

WES WHITE
President

SCOTT R. J. FELLER
Secretary

PATRICK A. BAILEY
Commissioner

RONALD A. PHILLIPS
Commissioner

JAMES RAMSEY
Commissioner

Board of Harbor Commissioners

of the

Crescent City Harbor District

Phone (707) 464-6174 Fax (707) 465-3535

101 Citizens Dock Road

Crescent City, California 95531

www.ccharbor.com



CHARLIE HELMS
CEO/Harbormaster

ERNEST PERRY
Harbor Planner

MINUTES

Board of Harbor Commissioners of the Crescent City Harbor District
Regular Meeting, Tuesday, March 3, 2015 @ 5:45 P.M.

COMMISSIONERS PRESENT:

Patrick Bailey
Ron Phillips
James Ramsey
Wes White, President

COMMISSIONERS ABSENT:

Scott Feller, Secretary

OTHERS PRESENT:

Charlie Helms, CEO/Harbormaster
Robert N. Black Commission Counsel
Ted Long, Fashion Blacksmith

Karen Philips, PS Business Services
Ward Stover, Stover Engineering

5:45 P.M. The Board of Harbor Commissioners will meet in open session to discuss the following agenda items.

President White called the meeting to order at 5:45 p.m. in open session.

Public Comment prior to closed session.

The following person(s) addressed the Commission regarding the closed session:

CLOSED SESSION. The Board of Harbor Commissioners will now meet in closed session to discuss the following items:

(1) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation pursuant to Government Code Section 54956.9.

REPORT OUT OF CLOSED SESSION.

President White recessed the meeting at 5:45 p.m. and immediately convened in closed session. The closed session was adjourned at 6:30 p.m.

6:30 P.M. The Board of Harbor Commissioners will meet in open session to discuss the following agenda items.

President White reconvened the regular session at 6:30 p.m. No final action was taken in closed session according to Mr. Black.

Pledge of Allegiance.

Commissioner Phillips led the pledge.

Public Comment.

The following person(s) addressed the Commission:

1. **Consent agenda.**
Requests to remove items from the Consent Agenda may be heard at this time.
 - A) **Approval of the warrant list since February 17, 2015.**
 - B) **Approval of the minutes of the regular meeting of February 17, 2015.**

There were not public comments regarding the consent agenda, however, the Commissioners discussed the following items: Pac Choice settlement and what that was as listed in the last minutes. Mr. Long noted that it was a lawsuit against Pac Choice for a fishing monopolies on the west coast, the lawsuit was from two years ago. Item 2 also discussed depreciation "declining" not accelerating in the minutes. Warrants for Helstowski and Miller Farms Nursery (will be corrected), warrant for rain gear there were two warrants which cover other equipment than rain gear, gloves, outdoor gear for the two new employees.

ON A MOTION BY COMMISSIONER PHILLIPS, SECONDED BY COMMISSIONER BAILEY, AND UNANIMOUSLY CARRIED ON A POLLED VOTE WITH COMMISSIONER FELLER ABSENT, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED AND ADOPTED THE CONSENT AGENDA, CONSISTING OF ITEMS 1.A-B, WITH CORRECTION TO THE MINUTES AS LISTED.

2. **Discussion and consideration of the Audited Financial Reports for Fiscal Year 2013-2014 by Donald R. Reynolds, CPA. Take action as necessary and appropriate, including adopting the audited financial statements.**

Mr. Reynolds presented the corrected (from February 17, 2015 meeting) financials for the agenda packet, but was not present at the meeting. Discussion was held regarding the Audited Financial Reports for the Fiscal Year Ending June 30, 2014.

ON A MOTION BY COMMISSIONER PHILLIPS, SECONDED BY COMMISSIONER BAILEY, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, WITH COMMISSIONER FELLER ABSENT, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED THE AUDITED FINANCIAL REPORTS FOR FISCAL YEAR ENDING JUNE 30, 2014 AS PRESENTED.

3. **Discussion and consideration of approving the Agreement for Professional Services between the Crescent City Harbor District and Nancy Suksi. Take action as necessary and appropriate, including authorizing the CEO/Harbormaster to sign on behalf of the Harbor District.**

Discussion was held regarding an agreement with Nancy Suksi for professional services. This agreement will help to close out the CalOES projects, of which Nancy has done the majority of the closeout work. Commissioners would like the work limited to the closeout work for CalOES and FEMA and the grants monitoring audit for the same. Discussion was held regarding the hourly rate for the contract.

ON A MOTION BY COMMISSIONER BAILEY, SECONDED BY COMMISSIONER RAMSEY, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, WITH COMMISSIONER FELLER ABSENT, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED AND ADOPTED THE AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE CRESCENT CITY HARBOR DISTRICT AND NANCY SUKSI FOR THE PERIOD OF MARCH 16, 2015 TO MARCH 2016.

4. Discussion and consideration of allowing the CEO/Harbor Master to attend the Special District Risk Management Authority "Safety/Claims Education Day" seminar in Sacramento on Tuesday, March 24, 2015. Take action as necessary and appropriate.

Discussion was held regarding travel to the Special District Risk Management Authority seminar in Sacramento on March 24th. There is no charge for attending the seminar. \$312.00 reduction in policy premium will be received if the CEO attends this seminar. Staff was asked to find out if a safety officer were appointed and they attended, if they would get an additional discount. \$108.87 is the hotel charge, which is the only cost of this due to the Port and Harbor Masters conference on the 25th in South Lake Tahoe. The CEO will also try to see legislators while he is in Sacramento.

ON A MOTION BY COMMISSIONER RAMSEY, SECONDED BY COMMISSIONER BAILEY, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, WITH COMMISSIONER FELLER ABSENT, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED AND AUTHORIZED THE CEO TO TRAVEL TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY SAFETY/CLAIMS EDUCATION DAY SEMINAR IN SACRAMENTO ON MARCH 24, 2015.

5. Discussion and consideration of participating in the Klamath Management Zone Fisheries Coalition. Take action as necessary and appropriate.

Discussion was held regarding participating in the Klamath Management Zone Fisheries Coalition. The membership fee is \$500 for this coalition. Mr. Helms noted that he would like to have more information to make sure that this membership is to the benefit of the Harbor. The Harbor is a participating member and not a paid member due to the financials not being produced by the previous CEO. Mr. Long noted that he has traveled to a meeting with this organization and he felt that the organization was fractured, although this could be beneficial due to the salmon populations returning and the commerce that salmon fishing brings to this harbor. This coalition was intended to get a united front to keep infighting out of the public arena and resolve issues. Nobody knows what happens to the membership dues. Mr. Long suggested contacting the fisheries marketing councils to see what they feel about the organization. Direction was given to staff to obtain additional information about the Klamath Management Zone Fisheries Coalition to be presented at a future meeting.

6. Discussion and consideration of approving updated and new job descriptions for Crescent City Harbor District present and future staff positions. Take action as necessary and appropriate.

Discussion was held regarding the updated and new job descriptions for Office Clerk I/II, Bookkeeper, and Deputy Harbormaster/Operations Manager. The new and updated descriptions will allow the District flexibility to hire part-time staff if necessary and the update the functions of each position. Customer service, efficiency, cross-training and staff training are a few of the outcomes of the job description updates. Mr. Long asked if funds were budgeted for an operations person. In the past, the office manager, CEO, assistant, bookkeeper and large maintenance crew were the only employees. Mr. Long sees that maintenance staff are the greatest need due to the maintenance issues that are apparent in the Harbor. Commissioners expressed concern regarding adopting the Deputy Harbormaster position description until all members are present. Mr. Helms explained that this was his direction months ago and he feels that the new position would help in getting more revenue into the Harbor.

ON A MOTION BY COMMISSIONER BAILEY, SECONDED BY COMMISSIONER RAMSEY, AND UNANIMOUSLY CARRIED WITH COMMISSIONER FELLER ABSENT, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED AND ADOPTED UPDATED JOB DESCRIPTIONS FOR OFFICE CLERK I/II, BOOKKEEPER AND THE NEW JOB DESCRIPTION FOR THE DEPUTY HARBORMASTER/OPERATIONS MANAGER, AS PRESENTED.

7. Committee reports from standing and ad hoc committees.

The following reports were given:

Financial – no report.

Budget Committee – none.

Design Oversight – none.

Dredge – nothing to report.

Events – no report.

Ordinance and Policy – no report.

Lease Committee – there was a meeting and there are two proposals at Counsel's office for a lease to Alber (treatment plant), a rental business (bikes, paddle boards, etc.) that will bring in their own building, and an additional offer for the car wash.

Landlord Tenant Committee – no report.

Park Model Construction – no report.

Real Estate Policy/Lease Committee – no report.

Visitor's Center Committee –.

Dutra Dispute Resolution Committee – no report.

Employee Negotiations – no report.

Insurance Committee – no report.

Zoning and Land Use – meetings have been held with Coastal and Harbor staff to get the plan submitted to Coastal.

Marketing – no report.

Maintenance and Repair – still waiting for list.

Tri-Agency – meeting held, until the agency gets out from under the obligations it has, it cannot move forward. The City will put the building into receivership. Other agency debt involves government agencies and has not moved forward.

IGRC – meeting held, lots of discussion regarding City and County activities, good update of what it being done.

Chamber – meeting last week to look at new ways to advertise. April is the month of the economic summit and the Harbor may be asked to speak to the Harbor upgrades and rebuild. The Harbor's website will be linked to the Visitor's Bureau, live feeds of the activities, sunsets would be great to add to that also.

Port Safety – meeting on March 11th

Land Use Plan – no report.

Personnel –no report

8. C.E.O.'s Report on current matters and issues planned or in progress.

In addition to the written report included in the agenda, the following topics were discussed: sea lion population in the harbor is up, they sank the hoist dock the other day; a Coastal Commission site visit was conducted on Tuesday, and they viewed the downed trees while they were here; vandalism occurred on Coastal Trail with purple paint; construction update for Coastal Conservancy was discussed; repair update - Maples is moving forward and Reese Electric is done; close out status of federal and State projects is moving forward; staff noted the strategic planning session information was sent out to give information regarding the process and focusing on what is really critical; Harbor facility leasing was discussed. Mr. Long suggested that gear storage in simple buildings might be an easy revenue source for the Harbor; an update on the Northcoast Tsunami Center was given; social media marketing, the Facebook activity is up again; a breakdown of the rate survey was discussed of harbors up and down the coastline. Brookings has slashed their annual rates to make them really inexpensive. President White wants to have the rates reviewed by the lease committee along with the local unsecured tax the vessel owners pay.

9. Board Comments.

The following Commissioners discussed items of general interest, provided a reference or other resource to staff, asked for clarification or requested staff to report to the Board on a certain matter: Commissioner Philips would like staff to get ahold of the City and see how they handle special events and set up, especially how they handle special insurance for events. Staff will also ask the Fairgrounds and see what they do for event insurance. President White would like the format of the CEO report to reflect revenue generation and cost reduction. Discussion was held regarding designating a Harbor Safety Officer to review daily safety issues on/about the Harbor property. President White read a letter from the Chamber of Commerce as the recipients of the Del Norte Pride Award.

10. Adjournment to the next Regular Meeting scheduled on Tuesday, March 17, 2015 at 6:30 P.M. at the Harbor District Office, 101 Citizens' Dock Road, Crescent City, California.

There being no further business to come before the Commission, President White adjourned the meeting at 7:47 p.m., until the next regularly scheduled meeting on March 17, 2015.

Wes White, President

Scott Feller, Secretary

Approved this _____ day
of _____, 2015.