

WES WHITE
President

SCOTT R. J. FELLER
Secretary

PATRICK A. BAILEY
Commissioner

RONALD A. PHILLIPS
Commissioner

JAMES RAMSEY
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Board of Harbor Commissioners

of the

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CHARLIE HELMS
CEO/Harbormaster

ERNEST PERRY
Harbor Planner

MINUTES

Board of Harbor Commissioners of the Crescent City Harbor District Regular Meeting, Tuesday, January 20, 2015, 6:30 P.M.

COMMISSIONERS PRESENT:

Patrick Bailey
Scott Feller, Secretary
Ron Phillips
Wes White, President

COMMISSIONERS ABSENT:

James Ramsey

OTHERS PRESENT:

Charlie Helms, CEO/Harbormaster
Laura Jo Welter, Triplicate

Karen Philips, PS Business Services
Ted Long, Fashion Blacksmith

6:30 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 in open session at 6:30 p.m.

Pledge of allegiance.

Ted Long led the pledge.

Public Comment.

The following person(s) addressed the Commission: none.

The President reported out regarding the Crescent City Harbor Public Finance Corporation meeting held just prior to this meeting. No business was conducted other than the election of officers for 2015 and adoption of the minutes from the last meeting.

1. Consent agenda.

Requests to remove items from the Consent Agenda may be heard at this time.

- A) Approval of the warrant list since January 6, 2014.**
- B) Approval of the minutes of the Regular Meeting of December 16, 2014 and January 6, 2015.**

The Pacific Power bill will be brought back in a report format for the last several months showing the amounts billed and received. Staff is still trying to get the meter system working so that it reads the electrical meters correctly. Mr. Helms does not feel that the system will ever work. No public comments were made with regard to the consent agenda matters. No items were pulled from the consent agenda.

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

- 2. **Discussion and consideration of holding a Chamber Mixer on April 23, 2015 to coincide with the first day of the Tall Ships' visit to Crescent City Harbor.**
Take action as necessary and appropriate.

Discussion was held regarding the Chamber Mixer being held at the harbor in April to coincide with the visit of the Tall Ships visit. The Chamber would like to know as soon as possible regarding whether or not the Harbor District would like to sponsor a mixer. The ships will be here on a Thursday and leave that weekend. This has been tried before and the first day the vessels are here does not work for the captains as they are busy tying up and getting the vessel settled. Commissioners asked about the completion of Starfish Way and having a mixer to celebrate the trails, promenade, etc., which they felt would be a better idea, including a joint mixer with the tenants, including Englund Marine with their new store opening. Staff will ask the Chamber of Commerce to release the date and consider a mixer in the fall.

- 3. **Discussion and Adoption of a revision to the Crescent City Harbor District Personnel Rules, Sick Leave Policy, to conform with the Healthy Workplaces/Healthy Families Act of 2014.** Take action as necessary and appropriate.

Discussion was held regarding revision of the sick leave policy as required by the Healthy Workplaces/Healthy Families Act of 2014. Employees (part-time) working 30 or more days per year after July 1, 2015, are entitled to three days of sick leave per year. No accrual or carryover will be allowed and the sick time can only be used after 90 days of employment.

ON A MOTION BY COMMISSIONER BAILEY, SECONDED BY COMMISSIONER WHITE, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, WITH COMMISSIONER BAILEY ABSENT, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED AND AUTHORIZED STAFF TO UPDATE THE CRESCENT CITY HARBOR

DISTRICT PERSONNEL RULES, SICK LEAVE POLICY TO INCLUDE THE NEW REQUIREMENTS OF THE HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 21014.

4. Discussion and consideration of goals for the CEO/Harbormaster. Take action as necessary and appropriate.

Discussion was held regarding the goals of the CEO/Harbormaster. A synopsis was discussed and previously went out to the Commissioners. The individual tasks were discussed. It was the consensus of the Commissioners to add a marketing plan, with performa, to the list to be done by the end of fiscal year 2014/2015 (June 30, 2015).

ON A MOTION BY COMMISSIONER FELLER, SECONDED BY COMMISSIONER BAILEY, AND UNANIMOUSLY CARRIED, WITH COMMISSIONER RAMSEY ABSENT, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED THE LIST OF GOALS AS REVISED TO ADD A MARKETING PLAN WITH PERFORMA TO BE COMPLETED BY THE END OF THE FISCAL YEAR 2014-2015.

5. Committee Reports. Reports from other standing and ad hoc committees.

The following reports were given:

Financial – no report.

Budget Committee – none.

Design Oversight – blocks were poured for the sign and the sidewalks are ready to go in. The sign should be here in two weeks.

Dredge – nothing to report.

Events – no report.

Crab Pot Ordinance – no report.

Lease Committee – Commissioner Phillips noted that there is a potential tenant to rent Spotty's Car Wash, the Harbor has asked the potential tenant to review their numbers and come back.

Landlord Tenant Committee – no report.

Park Model Construction – no report.

Real Estate Policy/Lease Committee – no report.

Visitor's Center Committee – none.

Dutra Dispute Resolution Committee – no report.

Employee Negotiations – no report.

Insurance Committee – no report.

Zoning and Land Use – no report was made.

Marketing – no report.

Maintenance and Repair – no meeting was held.

Tri-Agency – meeting is next Wednesday, it is the Harbor's turn (year) to chair and hold the meetings.

IGRC – nothing to report.

Chamber – the annual dinner is this Saturday night and it is sold out.

Port Safety – nothing

Land Use Plan – no report.

Personnel –no report.

The following committee appointments were made by the President as follows:

Budget - members White and Ramsey
Design Grant Oversight - Bailey and White
Dredge - members Feller and Ramsey
Ordinances and Policies - members Ramsey and Bailey
Events - members Phillips and Ramsey
Lease - members Phillips, Feller
Visitor's Center - members White and Ramsey
Zoning and Land Use - members Feller and Phillips
Marketing - members White and Ramsey
Maintenance and Repair - members Feller and Bailey
IGRC - members Phillips and Bailey
Two by Two - members as needed
Tri-Agency - members White and Feller
Chamber of Commerce - members Phillips and Bailey
Port Safety - members Feller and Phillips

Discussion was held regarding the revision of the ordinances and policies. Staff will talk to counsel regarding the matter. President White renamed the Crab Pot Committee to the Ordinances and Policies Committee, which will review the crab pot storage policy/rules.

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

The CEO's written report was presented in the agenda packet and included the following topics: Spotty's Car Wash; U.S. Army Corps of Engineers; State of California Wildlife; "Fishing for Energy" Program; Maintenance Updates; Northcoast Tsunami Center; Project Updates; Harbor Marketing; and Follow Up Items. A recycling system for the car wash will need to be completed in the near future. The free dumpster is available to another nine days for old fishing gear as long as it is not flammable or illegal. The dumpster assistance will be available several times a year, according to staff. A checklist has been made to track the need for maintenance/warranty work. The treatment plant letter is in the mail with no further fines or monies due according to Water Quality Control Board. A restroom at South Beach would help bring visitors to the beach/harbor. Staff is working on the collection of old accounts receivable and taking some to Small Claims Court. The vessel at Fashion Blacksmith that was being salvaged will be cut in half by Fashion Blacksmith and hauled out immediately. Staff will work with Fashion Blacksmith to get the travelift there to move the halves of the vessel. President White asked to have a Maintenance Committee meeting to discuss dredging and other issues Mr. Long brought up. Commissioner Feller asked to have the compensation package for the CEO on the next closed session agenda. President White asked about the profit and loss statement and whether or not it included the new budget. Yes, staff noted, the new budget is included.

7. 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 Phillips stated that he will see everyone Saturday night at the Chamber of Commerce dinner.

8. Adjournment to the next Regular Meeting scheduled on Tuesday, February 3, Crescent City, California.

There being no further business to come before the Commission, President White adjourned the meeting at 7:41 p.m., until the next regularly scheduled meeting on February 3, 2015.

Wes White, President

Scott Feller, Secretary

Approved this _____ day
of _____, 2015.