

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

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CHARLIE HELMS
CEO/Harbormaster

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Harbor Planner

MINUTES

Board of Harbor Commissioners of the Crescent City Harbor District Regular Meeting, Tuesday, June 3, 2014, 6:00 P.M.

COMMISSIONERS PRESENT:

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

COMMISSIONERS ABSENT:

NONE

OTHERS PRESENT:

Charlie Helms, CEO/Harbormaster
Martha Rice, Deputy Counsel

Karen Philips, PS Business Services

6:00 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 regular session at 6:00 p.m.

Public Comment prior to closed session.

There were no public comments prior to 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 - POTENTIAL LITIGATION:

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: one case.

REPORT OUT OF CLOSED SESSION.

President White recessed the open session at 6:00 p.m. and immediately convened in closed session to discuss the matters listed above. 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 meeting in open session at 6:32 p.m. Counsel announced the no action was taken during the closed session.

Pledge of allegiance.

The pledge of allegiance was led by Commissioner Feller

Public comment.

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

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 May 20, 2014.

B) Approval of the minutes of the Regular Meeting of May 20, 2014.

There were no public comments regarding the consent agenda. Commissioners discussed the following: the warrant for High Voltage paid for putting up web towers; Crescent Electric fixed a light fixture at Alber's and Alber's will be billed for the repair; the warrant to Latitude 38 was for an advertisement marketing the services at the Harbor.

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

2. Discussion and consideration of approval of the *Agreement Regarding Certified Cost or Pricing Data for REA Outer Boat Basin Dredge and Slope Protection Repair Project between the Crescent City Harbor District and Dutra Dredging Company.* Take action as necessary and appropriate.

Discussion was held regarding the agreement. This agreement is conditioned on the bond language which will come back to the Commission in a few week.

ON A MOTION BY COMMISSIONER PHILLIPS, SECONDED BY COMMISSIONER BAILEY, AND CARRIED ON A 4-5TH POLLED VOTE WITH COMMISSIONER RAMSEY VOTING NO, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS, APPROVED THE AGREEMENT REGARDING CERTIFIED COST OR PRICING DATA FOR REA OUTER BOAT BASIN DREDGE AND SLOPE PROTECTION REPAIR PROJECT BETWEEN THE CRESCENT CITY HARBOR DISTRICT AND DUTRA DREDGING COMPANY.

3. Discussion and consideration of continuing to hold the meetings of the Crescent City Harbor District Board of Commissioners in the Board of

Supervisors Chambers at the Flynn Center or to begin holding the meetings at the Harbor District office and to acquire a recording system for that purpose. Take action as necessary and appropriate.

Discussion was held regarding the meeting venue and recording system for that purpose. The cost estimate was included in the agenda packet for a \$1,818.43 recording system. Commissioners discussed the need to purchase an expensive recorder rather than using the less expensive model that the Harbor currently has. Counsel noted that the sound quality of the recording was important and a system could be used to upload to the Harbor's server that might be less expensive. Archiving the audio files on the Harbor's server and use of the official minutes as the final records. A cleaner system that costs less was suggested. After discussion, the recording system and venue change matter were tabled until the next meeting or in early July to get more information on recording systems.

4. Discussion and consideration of adoption of the Preliminary Budget for Fiscal Year 2014-2015. Take action as necessary and appropriate.

Discussion was held regarding the preliminary budget. CEO Helms noted that there is a slight increase over the prior year and a small decrease in expenditures. Counsel noted that she was unaware of any deadline for adoption of the preliminary budget. Mr. Helms offered to meet with the budget/finance committee to discuss the preliminary budget. The commissioners would like to have more explanation for the budget and printouts. A Budget Committee meeting will be held soon and the preliminary budget brought back at the next meeting. Mr. Helms will check last year's report to get the calendar for adoption.

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

The following reports were made:

Budget Committee – a meeting will be held soon.

Design Oversight – Commissioner Feller suggested using the old anchors on the trail area with signage. The cost of cleaning the 8 anchors up is about \$850-1,000 each.

Events – no report.

Landlord Tenant Committee – a proposal was made to the Art Gallery, a response was made and the rate from last year will be kept valid this year until a new rate is negotiated.

Other leases needing review are the hoist leases. Staff was directed to prepare a list of leases and when they expire so that they can begin renegotiating. No action is occurring with Mr. Hensel's lease space at this time.

Park Model Construction – no report.

Real Estate Policy/Lease Committee – no report.

Visitor's Center Committee –

Dutra Dispute Resolution Committee – no report.

Employee Negotiations – done.

Insurance Committee – no report

Zoning and Land Use – reported that it was in preliminary review, Coastal staff will try to move this along more quickly.

Marketing – reviewed the basic outline of the marketing plan, another meeting will be held soon.

Maintenance and Repair – sometime in July a meeting will be held. A complete list will be made for projects in the foreseeable future for monthly, annual and weekly maintenance projects.

Tri-Agency – have met, accepted a settlement for Top Blue Marine, and are still talking to title holder on the building and USDA on original loans. Renfroe vs Tri-Agency litigation is scheduled for pretrial on the 20th of June and trial on the 23-24th of June.

IGRC – no meeting,

Chamber – held a meeting to unveil the map of the moving making sites throughout Del Norte and Humboldt County.

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

The following topics were discussed: 1) Tri-Counties Bank – representatives flew in to meet with the Harbor staff to see what is here and learn how they can partner with the Harbor; 2) Cal OES made a visit to the Harbor office and reviewed the PW’s with Rich Young and Nancy Suski; this was the pre-closeout and they will be back in July to finish up; 3) Army Corps of Engineers – management came by for a visit, staff stressed the value of the Harbor to the community so the Army Corps can prioritize there projects and funding and discussed the importance of dredging; 4) All Staff Meeting – second meeting held, training was held regarding the change to signage to allow ticketing; 5) Water Safety Day – was a big hit with the 5th grader4s attending, the weather was sunny, all agencies has a great time; 6) North Coast Water Quality Control Board – the 30 day posting will be over soon and a letter will be sent for the demolition of the treatment plant; 7) Citizen Dock – verbal approval of change order was given; 8) Wildlife Conservation Board – one of the hand dryers in still not working, staff will continue to follow up on this; 9) Promenade – forms are being set and work has begun on the bio swales; 10) Fish Cleaning Station – is moving forward; 11) Staff training – will take a large hazardous waste training; 12) Crisis Training – CEO will attend tomorrow; 13) Facebook Stats – doing pretty well at 1900 likes, staff post every day and have some nice pictures and content; 14) Aged Accounts Receivable – shore side report was listed, and including Alber’s, Coast Guard lease, vessels A/R; the electricity was billed this month, the total bill was \$1,357, meter readings will be done manually, staff will continue to try and get the “warranty” validated, the system was a product of a Dutra subcontractor; Staff and Stover Engineering were directed to write a letter to the electrical meter contractor letting them know that this is a warranty issue and that it needs to get fixed. Staff was also asked to clarify the warrant period; 14) Line of Credit RCAC - \$2,883,000 was drawn down of the line of credit, USDA Credit was drawn down also. Discussion was held regarding collection of the A/R accounts, staff was directed to work on resolving the accounts ASAP.

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 Feller asked about a policy on A/R accounts and having the finance committee establishing one; Commissioner Ramsey appreciates the marketing an positive energy Mr. Helms has exhibited; Commissioner Bailey was asked about installing charging stations in the Harbor and investigating installing them with credit card slots for charging electric vehicles. Seattle has stations such as this. Staff noted that they have been looking at more green powered uses in the harbor area to cut fuel usage and costs.

Commissioner Feller asked if power will be at the new fish cleaning station. There will be no power at the station. The trench is no longer open.

8. Adjournment to the Regular Meeting scheduled on June 17, 2014, 6:30 P.M. at the Flynn Center, 981 H Street, Crescent City, California.

There being no further business to come before the Commission, President White adjourned the meeting at 7:31 p.m. until the special session held on June 12, 2014.

Wes White, President

Scott Feller, Secretary

Approved this _____ day
of _____, 2014.