

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, August 19, 2014, 4:00 P.M.**

COMMISSIONERS PRESENT:

Scott Feller, Secretary
Ron Phillips, arrived later
James Ramsey
Wes White, President

COMMISSIONERS ABSENT:

Patrick Bailey

OTHERS PRESENT:

Charlie Helms, CEO/Harbormaster
Rob Jacobs, Elk Valley Rancheria
Adam Spencer, Triplicate

Karen Philips, PS Business Services
Kenyon Hensel, Hensel's Seafood

4:00 P.M. The Board of Harbor Commissioners will meet in open session to discuss the following agenda items.

President White called the meeting at 4:00 p.m.

Pledge of allegiance.

Commissioner Ramsey led the pledge.

Public comment.

The following person(s) addressed the Commission: Environmental Services Coordinator for Elk Valley Rancheria Rob Jacobs reported on the wildlife grant that they are applying for that will survey rocky areas and collect data regarding resources, documenting the sea star issues and include a survey of Whaler's Island, Battery Point, Ender's Beach Road and Pt. St. George. The data collected by the survey will provide important information for future plans and projects. The Tribe needs a letter of support from the Harbor since the Whaler's Island is on the Harbor's property. This study would be in conjunction with Humboldt State University. Mr. Jacobs noted that culturally relevant and resource driven data will be collected that will help form the future direction of the Tribe. The grant application is due on September 2nd.

ON A MOTION BY COMMISSIONER FELLER, SECONDED BY COMMISSIONER RAMSEY, AND UNANIMOUSLY CARRIED, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS VOTED TO ADD THE URGENCY ITEM TO THE AGENDA AS IT AROSE SUBSEQUENT TO THE POSTING OF THE AGENDA AND REQUIRED ACTION PRIOR TO THE NEXT REGULARLY SCHEDULED MEETING.

Kenyon Hensel commented and thanked the Commission for their support given to his business venture. He would like Commissioner Bailey and Phillips, who were absent at the meeting, to know that he thanks them also.

1. Consent agenda.

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

- A) Approval of the warrant list since August 5, 2014.
- B) Approval of the minutes of the Special Meeting of August 5, 2014
- C) Approval of the minutes of the Regular Meeting of August 5, 2014.

No public comments were made with regard to the consent agenda.

Commissioners discussed the following topics: Commissioner Feller asked if the Harbor was done paying Dutra. Staff noted "yes" the Harbor is done paying Dutra at this time. There are still hold-backs that will be reviewed on the 27th. The RCAC loan has not been paid off yet; when the grants are paid back and closed out that payment will be made. Staff will review the cost of janitorial supplies as requested. A requested change to the minutes on August 5th, page 3, item 3 (3rd paragraph line 5), regarding the hull wreck insurance to "...VOTED TO ALLOW A 10% DISCOUNT ON ANNUAL BERTHING PERMITS UPON PROOF OF HULL WRECK INSURANCE."

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

OFF AGENDA MATTER – ELK VALLEY RANCHERIA GRANT APPLICATION

ON A MOTION BY COMMISSIONER FELLER, SECONDED BY COMMISSIONER RAMSEY, AND UNANIMOUSLY CARRIED, WITH COMMISSIONERS PHILLIPS AND BAILEY ABSENT, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS, APPROVED THE LETTER SUBMITTED IN SUPPORT OF THE ELK VALLEY RANCHERIA GRANT, IN CONCEPT, SUBJECT TO APPROVAL BY COUNSEL, AND CONTINGENT ON THE HARBOR GETTING A COPY OF THE RAW DATA AND HAVING A CHANGE TO COMMENT ON IT PRIOR TO ITS SUBMITTAL.

2. Discussion and consideration of adoption of a design change to the Coastal Trail Project to add additional bollards to inhibit vehicular use of the Coastal Trail between Sunset Circle and the Harbor District Parking Lot. Take action as necessary and appropriate.

Discussion was held regarding the proposed design change to the Coastal Trail Project. The present design has bollards at the Sunset Circle end of the trail. City Planning Director Eric Wier requested additional (2) bollards to prevent or discourage vehicular use as a short cut.

Phillips entered at 4:21 p.m.

A change order will be made by CEO/Harbormaster, if approved. Removable bollards would allow for use of the trail in case of emergency in the area where access is necessary. Commissioners would like to see removable bollards. Staff will work with the City to get removable bollards.

ON A MOTION BY COMMISSIONER RAMSEY, SECONDED BY COMMISSIONER FELLER, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, WITH COMMISSIONER BAILEY ABSENT, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED THE DESIGN CHANGE TO THE COASTAL TRAIL PROJECT TO ADD REMOVABLE BOLLARDS TO INHIBIT VEHICULAR USE OF THE TRAIL BETWEEN SUNSET CIRCLE AND THE HARBOR DISTRICT PARKING LOT.

- 3. Discussion and consideration for approval of Crescent City Harbor District Resolution 2014-02, Records Retention Policy.** Take action as necessary and appropriate.

Discussion was held regarding approval of Resolution No. 2014-02, adopting a records retention policy. Counsel prepared the retention schedule. Staff recommended that the Commission approve the resolution and schedule. Commissioner Feller asked about (page 3) Training Records for safety and non-safety workers and suggested that they be kept +7 years and that Certificates of Election be kept from date of termination +6 years.

ON A MOTION BY COMMISSIONER FELLER, SECONDED BY COMMISSIONER RAMSEY, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, WITH COMMISSIONER BAILEY ABSENT, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED AND ADOPTED RESOLUTION NO. 2014-2 WITH THE NOTED CHANGES.

- 4. Discussion and consideration for approval of a Month-to-Month Rental Agreement between the Crescent City Harbor District and Kenyon Hensel.** Take action as necessary and appropriate.

Discussion was held regarding the rental agreement between the Harbor and Kenyon Hensel. Legal staff is correcting some errors in the agreement and it will be coming back to the Harbor. The corrections include the corrected lease amount and the fact that the sales tax will be deducted from the gross sales.

ON A MOTION BY COMMISSIONER FELLER, SECONDED BY COMMISSIONER PHILLIPS, AND UNANIMOUSLY CARRIED, WITH COMMISSIONER BAILEY ABSENT, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONER, TABLED THIS MATTER UNTIL THE NEXT MEETING.

- 5. Discussion and consideration for approval of the Limited License Agreement between the Crescent City Harbor District and the Northcoast Marine Mammal Center for the limited purpose of facilitating the October 4, 2014 Fun Run and Walk.** Take action as necessary and appropriate

Discussion was held regarding the limited license agreement for the October 4th Fun Run and Walk. The route crosses Harbor property and the agreement was drafted to include \$1 million in insurance.

ON A MOTION BY COMMISSIONER PHILLIPS, SECONDED BY COMMISSIONER FELLER, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, WITH COMMISSIONER BAILEY ABSENT, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS

APPROVED AND AUTHORIZED THE CHAIR TO SIGN THE LIMITED LICENSE AGREEMENT BETWEEN THE CRESCENT CITY HARBOR DISTRICT AND THE NORTHCOAST MARINE MAMMAL CENTER FOR THE LIMITED PURPOSE OF FACILITATING THE OCTOBER 4, 2014 FUN RUN AND WALK.

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

The following committee reports were made:

Budget Committee – no report.

Design Oversight – no report.

Events – Sept 27th is the date set for the dedication of the Harbor Trail. This date conflicts with a RCRC meeting and some of the Board of Supervisors will be gone that date. Congressman Jared Huffman is having a breakfast on the Saturday the 27th at the Senior Center.

Landlord Tenant Committee – no report.

Park Model Construction – no report.

Real Estate Policy/Lease Committee – no report.

Visitor's Center Committee – discussion was held, but the members would like to have the voice of the whole Commission moving the project forward in some fashion. "As is" appears to be dead in the water, according to the committee members, funding needs to be found, and the building needs to be scaled down to make it work. Consensus was to keep at the project concept for a visitor's center. There has been \$60k+ already spent and it would be a waste of funds if not pursued.

Dutra Dispute Resolution Committee – no report.

Employee Negotiations – no report.

Insurance Committee – no report.

Zoning and Land Use – there is a discrepancy in the document that needs to be corrected by staff and come back to the Commission.

Marketing – Sept 4th meeting will be longer.

Maintenance and Repair – no report.

Tri-Agency – a meeting will be held shortly.

IGRC – meeting held at which Commissioner Feller presented the budget information for the State.

Chamber – mixer held at Dr. Ashri's dental office.

Port Safety – met today, Harbor may host an event for flare disposal day at the Harbor. Striping will be added to the employee identification badges for emergency access.

Personnel – need to have a meeting.

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

The CEO's report, which was included in the agenda packet, included the following topics: signage for MPA's will be donated to the Harbor and supplement signage at the Harbor entrance; Reese Electric is trying to get the software and hardware people to come and physically correct the electric meter billing problems; Army Corps Lt. Col. Morrow will be here Thursday morning at 9:00 a.m.; staff is working with Mr. Peters regarding the lease errors; USDA representatives will meet at the Harbor on August 26th at 1:30 p.m.; Bids are back from Bellingham and they may be coming back, the engineer is trying to get the costs down a bit more, should be here by the end of the week. Funding will come from Harbor, CalOSHA, and FEMA; The Harbor Treatment Plant dismantling crew got here and they were at work 11:30 Wednesday; Survey on the groin repair for Whaler Island indicated that the tonnage needed may be partly made up with rock that the Harbor already has, repair is estimated at about \$43+k, the work needs to be done. Staff feels that existing rock could be used. \$10K is still owed to the City and will be held as retention to get the paving and a few other matters completed by the City. Staff is working with Stover Engineering on the breakwater; Docks will be insured for the \$70k option without flood insurance. FEMA has not

sent their opinion of "flood" insurance. The other option is \$194K with flood insurance. There may need to be a special meeting to approve the insurance. The software for the boat owners and berthing is being updated, staff feels that it will be two weeks before it is finalized; Financial statements will be ready for the next meeting.

8. 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 noted that the stumps are coming out of the green area and he would like to see more of them moved. Staff is working on storage and the policy of moving crab pots one month after the end of season, which will be brought back for review. The fish cleaning station is not here yet, the contractor is haggling with transportation to get it here. The Miss Joanne lien process will move forward this month. President White thanked Mr. Helms for getting the Harbor in shape.

9. Adjournment to the Regular Meeting scheduled on September 2, 2014, 6:30 P.M. at the Crescent City 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: 5:06 p.m. until the regular session held on September 2, 2014.

Wes White, President

Scott Feller, Secretary

Approved this _____ day
of _____, 2014.