



STAFF REPORT

TO: Board of Commissioners
FROM: Andrea Lueker, Harbor Manager
DATE: July 23, 2019
SUBJECT: Lighthouse Request for Funding for Tree Removal or Pruning

Recommendation / Proposed Motion

- Recommendation: Review the three quotations for tree removal or pruning of up to four trees, review the recommendation from the Lighthouse Committee, and provide direction to staff. Staff recommends that should the Board of Commissioners support the funding to the Lighthouse Keepers for a portion of the tree removal or pruning, that funding come from the operating reserves.
- Motion: Approve funding of \$_____ to the Lighthouse Keepers for the removal and/or pruning of the Cypress trees located above the cisterns at the Lighthouse, with funding coming from the _____(operating reserve/contingency/Lighthouse budget line item).

District Major Objective/Goal

Not applicable.

Policy Implications

Memorandum of Understanding – Port San Luis Harbor District/Point San Luis Lighthouse – Section IV. Property, Maintenance and Cost Allocation (Attachment 1)

Fiscal Implications / Budget Status

The FY 2019/20 budget has \$7,500 allocated to the Lighthouse. Typically, these funds are used to fund repairs/maintenance that are the District's responsibility throughout the year. Staff would recommend that any funding for this expenditure come from operating reserves.

Alternatives Considered

The following actions were considered but are not recommended at this time:

- None at this time.

Background

At the May 2019 Lighthouse Committee meeting, the Lighthouse Keepers requested the Harbor Commission consider funding a portion of the costs for tree removal at the Lighthouse. At that time, the Committee requested the Lighthouse Keepers obtain two additional quotations for the work.

The Lighthouse Keepers returned to the Lighthouse Committee on July 11, 2019 and reviewed the three quotations (Attachment 2) for removal/pruning. Two of the quotes are for the removal of trees while the third quote is for the removal or pruning of up to four trees.

The Committee had a thorough discussion including inquiries about the Keepers reserve accounts, budget status, and future work. After the discussion, the Lighthouse Committee recommended to fund up to \$7,625 to the Lighthouse Keepers for this project.

Discussion

Port San Luis and the Lighthouse Keepers entered into a Memorandum of Understanding (MOU) several years ago, which outlines the roles and responsibilities of each group as well as operations of the site. The MOU, while very specific in some areas, does not clearly indicate tree maintenance. Attachment 1 to this staff report is section IV. Property, Maintenance and Cost Allocation where the maintenance of trees may fall under item C, #6, where the Keepers with the Harbor District support shall repair and maintain – Other items not indicated above (B) and below (D).

Due to the lack of specificity of the MOU in this area, the Lighthouse Committee was willing to help fund this pruning and removal process as a preventative and safety measure. The Keepers also indicated they have started a reserve fund for similar issues in the future.

- Attachment(s):
1. Memorandum of Understanding – Port San Luis Harbor District/Point San Luis Lighthouse – Section IV. Property, Maintenance and Cost Allocation
 2. (3) Quotations for Tree Removal or Pruning