

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

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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, February 17, 2015, 5:45 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  
Randy Smith  
Don Reynolds, CPA, via telephone

Karen Philips, PS Business Services  
Ted Long, Fashion Blacksmith

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**5:45 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 5:45 p.m.

#### **Public Comment prior to closed session.**

The following person(s) addressed the Commission regarding the closed session items: none.

**CLOSED SESSION. The Board of Harbor Commissioners will now meet in closed session to discuss the following items:**

- (1) CONDUCT PERFORMANCE EVALUATION OF CEO/HARBORMASTER pursuant to Government Code Section 54957.**
  - (2) PUBLIC EMPLOYMENT: Administrative Analyst, pursuant to Government Code Section 54957.**
- REPORT OUT OF CLOSED SESSION.**

President White recessed the open session at 5:45 p.m. and the meeting was 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.**

Chairman White reconvened the open session at 6:31 p.m. and announced that no action was taken in closed session.

**Pledge of allegiance.**

The pledge was led by Commissioner Feller.

**Public Comment.**

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

**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 20, 2015.**

**B) Approval of the minutes of the regular meetings of January 20, 2015.**

There were no requests to pull matters from the consent agenda; however, Commissioners did discuss the following with regard to the consent agenda: Helstowski Signs warrant; Stover Engineering warrant (page 3) water line corrosion, Maples is working on the docks to replace metal lines, valves to remove the electrolysis and shocking, individual breakers are the problem and are a warranty issue with Eaton; Page 12 Pacific Power warrant was incorrectly listed as being for water which will be corrected; page 15 listed a credit for \$3,000 for Bellingham Marine, staff will check this and report back.

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

**2. Discussion and consideration of the Audited Financial Reports for Fiscal Year 2013-2014 by Donald R. Reynolds, CPA. Take action as necessary and appropriate, including adopting the audited financial statements.**

Discussion was held regarding the audited financial reports. Mr. Reynolds was present via telephone. Commissioners felt that page 7, regarding the rock slope protection being rebuilt, needed clarification, even though it was written by Mr. Young and not Mr. Reynolds. The paragraph needs to be clearer/modified. Also discussed was the explanation of depreciation change after Mr. Reynolds discussion with Mr. Stover regarding dredging and shorter line assets; the depreciation will accelerate over time. The depreciation schedule is ready now according to Mr. Reynolds. No findings and no management report were made. The audit is just being fine-tuned at this time as no problems were encountered during the

audit. Page 1, regarding wind shelters, should note that they were “not” complete. No action is necessary at this time. Commissioners felt that there was not enough time to review of the document before the meeting.

3. **Discussion and consideration of approving the First Amendment – Agreement for Professional Services between the Crescent City Harbor District and Richard D. Young.** Take action as necessary and appropriate, including authorizing the CEO/Harbormaster to sign on behalf of the Harbor District.

Discussion was held regarding the First Amendment – Agreement for Professional Services between the Crescent City Harbor District and Richard D. Young. Staff recommended the agreement be amended and authorize the CEO/Harbormaster to sign. Staff anticipates the total compensation to be less this year unless one of the grant audits shows a problem. The amendment is not to exceed \$20k at an hourly rate of \$75.00 per hour.

ON A MOTION BY COMMISSIONER FELLER, SECONDED BY COMMISSIONER BAILEY, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED AND AUTHORIZED THE PRESIDENT TO SIGN THE FIRST AMENDMENT – AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE CRESCENT CITY HARBOR DISTRICT AND RICHARD D. YOUNG, AND AUTHORIZED THE CEO/HARBORMASTER TO SIGN THE AMENDMENT AS PRESENTED.

4. **Discussion and consideration of a Presentation by the CEO/Harbormaster of a Strategic Plan for the District (overview).** Take action as necessary and appropriate.

CEO Helms presented the strategic plan overview, noting that this is the initial and keystone step in getting the strategic plan started. Public Safety and Commerce, with bullet points for each item, were briefly discussed by the CEO. Ted Long noted that the District is on its' 9<sup>th</sup> CEO and 10<sup>th</sup> Commission, the recreation drum has been beating and it seems that this is a change from the original plan. Mr. Helms noted that the harbor is made up of the commercial fishing fleet and not recreation as much anymore. Mr. Long noted that there are vessels leaving and they are not happy, he is interested in the direction of the Harbor so that he can determine what his business should invest in. The Harbor is hoping to build the infrastructure to support the fishing and recreation industry. Commissioner Ramsey suggested adding a bullet that includes the fishing fleet/redeployment and marketing under both subjects of safety and commerce. An active processing plant would help draw vessels to the area, but with the understanding that water and sewer are the two issues that make the processing plant unobtainable. The unsecured property tax that the fishermen are required to pay is also helping to drive up the cost of business. President White noted that this is the beginning of the strategic planning process, and that the Harbor's base is the commercial fishing. He thinks the Commission needs to have a meeting with the fishermen to discuss issues, get ideas, and to re-enforce that they are the center of the discussion, and that there will be market based rates. A meeting of the marketing committee needs to occur to hone in on some of the issues. Consensus of the Commissioners was to keep rates the way they are as much as possible. There needs to be several battles overcome to get more commerce in the Harbor, such as a processing

plant of some kind. Commissioner Feller asked to have fish plant, fish sales, quarterly meeting with the fleet to keep them in the loop, added to the strategic planning, and for next month he would like to have a “CEO’s first year in review” report on the agenda. Discussion was held regarding shrimp now being processed with block freezing, not peeling, which could be done here with no cost of water. Plants typically expand to handle other types of fish once they are open. Commissioner Phillips would like the land use plan finished. He noted that it is hard to get fishermen to the meetings, perhaps and op-ed would assist in this area. Having the CEO reach out to strategic fishermen to get constructive feedback would get the information that the Harbor needs to make the strategic planning successful.

**5. Discussion and consideration of a adopting a Social Media Policy for the District.** Take action as necessary and appropriate.

Discussion was held regarding adopting a social media policy that will assist the marketing goals. This policy was reviewed and approved by district counsel and should be given to and signed all staff.

ON A MOTION BY COMMISSIONER PHILLIPS, SECONDED BY COMMISSIONER RAMSEY, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED AND ADOPTED THE SOCIAL MEDIA POLICY AS PRESENTED.

**6. Discussion and consideration of January 2015 financial statements for the District.** Take action as necessary and appropriate.

Discussion was held regarding the January 2015 financial statements. CEO Helms apologized for the reports not being in the agenda. He noted that some of the forms and information were available, but not all of it. Discussion was held regarding cash flow analysis and how much different the last month was from this month. President White noted that this has been over a year since the financial reports were requested as a regular agenda item, and he holds the CEO responsible for this.

**7. Committee Reports.** Reports from other standing and ad hoc committees.

The following reports were given:

Financial – no report.

Budget Committee – none.

Design Oversight – none.

Dredge – nothing to report.

Events – no report.

Ordinance and Policy – no report.

Lease Committee – meeting this Friday at noon for possible lease.

Landlord Tenant Committee – no report.

Park Model Construction – no report.

Real Estate Policy/Lease Committee – no report.

Visitor’s Center Committee – the Whale Tail grant was not received and they have not moved forward with this. A north coast tsunami center may get FEMA funds, which this

committee will be renamed, from this point forward. A shelter in place are could be contained in the tsunami center.  
Dutra Dispute Resolution Committee – no report.  
Employee Negotiations – no report.  
Insurance Committee – no report.  
Zoning and Land Use – Jim Baskin is meeting with Mr. Perry tomorrow to discuss the plan.  
Marketing – no report.  
Maintenance and Repair – waiting on completion of facilities condition report and then committee will to a field review and prioritize list.  
Tri-Agency – the monthly meetings will move forward with Commissioner White as the Chairman.  
IGRC – meeting is the 19<sup>th</sup> at 1:00 p.m.  
Chamber – Visitor’s Bureau retreat was held last Thursday evening, goals for next year were discussed, and the Chamber/Bureau website will be updated. The membership directory will be updated as well. Priorities for the agency are being discussed. Chrissy Field would like to have a Veteran’s memorial added at the border. The Harbor District received the Del Norte Pride Award at the annual Chamber of Commerce dinner.  
Port Safety – nothing  
Land Use Plan – no report.  
Personnel –no report.

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

Including the topics listed on the written report in the agenda packet, the following items were discussed: Storm Damage – roofing is an issue on several of the facilities in the harbor, several trees blew down in the recent storms; US Army Corps of Engineers – held meeting here at the Harbor and at the Flynn Center on February 11, 2015, staff was asked to get a confirming email regarding the emptying of the dredge ponds being an Army Corps responsibility; Construction Update- should get Coastal Conservancy project done by the end of the month, including interpretative signs; Repair Update; Close Out Status of Federal and State Projects – FEMA and CalOES grants are closed out and three more of left to close out; Lease Facility Conditions Update – staff is working on a comprehensive list of the facilities and priorities for maintenance; Harbor Facility Leasing – two people are interested in leasing Spotty’s Car Wash, 245 Anchor Way was shown to a potential tenant as a home brewery, a person is interest in leasing the Treatment Plant as a gear shed, and a lease proposal for the old Abalone Farm area was included in the report; Northcoast Tsunami Center – a hand out was presented with a four page document to shelter in place if the Commission decides to move forward with the concept, funding, marketing, revenue projection, use as shelter in place; Social Media Marketing – up to 472 likes on Facebook, Harbor is number 7 on Trip Advisor for Crescent City.

**9. 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 Ramsey noted that the Porcini food was great at their Valentine’s event; Commissioner Feller noted that staff should check out the Pac Choice settlement and being able to have processing plant in the harbor; President White requested the special district risk management authority nomination for their board of

directors – none were forthcoming; It was noted that the audit of the various tenant owned businesses is completed and all passed with some variation.

**10. Adjournment to the next regular meeting scheduled on Tuesday, March 3, 2015 at 6:30 p.m.**

There being no further business to come before the Commission, President White adjourned the meeting at 8:33 p.m., until the next regularly scheduled meeting on March 3, 2015.

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Wes White, President

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Scott Feller, Secretary

Approved this \_\_\_\_\_ day  
of \_\_\_\_\_, 2015.