard. The permits for these liveboards have automatically renewed through the last day of this month. As of this writing, there are no (0) revocation actions pending.

<u>Name</u>	<u>Vessel</u>
1. Slaymaker P.	Stepping Stone CF 1101 TY
2. Jones, L	Intrepid CF 0292 VE
3. Bohigian, D.	Breezing Up, ON 559013
4. Burns, P.	Tralfamadore, CF 9430 GL
5. Byrnes, K.	Grand Slam, CF 4540 FE
6. Callahan, T.	Deb on Air, CF 3174 HA
7. Cayuela, R.	Rachel Angelet, CF 6969 UB
8. Michael, McVay	Gaviota, CF 4863 FP
9. Clark, N.	Ma Kai, CF 1100 ET
10. Cloer, J./Ajuria M.	Laurie, CF 2688 EX
11. Chambers, B.	Pyxis, ON 984193
12. Chaney, Don	Windswept, ON 1094268
13. Clark D.	Seaside Escape CF 4356 HW
14. Degnan, P.	No Name, CF 8344 GT
15. Jimmy Page	Lanitra, CF 7346 SH
16. Elwell, G.	Pearl, ON 557575
17. Faneuf, C.	Ghost Ryder ON 1048498
18. Felicano, J.	Takara, CF 3767 AS
19. Potter, D.	Danu CF 4085 GC
20. Harrington, H.	Isle of View, ON 997142
21. Glovin, D	Aint to shabby CF 7434 SL
22. Clifford, Lance	Sandpiper, CF 6280 EU
23. Jerred, D.	Westwind, CF8564 GM
24. Groom D	Phoenix, CF 5084 GJ
25. Jones, H.	Laetare, CF 5495 YB
26. Jones, T.	Sanity, CF 5249 SC
27. Kennedy C. Lahman D.	Aztlan, ON 281903

**SERVING COMMERCIAL FISHING AND RECREATIONAL BOATING SINCE 1947**

ITEM NUMBER 06 – LIVEBOARD REPORT  
09/23/2020



28. Ayres, Lloyd
29. Knudson L/Knudson A.
30. Malone, RJ
31. Marsee, E, Lynch, C
32. Burnett, Gary
33. Maris, T.
34. Robinson, D.
35. Nieman J
- 36 Niswonger, R.
37. Nunes, D.
38. Otis, T.
39. Paul, J
40. Schlegelmilch, William
41. Velaquez F
42. Raaphorst, D.
43. Reins, D.
44. Rotger, M.
45. Dyer, B
46. Piro, Daniel
47. Derouin, E
48. Stegmann, R.
49. Peabody, C
50. Salisbury, J.
51. Thomas, B.
52. Tufts, M.
53. Sumner, Aaron
54. Wolinski, Peter
55. Morgan, J
56. Samuelson, T.
57. Herrick Andrews,
58. Pending
59. Pending
60. Bowler, J

Gaviota, CF 4656 GG  
 Spellbound, ON 082155  
 Francis w, CF 2017 UZ  
 Tolly Craft CF 9521 HT  
 Zinful CF5419 JG  
 Nimble, CF 3730 KB  
 Damn Baby CF 9442 EX  
 Inia, ON 1074183  
 Illusion, CF 0836 TA  
 Auoroa, ON 676686  
 Blue Moon, CF 1886 GT  
 La Wanda CF 5014 FR  
 Bull Dog ON 1219673  
 Lorraine CF 0533 JL  
 Spirit, ON 664971  
 Second Paradise, ON 912484  
 Raven, ON 241650  
 Star of Light ON 1056334  
 Gulf Star CF 6082 GL  
 Sweet Liberty ON 1052175  
 Wild Goose, ON 589319  
 Margaret Joie, CF 9503 GM  
 Oceanid, CF 4210 GA  
 Coho, CF 9974 KK  
 Enchantress, CF 0878 SX  
 Bellisima CF 4668 FV  
 Ramona, ON 1114657  
 Ripple, ON 1037076  
 Moonstone CF 5122 GX  
 Sea Free ON 613387

Myrtle Mae, CF 3187 FN

Total Number Vessels: 60  
 Total Number Persons: 62  
 Pending Applications -2-



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**GENERAL MANAGER**  
**HARBORMASTER**  
**Tommy Razzeca**

## STAFF REPORT

ITEM NUMBER 7 - SLIP INCOME REPORT  
 BOARD MEETING OF SEPTEMBER 23, 2020

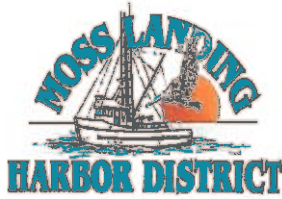
Slip Rates 2020/2021 per linear foot:

Assigned: \$8.40/ft./month  
 Temporary: \$12.50/ft./month  
 Transient: \$1.25/ft./day

### INCOME

<u>August 2020</u>	<u>August 2019</u>	<u>August 2020 Budget</u>
\$171,030	\$171,534	\$181,019

For the month, slip income is below budget by \$10k, due to a combination of lower assigned and temporary berthing income. Slip income is lower than prior year by \$104.



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**GENERAL MANAGER/HARBOR MASTER**  
Tom Razzeca

## **STAFF REPORT**

**ITEM NUMBER 08 – INCIDENT REPORT**  
**BOARD MEETING OF SEPTEMBER 23, 2020**

**08/18/20** A tenant reported that someone had written derogatory messages regarding vessel owners on a trash can and gate near I dock on 2 different occasions. On both occasions staff has removed the messages however we have yet to discover the individual responsible for the vandalism.

**08/21/20** A harbor tenant contact MCSO to report a woman causing a disturbance near B dock. The woman seemed to be under the influence of alcohol or narcotics and was ultimately taken by ambulance for medical treatment.

**No further incidents to report as of September 14, 2020.**



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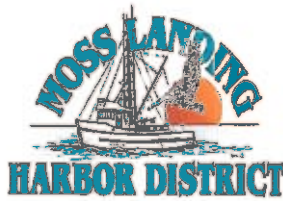
**GENERAL MANAGER/HARBOR MASTER**  
Tom Razzeca

## STAFF REPORT

**ITEM-18 GENERAL MANAGER UPDATE- TEMPORARY SUSPENSION OF DISTRICT LATE AND PASSENGER VESSEL FEES DURING THE COVID-19 PANDEMIC ORDINANCE NO. 208  
BOARD MEETING OF SEPTEMBER 23, 2020**

On April 22, 2020, the Board of Harbor Commissioners adopted Ordinance 208, which, in light of financial hardships created on residents and businesses by COVID-19 related disruptions in employment and business operations, authorized General Manager Razzeca to temporarily suspend the imposition of District Late Fees (for berth rentals, liveaboard fees and dry storage space rental) and Passenger Vessel Fees. The original term of the suspension was from April 22 through May 15, 2020. However, Ordinance 208 also provided General Manager Razzeca with authority to terminate or extend the suspension on an administrative basis, as necessary and without further Board action, based in part on whether National, State or County restrictions on business and employment remain in effect. General Manager Razzeca is to provide a monthly report on the status of this matter and should receive input from the Board.

As of August 5, 2020 late fees on account balances were reinstated however the Passenger Vessel fee has remained suspended. The General Manager recommendation as of the September 23, 2020 regular meeting is the passenger vessel fee remain suspended at least through October 31, due in large to the fact that COVID-related restrictions imposed by the County and State that have prevented such vessels from operating at full capacity have not been eliminated or significantly altered. The Board may provide input on said recommendations, and thereafter, General Manager Razzeca will take appropriate action. Notice of the action will thereafter be disseminated to the Harbor Community.



**BOARD OF COMMISSIONERS**  
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## STAFF REPORT

**ITEM NUMBER 19 – CONSIDER ADOPTION OF RESOLUTION 20-12 ESTABLISHING A “MOSS LANDING HARBOR DISTRICT PARKING FINE SCHEDULE” AND “PARKING CITATION PROCESS.” BOARD MEETING OF SEPTEMBER 23, 2020**

On February 26, 2020, the Board of Harbor Commissioners authorized General Manager Razzeca to enter into a three-year agreement with Parking Management Bureau (“PMB”) for the processing of parking and related citations.

As has been previously discussed, there are a number of steps that the District must take in order to facilitate PMB’s assumption of parking citation processing. The District must amend its Ordinance Code to clearly identify parking violations subject to a fine and indicate that citation processing is being handled by an outside service, establish appropriate administrative procedures for citation appeals, and establish a schedule of applicable parking fines. On August 26, 2020, the Board adopted Ordinance No. 210 which amended the Ordinance Code by both establishing citation processing by a third-party provider and clarifying violations subject to citation. The new Ordinance Code language also provided that the citation fine schedule and the administrative procedures to be used in processing citations would be adopted by resolution. (This will make it easier to make modifications to the schedule and procedures over time by resolution as opposed to another ordinance amendment.)

In preparing a Parking Fine Schedule, Staff reviewed the types of parking problems the District is currently experiencing and the fine schedules of several other entities, including Santa Cruz Harbor and one of PMB’s other clients, the City of Marina. Staff attempted to strike a balance between the need to establish a fine that provides a disincentive for repeat violations and the principles of fairness and equity. The proposed fines can be modified at any time after adoption if the District determines that they have been established at too high or too low a rate.

The Board adopted an initial Parking Fine Schedule on July 22; however, upon review by PMB, it was determined that the Fine Schedule should be modified so that PMB’s escalating rates for the different levels of processing could be passed along to a violator. Basically, the more effort PMB has to exert to collect a fine, the higher their processing fee. If these administrative fees are not factored into the fines, the District will end up paying all of PMB’s administrative costs and a violator will have no incentive to pay a fine on a timely basis- the fine will remain fixed no matter how much effort is used and how much time has passed since the citation has been issued. If Resolution No.20-12 is passed this evening, the new Parking Fine Schedule will supersede the schedule adopted on July 22.

The proposed Parking Citation Process, which was reviewed in draft by the Board at its August 26 meeting, establishes details of citation issuance as well as the right and process for contesting a citation. The Parking Citation Process is similar to the process used by other public entities for citations and should meet all of the “due process” requirements established by law.

Staff is recommending that the Board consider and approve Resolution No. 20-12 which will establish a District parking fine Schedule and the District’s Parking Fine Process.

**SERVING COMMERCIAL FISHING AND RECREATIONAL BOATING SINCE 1947**

ITEM NUMBER 19 – PARKING CITATION PROCESS AND FINES  
09/23/2020

**RESOLUTION NO. 20-12**

**A RESOLUTION OF THE BOARD OF HARBOR COMMISSIONERS OF THE MOSS LANDING HARBOR DISTRICT ESTABLISHING A "DISTRICT PARKING FINE SCHEDULE" AND "PARKING CITATION PROCESS"**

**WHEREAS**, the Moss Landing Harbor District ("District") has entered into an agreement with Parking Management Bureau ("PMB") for the processing of parking citations; and

**WHEREAS**, in order to facilitate the parking citation process, the District needs to establish a schedule of applicable fines for violations of parking regulations and a process for citation administration; and

**WHEREAS**, on July 22, 2020, the Board of Harbor Commissioners adopted Resolution No. 20-09 establishing a District Parking Fine Schedule, but after taking this action, determined that fees set forth in the Schedule failed to consider fees charged by PMB for processing citations at various levels of the citation process; and

**WHEREAS**, Staff has now prepared a new "Parking Fine Schedule" and "Parking Citation Process" for Board consideration.

**NOW THEREFORE, BE IT HEREBY RESOLVED** that the Board of Harbor Commissioners of the Moss Landing Harbor District hereby approves the "Moss Landing Harbor District Parking Fine Schedule," a copy of which is attached hereto as Exhibit "A" and by this reference incorporated herein, and the "Parking Citation Process," a copy of which is attached hereto as Exhibit "B" and by this reference incorporated herein.

**BE IT FURTHER RESOLVED**, that Resolution No. 20-09 and the District Parking Fine Schedule adopted thereby, are hereby superseded by this resolution and neither Resolution No. 20-09 or the Schedule are of any further force and effect.

**CERTIFICATION**

Resolution 20-12 was duly adopted by the Board of Harbor Commissioners of the Moss Landing Harbor District at a regular meeting of the Board held on September 23, 2020, a quorum present and acting throughout, by the following vote, to wit:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST:

\_\_\_\_\_  
Russ Jeffries, President  
Board of Harbor Commissioners

\_\_\_\_\_  
Tommy Razzeca, Deputy Secretary  
Board of Harbor Commissioners

## EXHIBIT A

### MOSS LANDING HARBOR DISTRICT PARKING FINE SCHEDULE

	Level 1 PMB Fee \$2	Level 2 PMB Fee \$7	Level 3 PMB Fee \$8
Failure to obey traffic sign	\$50	\$57	\$65
Expired registration	\$50	\$57	\$65
Parking- no permit	\$50	\$57	\$65
Parking-camping in vehicle	\$100	\$107	\$115
Failure to obey parking signs	\$50	\$57	\$65
Parking- obstructing traffic	\$50	\$57	\$65
Parking in red zone	\$100	\$107	\$115
Parking in white zone	\$100	\$107	\$115
Parking over the line-permit area	\$50	\$57	\$65
Unauthorized parking in handicapped space	\$300	\$307	\$315
Parking in restricting parking area	\$50	\$57	\$65

## **Parking Citation Process**

**Section 1. Purpose:** It is the purpose and intent of these provisions to provide process and procedures for the enforcement of administrative parking citations issued by District enforcement officials pursuant to a Service Agreement between the Moss Landing Harbor District and Parking Management Bureau (“PMB”). The provisions are cumulative and in addition to any other remedies available under state or local law. Use of PMB’s services and the provisions set forth herein is at the sole discretion of the District.

**Section 2. Definitions:** For the purposes of the citation process set forth herein, certain words and phrases are defined as follows:

“Administrative Citation” means the notice of a violation issued by a District enforcement official that imposes an administrative fine for a violation of District parking rules and regulations as set forth and incorporated herein by reference in the Moss Landing Harbor District Ordinance Code.

“Administrative fine” means the amount of a monetary penalty imposed by an administrative citation for a violation of any parking rule or regulation as set forth in the “Moss Landing Harbor District Parking Fine Schedule” adopted by the District Board of Harbor Commissioners, as may be periodically updated, and incorporated herein by reference.

“Enforcement official” means any District employee with the authority to issue parking citations.

“Person” means any natural person, business, company or entity, including the parent or legal guardian of any person under the age of eighteen years old.

**Section 3. Enforcement Authority:** Any person violating any provision of the District’s rules and regulations concerning parking may be issued an administrative citation as provided herein.

**Section 4. Scope:** The procedures established herein shall supplement and be in addition to any criminal, civil or other remedy established by law or under the provisions of any code which may be pursued to address violations of the Moss Landing Harbor District Ordinance Code.

**Section 5. Administrative Parking Citation:**

A. Issuance of Administrative Parking Citation. Whenever an enforcement official discovers that a violation of any parking rule or regulation contained in the Moss Landing Harbor District Ordinance Code has occurred, the enforcement official shall have the authority to issue an administrative citation to the person responsible for the violation.

B. Administrative Parking Citation Contents. An administrative citation shall be provided on a form approved by the District Board of Harbor Commissioners and PMB and shall at a minimum contain the following information.

1. Date and time the citation is issued.
2. Description of the violation.
3. Amount and due date of fine imposed for violation.
4. Notice of right to dispute the citation.
5. Warning that failure to pay the fine may result in additional fines.



C. If a citation is not resolved via payment of fine within 7-10 days of issuance, pursuant to California Vehicle Code Section 40248, a parking violation notice shall be sent to the registered owner of the involved vehicle within fifteen (15) calendar days of the date of the violation.

**Section 6. Administrative Fine:**

A. Fines for violations will be as set forth in the “Moss Landing Harbor District Parking Fine Schedule,” and any amendments thereto, as adopted by resolution and incorporated herein by reference.

B. The person responsible for the violation shall pay the fine within the time and in the amount designated on the administrative parking citation. Fines may be paid online, in accordance with the process set forth on the citation, or mailed directly to PMB.

**Section 7. Citation Appeals:**

It is the purpose and intent of the District to afford due process of law to any person who is issued an administrative parking citation.

A. Initial Dispute. All initial disputes will be handled electronically by the District’s current third-party citation processing service provider, PMB. A citation dispute, including an appeal statement, may be submitted in accordance with the process found at [www.pmbonline.org](http://www.pmbonline.org). In accordance with California Vehicle Code Section 40215(a), a person receiving a citation can dispute the citation within twenty-one (21) calendar days from the date of the issuance of the citation or fourteen (14) calendar days from the mailing of a courtesy or delinquent notice. The person disputing the citation will have access to all photographs associated with the citation. Thereafter, an adjudicator will review any appeal statement (if submitted), pictures associated with the citation, and make a determination on the initial citation dispute.

B. Second Dispute-Administrative Hearing: Any person to whom an administrative parking citation is issued, and who wishes to contest the citation and the determination made as a result of the Initial Dispute process set forth in Section A above, may, no later than fifteen (15) calendar days from the date of service of the notice of Initial Dispute Determination, request an administrative hearing before a District Hearing Officer. Aggrieved persons may initiate the administrative hearing process by visiting [www.pmbonline.org](http://www.pmbonline.org), printing out the Administrative Hearing form, and thereafter mailing the request form and a deposit equal to the administrative fine to PMB. The Administrative Hearing form may also be obtained upon request from the District.

At least ten (10) calendar days prior to the date of the administrative hearing, the District shall give notice to the person requesting the hearing of the time, date and location of the hearing. No hearing to contest an administrative parking citation shall be held unless and until a request for hearing has been completed and filed with PMB and the fine has been deposited with PMB in advance.

**Section 8. Hearing Officer Appointment and Duties:** The District shall designate an administrative hearing officer for administrative parking citation hearings. The hearing officer may not be the enforcement officer that issued the involved administrative citation. The hearing officer will have the authority to set, notice and conduct public hearings required or allowed pursuant to this procedure to contest the grounds for the citation and fees. The officer shall have

the powers and duties necessary to conduct all administrative hearings and appeals authorized by this process.

**Section 9: Administrative Hearing Procedures:**

A. The hearing officer shall establish a date for all hearings. A hearing shall be set not less than ten (10) calendar days and not more than twenty (20) calendar days from the date that the request for hearing is filed.

B. Administrative hearings are informal, and formal rules of evidence and discovery do not apply. Each party shall have the opportunity to present evidence in support of his or her case and to cross examine witnesses. The District bears the burden of proof at an administrative hearing to establish a violation. The administrative parking citation and any additional reports submitted by the enforcement official shall constitute evidence which would be sufficient to prove particular facts contained in those documents. The recipient of the administrative parking citation shall be provided with copies of any additional reports and other documents submitted or to be relied upon by the enforcement official five (5) calendar days in advance of the hearing. The administrative hearing officer must use a preponderance of evidence as the standard in deciding the issues.

C. The hearing officer may continue the hearing and request additional information from the enforcement officer or the recipient of the citation prior to issuing a written decision.

D. If the recipient of the citation fails to appear at the hearing, it shall constitute a waiver of the right to a hearing. Failure to appear at the hearing shall be presumed an admission of guilt to the cited violation as indicated in the administrative citation.

**Section 10. Administrative Order:**

A. The hearing officer shall provide the recipient of the citation with a decision in writing to uphold, cancel, or modify the administrative parking citation by no later than twenty-one (21) days from the date the request for hearing was received.

B. If the hearing officer upholds the administrative citation, PMB shall retain the fine deposited by the responsible person.

C. If the administrative hearing officer cancels the administrative citation, any fine deposited with the PMB shall be promptly refunded.

**Section 11. Judicial Review:** An person aggrieved by an administrative order of the administrative hearing officer imposing a fine may seek judicial review of the administrative order pursuant to Government Code Section 53069.4 by filing an appeal in the Monterey County Superior Court, subject to the time limits set forth in Section 53069.4.

**Section 12. Failure to Comply:** The District and/or PMB may collect the assessed administrative parking fine, if it has not been deposited in advance, by use of any and all available legal means, including by reference of the matter to small claims court.