



Board of Harbor Commissioners of the Crescent City Harbor District

Wes White, President

Scott R. J. Feller, Secretary

Patrick A. Bailey, Commissioner

Ronald A. Phillips, Commissioner

James Ramsey, Commissioner

MINUTES

Board of Harbor Commissioners of the Crescent City Harbor District

Regular Meeting, Tuesday, August 18, 2015, 6:30 P.M.

COMMISSIONERS PRESENT:

Scott Feller, Secretary

Ron Phillips

James Ramsey

Wes White, President

Patrick Bailey

COMMISSIONERS ABSENT:

OTHERS PRESENT:

Charlie Helms, CEO/Harbormaster

Nicole Burshem, PS Business

Bill Cochran, Insurance Broker

Steven Strickland, Marine Mammal Center

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

President White opened the meeting in regular session at 6:30 p.m.

Pledge of Allegiance

The pledge was led by Commissioner Phillips

Public Comment

The following person(s) addressed the Commission: Steven Strickland, Marine Mammal Center Representative, commented he finally got an approval to remove the whale by the pier by October.

1. Consent Agenda

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

- A) Approval of the warrant list since the August July 21, 2015 Harbor Commission Meeting**
- B) Approval of the minutes of the July 21 and August 4, 2015 Harbor Commission Meetings**

No requests were made to pull matters or delete matters from the consent agenda; however the following items were discussed: Commissioner Phillips asked in regards to Anchor and Starfish Way Utilities in the amount of \$6913.42, if this amount is being taken out of the Harbors funds. Mr. Helms commented that it would be taken out of the Harbors funds, due to the fact there was no power or water out there and the Harbor wanted the opportunity to develop. Commissioner Phillips asked what Tidal Surge Damage Nov 2006: CCHD was for. Mr. Helms commented it was an error of hitting the wrong key and has been corrected. Commissioner Phillips asked in regards to Stover Engineering and Misc. on call. Mr. Helms commented this is just tracking for the inner boat basin and misc. on call is just that misc. on call. President White asked if that could be charged to the Anchor Way Project. Mr. Helms noted it is an Englund Marine charge and can't be charged to the Anchor Way Project. Commissioner Phillips asked in regards to the two concrete tables for \$1508.50 to Pamplona, GAB. Mr. Helms commented they are tables to replace the broken wood tables. President White asked in regards to the Pacific Power Bill of

\$2856.50 for inner boat basin if the amount is suppose to matchup with utility inner boat basin total on the income statement.

ON A MOTION BY COMMISSIONER PHILLIPS, SECONDED BY COMMISSIONER FELLER, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, 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 Crescent City Harbor District blanket event liability insurance Take action as necessary and appropriate

Discussion was held regards the Crescent City Harbor District blanket event liability insurance. Bill Cochran commented that the Harbor wanted to include craft vendors with no cost under the Harbors liability insurance. Mr. Cochran commented this issue was taken up with the Marine Under Writers and they were not willing to do that. Mr. Cochran suggested that when a craft vendor comes they are to lease the property and provide their own liability insurance. President White noted the vendors wouldn't be doing work for the Harbor, but work for themselves; would that make a difference as to how to get insurance. Mr. Cochran commented its not so much the vendors working for the Harbor as the vendor would be working in the Harbor. Mr. Cochran noted there were a couple of options, which are as follows: not to require vendors to have insurance or to acquire a special event policy. Commissioner Feller asked what is the deductible of the liability insurance. Mr. Cochran commented it is \$5000.00 per occurrence. President White asked if the Harbor were covered under the policy, why would the Harbor need the vendors to cover themselves. Commissioner Phillips asked if there were to be a slip, fall, or hole would the vendor be responsible for it since it happened on our property. Mr. Cochran noted that it would be covered by the Harbor, but the insurance company may do an investigation to see if the vendor had something in the way that caused the action and if so the insurance company may go after the vendor to pay for part. President White commented that requiring the vendor to get insurance is to protect them more than the Harbor. Mr. Cochran commented that their insurance would be considered primary and Harbor would be a secondary insurance. Commissioner Phillips commented there be a special event policy and suggested charging a percentage to each vendor to cover the cost. Mr. Cochran commented that could be worked onto being put in the policy. Mr. Cochran commented in regards to the sign coverage of an annual premium based on special form coverage at \$159,000 value and a \$5,000 deductive would be an annual premium of \$493 a year. Commissioner Bailey asked if this covered the billboards as well. Mr. Cochran commented that it is for the new entrance sign only. Mr. Cochran commented in regards to the coverage for the administrative dock. Mr. Cochran commented there was a range of coverage between \$250,000 and \$310,000. Leavitt Group used illustrations from a

\$310,000 range. Mr. Cochran commented the administrative dock could be added to the citizens dock policy or added to the new basin policy. Commissioner Feller asked what is the inner boat basin deductible. Mr. Cochran commented its \$100,000 for all peril such as tsunami, except for a \$250,000 deductible for wind. Mr. Cochran noted those deductibles are per occurrence. President White asked if the administrative dock was being added to the existing inner boat basin policy. Mr. Cochran noted that it would be and have no extra cost. Commissioner Phillips asked in regards to the wind coverage on the policy. Mr. Cochran commented he was surprised it was not for tsunami coverage. Commissioner Feller asked if the Harbor would be covered on the depreciation of the sign. Mr. Cochran noted that the policy covers new for old so the Harbor doesn't have to worry about a depreciation schedule. Commissioner Feller directed Staff to use the sign Coverage policy, to add administrative dock to the new basin policy, and the vendor coverage remains a work in progress.

3. Discussion and consideration of the Northcoast Marine Mammal Center's "Run for the Seals" fundraising event accessing CCHD property on October 3, 2015. Take action as necessary and appropriate

Discussion was held in regards to the Northcoast Marine Mammal Center's "Run for the Seals" fundraiser. Steven Strickland, representative of the Marine Mammal Center, commented the Northcoast Marine Mammal Center would like to host the "Run for the Seals" fundraiser through the Harbor. Mr. Strickland commented he would like to have the 10k run through the Harbor and last year it was very well attended. Commissioner Baily asked when would this fundraiser be. Mr. Strickland commented that the Fundraiser would take place on the first Saturday of the month. Commissioner Bailey commented that he had some concerns with the construction and suggested they can use the bike trail for the 10k run. Mr. Strickland commented that the Marine Mammal Center has already discussed using the bike trail and they will stay clear of the construction. Mr. Strickland also noted he appreciated the good hospitality and the Marine Mammal Center is going to place the City, County, and Harbor logo on the back of the T-shirts.

ON A MOTION BY COMMISSIONER FELLER, SECONDED BY COMMISSIONER RAMSEY, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED AND ADOPTED THE NORTHCOAST MARINE MAMMAL CENTER'S "RUN FOR THE SEALS" FUNDRAISING EVEN ACCESSING CCHD PROPERTY ON OCTOBER 3, 2015.

4. Discussion and consideration of awarding the Public Works Small Project contract to Wahlund Construction, Inc., in the amount of \$74,000 for the Starfish Way / Marine Way Water Supply Line Project. Further, authorize the CEO/Harbormaster to execute any Change Orders in an amount not to exceed 10% individually or 20% in aggregate. Take action as necessary and appropriate

Discussion was held in regards to awarding the Public Works Small Project contract. Commissioner Phillips asked in regards to where the water lines were being placed and if they were going to disturb the black top. Mr. Helms commented that the black top has not yet been disturbed, but eventually it will have to be torn up. Commissioner Feller asked would Englund Marine is to cover the cost. Mr. Helms commented that they are going to fix what they ruined.

ON A MOTION BY COMMISSIONER BAILEY, SECONDED BY COMMISSIONER FELLER, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED AND ADOPTED THE PUBLIC WORKS SMALL PROJECT CONTRACT TO WAHLUND CONSTRUCTIONS, INC., IN THE AMOUNT OF \$74,000 FOR THE STARFISH WAY /MARINE WAY WATER SUPPLY LINE PROJECT. FURTHER, AUTHORIZE THE CEO/HARBORMASTER TO EXECUTE ANY CHANGE ORDERS IN AN AMOUNT NOT TO EXCEED 10% INDIVIDUALLY OR 20% IN AGGREGATE.

5. Discussion and consideration of awarding the professional services contract for auditing services for the Crescent City Harbor District. Take action as necessary and appropriate

Discussion was held in regards to awarding the profession services contract for auditing services for the Crescent City Harbor District. Commissioner Bailey asked why the Harbor couldn't use the previous contractor. Commissioner Feller asked what happened to option year 1 and option year 2 of Dr. Reynolds bid. Mr. Helms commented he authorized using the same bid for the contract of the previous year. Commissioner Phillips asked if the Harbor would get a better audit for a bid of \$21,000 for 3 years. Mr. Helms commented there were bids sent out to many companies and a lot of the bids came back that they would not be able to provide staff to cover the audit. Commissioner Feller asked if the bidders attached a review. Mr. Helms noted it was attached to the bid. Mr. Helms commented Mr. Reynolds met the requirements and was the lower bid. Mr. Helms noted the Harbor had some issues with Mr. Reynolds in the past, but he is already educated to the Harbors audits. If the Harbor were to hire a new accountant they would need extra time to be trained and educated on the Harbors audit.

ON A MOTION BY COMMISSIONER FELLER, SECONDED BY COMMISSIONER WHITE, AND UNANIMOUSLY CARRIED ON A POLLED VOTE WITH COMMISSIONERS PHILLIPS AND RAMSEY DECLINING, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED AWARDDING DR. REYNOLDS THE PROFESSIONAL SERVICES CONTRACT FOR AUDITING SERVICES FOR THE CRESCENT CITY HARBOR DISTRICT.

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

The following committee reports were made:

Financial – None

Budget Committee – None

Design Oversight – None

Dredge – None

Events – None

Ordinance and Policy – Commissioner Ramsey commented there are a couple of formats being worked on and one format of the Ordinance and Policies is to put them into a more narrative and precise point of view. Commissioner Bailey commented that some of the ordinances are more different to work with.

Lease Committee – Commissioner Phillips commented the Harbor is still waiting on a response from Bobby Jeregon on whether or not he will be to sell. The Harbor should have an answer by September 1, 2015. Mr. Helms requested the Lease Committee meet because there is a potential Lessee for 170 Marine; the old Captains building that would like to make a presentation. Commissioner Phillips commented there is one potential Lessee for Porcini. Commissioner Feller asked if there would be any extensions considered after the 9 day notice already given to the owner. Mr. Helms noted Englund Marine proposal needed to be addressed as well.

Park Model Construction – None

Real Estate Policy/Lease Committee – None

North Coast Tsunami Center Committee – None

Dutra Dispute Resolution Committee – None

Employee Negotiations – None

Insurance Committee – None

Zoning and Land Use – None

Strategic Planning - None

Marketing – None

Maintenance and Repair - None

IGRC – None

Chamber – Commissioner Phillips commented there is a general meeting next Friday, August 28. There was a Coast Guard axillary meeting Thursday, August 13 and there was a very good turnout.

Land Use Plan – None

Two by two- President White commented that himself, Mr. Helms, and Commissioner Feller would be having a meeting with Mr. Finnigan and Mr. Hemmingsen on August 31, 2015 from 9-10.

Personnel – None

7. CEO Report. Report on current and planned items

The CEO's report included the written report in the agenda packet and the following: Mr. Helms commented on the Revenue Generation Focus, Collections Update. Mr. Helms commented Lane Tavasci is continuing to work on Accounts Receivable and there is an attached redacted spreadsheet detailing the current project. Mr. Helms reported on cost reduction focus, CCHD dredging update, Englund Marine, and Anchor and Starfish Way. Mr. Helms commented in regards to leasing existing building. Commissioner Feller asked in regards to rent renewals and that Rich Young suggested the renewal documents should be in the old building. Mr. Helms reported on the tsunami experience. Mr. Helms commented in regards to the RV Park focus. Mr. Helms commented that he met with Eric Taylor to begin the process of the City taking over the RV Park. Mr. Helms commented the Harbor received all the permits from the Coastal Commission and received all the permits from the period when the Coastal Commission was running the park. Mr. Helms commented in regards to the old Englund Marine building. Mr. Helms commented the status Harbor got the appraisal back and he felt they deviated from the actual value and the appraisal for the building came back high. Mr. Helms commented in regards to the Close Out Status of Federal and State Projects. Mr. Helms commented it takes FEMA 90 days to share the result of their review of an appeal and should hear by October 10, 2015 on the decision of the approval. Commissioner Ramsey asked if the \$683,000 was covered under the One million dollar bond the Harbor has. Mr. Helms noted that it is covered under that bond. President White asked if the \$683,000 is the hold up the rest of the money. Mr. Helms noted that it is. Mr. Helms reported on Relocation of Harbor Water Lines. Mr. Helms commented in regards to Starfish Way Trail. Hemmingsen has begun excavating for the valley gutter along Anchor Way and Starfish Way and has begun pouring the valley gutter at the end of Citizens dock. Commissioner Feller asked how big would the trail be. Mr. Helms commented it will be 4 feet, but with the valley gutter the trail will be 7 1/2 feet. Commissioner Feller asked if the Harbor is repairing the road. Mr. Helms commented the extra money in the budget covers that and restriping. Mr. Helms commented in regards to the Porcini building. Mr. Helms commented Bobby Jergan was in Harbor last Thursday, August 13 and there is a potential buyer. Mr. Helms commented in regards to the information center/gift shop. Mr. Helms commented the gift shop is making progress and the Harbor is trying to have it complete by Labor Day weekend. Mr. Helms commented in regards to the Harbor's Facebook page. Commissioner Feller asked if the WIFI antennas were up in the Harbor yet. Mr. Helms commented they are a work in progress.

8. Board Comments. The Agenda allows Board of Harbor Commission members the opportunity to discuss items of general interest, provide a reference or other resource to staff and to ask for clarification or request staff to report to the Board on certain matters

The following Commissioner(s) commented on the following: Commissioner Phillips asked if the Harbor investigated the fish hauling from Washington. Mr. Helms commented it is a rumor. Commissioner Bailey asked if anyone was monopolizing the fish cleaning station. Mr. Helms commented that you couldn't monopolize the fish cleaning station. Commissioner Bailey commented he had taken the electric truck to be fixed and should have it back in 4 to 5 days. Commissioner Phillips wanted to thank the Harbor staff and Commissioners for allowing the Farmers Market to be held in the parking lot while the fair was going on. Commissioner Phillips commented there was very light wind and fairly good attendance. The attendance by locals was down but was expected due to the fair. Mr. Helms commented that people liked the lay out of the Farmers Market. Commissioner Ramsey commented there was a complaint about jet skis coming up on the coast with the incompatibility with the surfers. Mr. Helms commented we don't have enforcement ability over there and we have to call the sheriffs. Commissioner Feller suggested pulling up the lease on that issue. President White commented it is really good to see progress with all the projects, rentals, and the Purple Cat was having trouble with someone driving through the dirt and taking their garbage can.

9. Adjournment

Adjournment to the next Regular Meeting scheduled on Tuesday, September 1, 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 8:06 p.m., until the next regularly scheduled meeting on September 1, 2015.

Wes White, President

Scott Feller, Secretary

Approved this _____ day
of _____, 2015.
Posession