

Board Of Harbor Commissioners

Crescent City Harbor District

6 July 2021

Regular Harbor Commission Meeting



Regular Meeting

Board of Harbor Commissioners of the Crescent City Harbor District

Brian Stone, President Wes White, Secretary
Harry Adams, Commissioner; Rick Shepherd, Commissioner; Gerhard Weber , Commissioner

AGENDA

Date: Tuesday, July 6, 2021

Time: Open Session 2:00 p.m.

Closed Session following Open Session

Place: Remote Meeting via Zoom Webinar

This meeting will be conducted pursuant to the provisions of the Governor’s Executive Order N-29-20 re: Coronavirus-19, which suspends certain requirements of the Ralph M. Brown Act (“Brown Act”). In an effort to protect public health and prevent the spread of COVID-19, the Board of Harbor Commissioners meeting on April 20, 2021, will be conducted via webinar and telephonically.

Link for Zoom Webinar: <https://us02web.zoom.us/j/82717545424?pwd=aExZeTRuL0VreFVEZGwweUR2TEpIdz09>

Please enter passcode: 182536

Call to Order

Roll Call

Pledge of Allegiance

Public Comment

This portion of the Agenda allows the public to comment to the Board on any issue not itemized on this Agenda, however, the Board may not take action or engage in discussion on any item that does not appear on the Agenda. Periods when public comments are allowed, Harbor Commissioners will allow attendees to submit questions and/or comments using the Zoom in-meeting chat function. The Harbor Commission asks that members of the public keep questions and comments succinct and relevant.

REGULAR SESSION

1. Consent Calendar

Consent Calendar items are considered routine and will be approved by one Motion, with no separate discussion prior to voting. The public, staff, or members of the Harbor Commission may request specific items be removed from the Consent Agenda for separate consideration or action.

- a. Approval of the Meeting Minutes of the June 15, 2021 Regular Meeting.**
- b. Approval of Warrant List from June 11, 2021 through July 1, 2021.**

2. New Business

- a. Discuss and vote to approve returning to in-person Harbor Commissioner Meetings.**
- b. Selection of District's designated representative for labor negotiations.**

3. Unfinished Business

- a. Solar Project Update**
- b. Schmidt's House of Jambalaya Music Event Update**
- c. Secure System for Access to Harbor District Restrooms Update**
- d. Discuss and vote to approve July 21st Music Event**
- e. Ordinance Project Update**

4. Communications and Reports

- a. Financial Reports: Account Balances**
- b. CEO/Harbor Master Report**
- c. Harbor Commissioner Reports**

5. Adjourn to Closed Session

CLOSED SESSION

- a. PUBLIC EMPLOYEE APPOINTMENT
(Gov. Code section 54957(b)(1))
Title: CEO/Harbormaster

- b. CONFERENCE WITH LABOR NEGOTIATORS
(Gov. Code section 54957.6)
Unrepresented Employee: Harbormaster/CEO
District's Designated Representative: TBD (see item 2.b., above)

- c. CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION
(Government Code section 54956.9(d)(4))
Number of Cases: 1

- d. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
(Government Code section 54956.9(d)(2))
Significant Exposure to Litigation: One case based on correspondence with Fashion Blacksmith regarding the replacement of power lines.

6. Adjourn Closed Session

7. Report out of Closed Session

8. Consideration of Employment Agreement with Harbormaster/CEO

9. ADJOURNMENT

Adjournment of the Board of Harbor Commissioners will be until the next meeting scheduled for Tuesday, July 20, 2021, at 2 p.m. PDT. Until the Governor rescinds Executive Order N-29-20, all Harbor Commission meetings will be held via Zoom Web Conferencing. Access code for public participation can be found in the meeting notice posted on the Harbor District website or on the Harbor bulletin board at 101 Citizens Dock Road.

The Crescent City Harbor District complies with the Americans with Disabilities Act. Upon request, this agenda will be made available in appropriate alternative formats to person with disabilities, as required by Section 12132 of the Americans with Disabilities Act of 1990 (42 U.S.C. §12132). Any person with a disability who requires modification in order to participate in a meeting should direct such request to (707) 464-6174 at least 48 hours before the meeting, if possible.



1. Consent Calendar

Consent Calendar items are considered routine and will be approved by one Motion, with no separate discussion prior to voting. The public, staff, or members of the Harbor Commission may request specific items be removed from the Consent Agenda for separate consideration or action.

- a. Approval of the Meeting Minutes of the June 15, 2021 Regular Meeting.**
- b. Approval of Warrant List from June 11, 2021 through July 1, 2021.**

Public Comment?



Regular Meeting Minutes of the Board of Harbor Commissioners of the Crescent City Harbor District	
Harbor District Office, 101 Citizens Dock Road Crescent City, CA 95531	June 15, 2021 2:00 p.m.

Board of Harbor Commissioners of the Crescent City Harbor District

MINUTES

Regular Meeting, Tuesday June 15, 2021 at 2:00 P.M.

CALL TO ORDER: 2:00 PM

ROLL CALL:

<i>PRESENT:</i>	<i>President</i>	BRIAN STONE
	<i>Secretary</i>	WES WHITE
	<i>Commissioner</i>	HARRY ADAMS
	<i>Commissioner</i>	GERHARD WEBER

<i>ABSENT:</i>	<i>Commissioner</i>	RICK SHEPHERD
----------------	---------------------	---------------

QUORUM: YES

PLEDGE OF ALLEGIANCE:

PUBLIC COMMENT: The following individuals addressed the Board regarding subject matters not on this meeting’s agenda: NONE

1) CONSENT CALENDAR

- (1A) Approval of the Meeting Minutes of the May 18, 2021 Regular Meeting.***
- (1B) Approval of the Meeting Minutes of the June 1, 2021 Regular Meeting.***
- (1C) Approval of the Warrant List from May 28, 2021 through June 10, 2021.***

Commissioner White **moved** to approve the consent calendar. Commissioner Adams **seconded** the motion. President Stone then opened up public comment on the agenda item.

No members of the public commented on the agenda item. President Stone then moved the discussion back to the Board.

POLLED VOTE was called, **MOTION CARRIED.**

Ayes: ADAMS, WEBER, WHITE, STONE / *Nays:* NONE

Absent: SHEPHERD / *Abstain:* NONE

2) NEW BUSINESS

(2A) Presentation from Friends of the Harbor on the Installation of Flower Pots along Citizens Dock Rd.

James Ramsey, President of the non-profit group Friends of the Crescent City Harbor, addressed the Board regarding a Harbor beautification project. Mr. Ramsey explained that the group intended to relocate flower pots along Citizens Dock Road, and plant native drought tolerant species of flowers in the pots. Mr. Ramsey noted that the group would need assistance from Harbor maintenance staff to relocate the pots due to their large size. Commissioners Weber and Adams agreed to work closely with the Friends of the Harbor on the project. Commissioner Adams **moved** to approve the proposed beautification project. Commissioner Weber **seconded** the motion. President Stone then opened up public comment on the agenda item. No members of the public commented on the agenda item. President Stone then moved the discussion back to the Board.

POLLED VOTE was called, **MOTION CARRIED.**

Ayes: WHITE, WEBER, ADAMS, STONE / *Nays:* NONE

Absent: SHEPHERD / *Abstain:* NONE

(2B) Discuss and Vote to Approve a New Insurance Carrier for the District's Workers' Compensation Policy.

Interim CEO/Harbormaster Tim Petrick addressed the Board and explained that the cost of the Harbor's workers' compensation policy had been steadily increasing over the years. In part, this was a consequence of recent claims filed with the Harbor's existing insurance carrier, Special District Risk Management Authority (SDRMA). Research identified that switching to a new carrier, State Compensation Insurance Fund (SCIF), was expected to result in approximately \$44,000 of savings over the course of the next year without any significant difference in coverage (SDRMA quoted approximately \$73,000 vs \$29,000 for SCIF). SDRMA and SCIF typically have similar costs when the insured is in the same risk group; however, in this case SCIF categorized the Harbor in a lower risk group. Commissioner White **moved** to approve the change in carrier. Commissioner Adams **seconded** the motion. President Stone then opened up public comment on the agenda item. No members of the public commented on the agenda item. President Stone then moved the discussion back to the Board.

POLLED VOTE was called, **MOTION CARRIED.**

Ayes: ADAMS, WEBER, WHITE, STONE / *Nays:* NONE

Absent: SHEPHERD / *Abstain:* NONE

(2C) Review of Draft Budget for FY 2021-2022.

President Stone provided background by explaining that the Harbor was legally required to have an approved budget before the beginning of each fiscal year. The proposed budget had been developed by Interim CEO/Harbormaster Tim Petrick. In upcoming weeks, Mr. Petrick planned to work closely with the Budget Ad Hoc Committee to further refine the budget. Mr. Petrick welcomed feedback from the Board, and explained that the draft budget would be considered again at an upcoming meeting of the full Board for further discussion and final approval. President Stone then opened up public comment on the agenda item. No members of the public commented on the agenda item. President Stone then moved the discussion to the next agenda item.

3) UNFINISHED BUSINESS

(3A) Solar Project Update.

Alex Lemus (CEO, Renewable Energy Capital, LLC) made himself available to the Board for questions on the solar project status. President Stone asked if there was any new information regarding the SLA incentive payment. Mr. Lemus replied that accounting errors were still being reconciled with Pacific Power, and this precluded application for the payment. The discussion then turned to Harbor redevelopment. Mr. Lemus noted that his staff had been working on lease proposals that would be presented to the Board at a future meeting. President Stone then opened up public comment on the agenda item. No members of the public commented on the agenda item. President Stone then moved the discussion to the next agenda item.

(3B) Schmidt's House of Jambalaya Music Event Update.

Commissioner Adams addressed the Board and provided background on a music event planned for Friday, July 2nd, to be held adjacent to Schmidt's House of Jambalaya restaurant. Commissioner Adams also discussed a separate music event, which would have a reggae theme, proposed for Wednesday, July 21st. Commissioner White questioned whether the Harbor would incur any additional expense as a result of the music events, such as by providing additional security. Commissioner Adams explained that the events had been planned to avoid any additional expense by the Harbor. Furthermore, the increased tourist traffic was expected to benefit Harbor businesses. President Stone then opened up public comment on the agenda item. No members of the public commented on the agenda item. President Stone then moved the discussion to the next agenda item.

(3C) Secure System for Access to Harbor District Restrooms Update.

Interim CEO/Harbormaster Tim Petrick provided background by explaining that research from Maintenance Foreman Rich Salvaressa had identified several issues that needed to be considered carefully. For example, an electronic access system would require new wiring, which could impose a significant cost. Mr. Salvaressa was working to identify the most cost effective solutions and would obtain competitive bids. Commissioner Adams suggested the use of a key lock, or alternatively, a battery-operated electronic access system. Interim CEO/Harbormaster Tim Petrick explained that in the past, keys had become widely distributed amongst the local homeless population. With regard to a battery-operated system, a previous system had become corroded very quickly from sea spray, and ceased functioning within a matter of weeks. Mr. Petrick emphasized that the best solution appeared to be a system based on electronic key fob technology. Fobs could be enabled or disabled remotely as needed. President Stone then opened up public comment on the agenda item. No members of the public commented on the agenda item. President Stone then moved the discussion to the next agenda item.

(3D) Ordinance Project Update.

General Counsel Ruben Duran addressed the Board and explained that his office was in the process of reviewing the Harbor's ordinances for internal consistency and compliance with new state and federal laws. Mr. Duran estimated the project would require approximately ten hours of paralegal time and up to four hours of associate time to review. These estimates might need to be adjusted if major deficiencies were identified during the review process. At least one public hearing would be scheduled before final approval from the Board. Mr. Duran also suggested that the final Ordinance Code should be posted online for public access. President Stone then opened up public comment on the agenda item. No members of the public commented on the agenda item. President Stone then moved the discussion to the next agenda item.

4) COMMUNICATIONS AND REPORTS

(4A) Financial Reports: Account Balances, Profit & Loss Statements, Accounts Receivable Report

President Stone invited questions or comments from the Board, and the Board expressed its satisfaction with the reports. President Stone then opened up public comment on the agenda item. No members of the public commented on the agenda item. President Stone then moved the discussion to the next agenda item.

(4B) CEO/Harbormaster Report

Interim CEO/Harbormaster Tim Petrick reviewed briefing materials provided to the Board. Mr. Petrick noted that Rich Salvaressa had dropped a row of diseased trees near the House of Jambalaya, and that the Harbor accepted a quote from Outdoor Solutions to have the

remaining stumps ground to remove any latent tripping hazards. Recruitment efforts were underway to refill vacant positions at the RV parks, security, and in the main office. An agreement was finalized with Kirkland's Lawn and Yard Service, and they quickly began work on improving the Harbor's landscaping. The first Farmer's Market went very well. High winds were somewhat troublesome, but some adjustments are being made to reduce the impact in the future. PND engineers have been researching potential solutions to alleviate power problems on H dock. Commissioner White asked for an update on the RFP for financial services. Mr. Petrick replied that the Harbor had not yet received any proposals. The RFP had been widely distributed, including to human resource consulting firms such as Robert Half International. Commissioner White suggested that Deloitte Limited would be another good option for distribution of the RFP. Commissioner Weber asked General Counsel Ruben Duran to prepare an accounting of the cost incurred for responding to recent Public Records Act requests. Although Commissioner Weber recognized the importance of government transparency with the public, he encouraged the public to be mindful of the cost associated with making such requests.

(4C) Commissioner Reports.

(a) Commissioner Shepherd: not present.

(b) Commissioner Adams: mentioned that commercial Salmon fishing had been quite good recently, and he was optimistic that interest would be high for the sport fishing season that was about to open.

(c) Commissioner Weber: reported that he had received some feedback from attendees of the Farmers Market that toilet paper in the restrooms was not being stocked adequately. Commissioner Weber had intervened to donate toilet paper. Commissioner Weber requested that the Harbor make efforts to promote the Farmers Market on the Harbor website.

(d) Commissioner White: no report.

(e) President Stone: no report

MOVE TO CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
(Government Code Section 54956.9(d)(4))
Number of potential cases: 1

2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Government Code section 54956.9(d)(1))
Crescent City Harbor District v. Dutra et al.
Sacramento Superior Court Case No.: 34-2017-00215044-CU-BC-GDS

RECONVENE REGULAR SESSION

REPORT FROM CLOSED SESSION: nothing to report.

5) ADJOURNMENT

*ADJOURNMENT TO THE BOARD OF HARBOR COMMISSIONERS NEXT REGULAR MEETING
SCHEDULED FOR TUESDAY, JULY 6, 2021 AT 2 P.M., VIA ZOOM WEB CONFERENCE.*

Approved this ____ day of _____, 2021

Brian Stone, President

Wes White, Secretary

Crescent City Harbor District Check Detail

June 11 through July 1, 2021

Type	Num	Date	Name	Account	Original Amount
Check	ACH PAYMENT	06/16/2021	FRONTIER	1040 · CCHD US BANK OPERATING 4766	-931.60
Check	ACH PAYMENT	06/23/2021	US BANK	1040 · CCHD US BANK OPERATING 4766	-3,071.37
Check	ACH PAYMENT	06/23/2021	CALPERS RETIREMENT	1040 · CCHD US BANK OPERATING 4766	-633.52
Bill Pmt -Check	1315	06/17/2021	MENDES SUPPLY CO	1047 · BAYSIDE- RV PARK-1766	-110.16
Bill Pmt -Check	1316	06/17/2021	PACIFIC POWER	1047 · BAYSIDE- RV PARK-1766	-4,970.46
Bill Pmt -Check	1317	06/17/2021	TRACTOR SUPPLY CREDIT PLAN	1047 · BAYSIDE- RV PARK-1766	-220.53
Check	1318	06/23/2021	KENNETH BRUCE DWELLEY	1047 · BAYSIDE- RV PARK-1766	-4,190.50
Check	1319	06/23/2021	ROBERT J. FRAZIER	1047 · BAYSIDE- RV PARK-1766	-4,190.50
Bill Pmt -Check	2033	06/17/2021	PACIFIC POWER	1045 · REDWOOD HARBOR VILLAGE 0707	-4,609.35
Bill Pmt -Check	2034	06/17/2021	SUBURBAN PROPANE	1045 · REDWOOD HARBOR VILLAGE 0707	-187.24
Check	5991	06/17/2021	CARPENTERS LOCAL 751	1040 · CCHD US BANK OPERATING 4766	-60.00
Bill Pmt -Check	5992	06/17/2021	CRESCENT ELECTRIC	1040 · CCHD US BANK OPERATING 4766	-2,600.00
Bill Pmt -Check	5993	06/17/2021	ENGLUND MARINE	1040 · CCHD US BANK OPERATING 4766	-79.48
Bill Pmt -Check	5994	06/17/2021	NORTHCOAST HEALTH SCREENING	1040 · CCHD US BANK OPERATING 4766	-45.00
Bill Pmt -Check	5995	06/17/2021	DN OFFICE	1040 · CCHD US BANK OPERATING 4766	-76.28
Bill Pmt -Check	5996	06/17/2021	LEVI COOLEY DBA; OUTDOOR SOLUTIONS	1040 · CCHD US BANK OPERATING 4766	-1,500.00
TOTAL					-27,475.99



2. New Business

- a. Discuss and vote to approve returning to in-person Harbor Commissioner Meetings.**

Public Comment?



2. New Business

- b. Selection of District's designated representative for labor negotiations.**

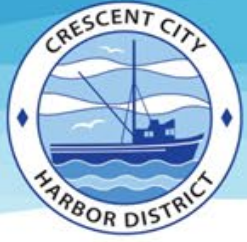
Public Comment?



3. Unfinished Business

a. Solar Project Update

Public Comment?



3. Unfinished Business

b. Schmidt's House of Jambalaya Music Event Update

Public Comment?



3. Unfinished Business

c. Secure System for Access to Harbor District Restrooms Update

Public Comment?



3. Unfinished Business

- d. Discuss and vote to approve July 21st Music Event**

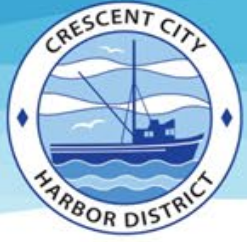
Public Comment?



3. Unfinished Business

e. Ordinance Project Update

Public Comment?



4. Communication and Reports

a. Financial Reports: Account Balances

Public Comment?

BANK BALANCES AS OF 6.10.21		BANK BALANCES AS OF 7.1.21		DIFFERENCE
CCHD OPERATING	\$230,433.66	CCHD OPERATING	\$232,301.23	\$1,867.57
CCHD SAVINGS	\$30,021.29	CCHD SAVINGS	\$30,021.29	\$0.00
REDWOOD HARBOR	\$123,374.55	REDWOOD HARBOR	\$127,267.40	\$3,892.85
BAYSIDE RV PARK	\$64,896.51	BAYSIDE RV PARK	\$62,041.12	-\$2,855.39
LAIF ACCOUNT	\$1,393,819.08	LAIF ACCOUNT	\$1,393,819.08	\$0.00
TOTALS	\$1,842,545.09	TOTALS	\$1,845,450.12	\$2,905.03



4. Communications and Reports

b. CEO/Harbormaster Report

CCHD Maintenance Staff has worked their tails off getting ready for the summer and 4th of July. They created fire breaks, prepped totes for firework disposal, staged barriers for traffic and pedestrian control, all while continuing to clean, repair, and generally keep the harbor running smoothly. It has been a super human effort by our short staffed maintenance group.

We have been able to partially fill one of our open positions. Kristina Hanks will be working part time in the front office and brings accounting and supervisory experience to the team. We're excited to get her on boarded and trained and think she will help us bring a bit more stability to the customer service desk.

CCHD provided some fencing and barriers for the music event in the overflow lot. We also had crescent electric put 50 Amp outlets on the power box at the corner of the lot. We have 400 Amp service to the lot so we can do a lot with it in the future.

Continued on next slide...



4. Communications and Reports

b. CEO/Harbormaster Report

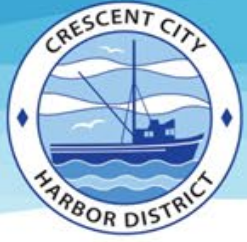
Farmer's Market has continued to run beautifully. I've spoken with most of the vendors and they are very happy with their new home. Angel from RHS has made adjustments each week fine tuning the process and is continuing to get more requests from vendors for space. Prior to the holiday weekend they have been averaging over 1600 visitors. We did have an incident with a vendor dumping used fryer oil in the parking lot. That vendor has been removed by RHS with the full backing of CCHD.

Our Gift shop has been selling Sweatshirts like hotcakes! We've order mugs and baseball caps as well so come by the harbor office for your CCHD gear!

The USCG will be releasing the building to us any day now for use by CCHD only as office space. This release will allow us to use the building while the slow gears of government go through the long process of turning over the deed to the building.

Bellingham Marine has been tentatively scheduled to come work on the docks as part of our settlement in mid-August.

Public Comment?



4. Communications and Reports

c. Harbor Commissioner Reports

Pursuant to the Brown Act, this item allows the Commissioners to briefly discuss activities engaged in since the previous public meeting.

Commissioner Rick Shepherd

Commissioner Harry Adams

Commissioner Gerhard Weber

Commissioner Wes White, Secretary

Commissioner Brian Stone, President

5. Adjourn to Closed Session

CLOSED SESSION

- a. PUBLIC EMPLOYEE APPOINTMENT
(Gov. Code section 54957(b)(1))
Title: CEO/Harbormaster

- b. CONFERENCE WITH LABOR NEGOTIATORS
(Gov. Code section 54957.6)
Unrepresented Employee: Harbormaster/CEO
District's Designated Representative: TBD (see item 2.b., above)

- c. CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION
(Government Code section 54956.9(d)(4))
Number of Cases: 1

- d. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
(Government Code section 54956.9(d)(2))
Significant Exposure to Litigation: One case based on correspondence with Fashion Blacksmith regarding the replacement of power lines.



6. Adjourn Closed Session

7. Report out of Closed Session

8. Consideration of Employment Agreement with Harbormaster/CEO

9. ADJOURNMENT

Adjournment of the Board of Harbor Commissioners will be until the next meeting scheduled for Tuesday, July 20, 2021, at 2 p.m. PDT. Until the Governor rescinds Executive Order N-29-20, all Harbor Commission meetings will be held via Zoom Web Conferencing. Access code for public participation can be found in the meeting notice posted on the Harbor District website or on the Harbor bulletin board at 101 Citizens Dock Road.

The Crescent City Harbor District complies with the Americans with Disabilities Act. Upon request, this agenda will be made available in appropriate alternative formats to person with disabilities, as required by Section 12132 of the Americans with Disabilities Act of 1990 (42 U.S.C. §12132). Any person with a disability who requires modification in order to participate in a meeting should direct such request to (707) 464-6174 at least 48 hours before the meeting, if possible.

