

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, September 16, 2014, 6:00 P.M.

COMMISSIONERS PRESENT:

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

COMMISSIONERS ABSENT:

Ron Phillips

OTHERS PRESENT:

Charlie Helms, CEO/Harbormaster
Wayne, Albers Seafood
Katy Cunningham, Humane Society

Karen Philips, PS Business Services
Danielle Wheeler, Humane Society
Myrian Thurston, Albers Seafood

6:00 P.M. The Board of Harbor Commissioners will meet in open session to discuss the following agenda items.

Ms. Phillips was present at 6:00 p.m. to announce that the closed session had been cancelled earlier in the day and that the meeting would begin in open session at 6:30 p.m. President White opened the meeting in regular session at 6:30 p.m.

Public Comment prior to closed session.

The closed session was cancelled.

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

(1) CONFERENCE WITH REAL PROPERTY NEGOTIATORS: Pursuant to Government Code Section 54956.8

Property: 161 Starfish Way (Alber Seafood)

Agency Negotiators: Charles Helms, Wes White, Ron Phillips

REPORT OUT OF CLOSED SESSION.

The closed session was not held as noted above.

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

The regular session was opened at 6:30 p.m.

Pledge of allegiance.

The pledge was led by Commissioner Ramsey.

Public Comment - Public comments are welcomed and encouraged by the Board. The President invites anyone in the audience wishing to speak to the Board of Harbor Commissioners to identify themselves and the matter they wish to discuss. The Harbor Commission will then determine if such matters should be discussed at this time or scheduled for a subsequent meeting. As per the District's bylaws, each speaker shall be limited to a maximum of three (3) minutes.

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 September 2, 2014.**
 - B) **Approve the minutes of the Regular Meeting of September 2, 2014.**

There were no public comments regarding the consent agenda or requests to remove items from the consent agenda. Commissioners discussed the following: page 3 warrant #53698 to Card Member Services for \$1,354.36, staff will check on the entry; page 4 Ray Morgan Company Samsung warrant #53705 for copier repairs, usage, etc., staff will review the service contracts; page 7 warrant # 53730 to Merle Helstowski; and page 5 warrant #53710 to Uline for the Inner Basin was for bollard covers.

ON A MOTION BY COMMISSIONER FELLER, SECONDED BY COMMISSIONER RAMSEY, AND UNANIMOUSLY CARRIED ON A POLLED VOTE WITH COMMISSIONER PHILLIPS ABSENT, 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 the request from the Humane Society of Del Norte to post two signs on Harbor District property citing the County Ordinance against abandoning cats.** Take action as necessary and appropriate.

Discussion was held regarding the request from the Humane Society to post two signs in the Harbor. Danielle Wheeler and Katy Cunningham were present to discuss the request. The Humane Society has spade/neutered about 50 cats this year in the Harbor.

ON A MOTION BY COMMISSIONER RAMSEY, SECONDED BY COMMISSIONER BAILEY, AND UNANIMOUSLY CARRIED WITH COMMISSIONER PHILLIPS ABSENT, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS VOTED TO APPROVE THE POSTING OF TWO SIGNS IN THE HARBOR CITING THE COUNTY ORDINANCE PROHIBITING THE DUMPING OF ANIMALS.

- 3. Discussion and consideration of a request from Alber Seafood to allow a security fence to be built at 161 Starfish Way.** Take action as necessary and appropriate.

Myrian Thurston, Plan Manager and Wayne Gavin, were present on behalf of Albers Seafood. Discussion was held regarding the Albers Seafood request for the placement of security fencing. The fence will assist in securing the property. Staff recommended approval of the fencing with a lease amendment. Legal expenses for the lease amendment will be paid for by Albers Seafood according to representatives attending the meeting. Commissioner Feller asked about the lighting repair. Staff noted that the fencing is not a problem for traffic, it just encloses the lease area.

ON A MOTION BY COMMISSIONER FELLER, SECONDED BY COMMISSIONER RAMSEY, AND UNANIMOUSLY CARRIED ON A POLLED VOTE WITH COMMISSIONER PHILLIPS ABSENT AND COMMISSIONER BAILEY RECUSED, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS VOTED TO ALLOW ALBERS SEAFOOD TO ERECT A SECURITY FENCE AT 161 STARFISH WAY AND DIRECTED STAFF TO WORK WITH COUNSEL TO PREPARE A BRIEF LEASE AMENDMENT GRANTING PERMISSION FOR THE FENCE, REQUESTING A KEY TO ANY GATE AND CLARIFYING THE OWNERSHIP STATUS OF THE FENCE AT THE END OF THE CURRENT LEASE AGREEMENT. ALBERS WILL PAY FOR THE LEGAL EXPENSE OF HAVING THE LEASE AMENDED.

- 4. Discussion and consideration of revising the Harbor District's "Delinquent Accounts Policy" to accelerate suggested procedures to remedy delinquent vessel/moorage accounts.** Take action as necessary and appropriate.

Discussion was held regarding delinquent moorage accounts. Staff asked to revise the accounts policy to be delinquent after 90-105 days to help accelerate the collection of delinquent accounts. A three page policy was presented for discussion. Staff will revise the policy so that it is clear.

ON A MOTION BY COMMISSIONER RAMSEY, SECONDED BY COMMISSIONER BAILEY, AND UNANIMOUSLY CARRIED ON A POLLED VOTE WITH COMMISSIONER PHILLIPS ABSENT, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS VOTED TO APPROVE THE REVISION IN CONCEPT OF THE DISTRICT'S DELINQUENT ACCOUNTS POLICY, AND DIRECTED STAFF TO GET COUNSEL'S REVIEW AS TO FORM PRIOR TO FINAL APPROVAL.

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

The following committee reports were made:

Budget Committee – no report.

Design Oversight – met to discuss signs for the Harbor, it may take a while, arrows will have the type of business pointing the way, the main entrance sign will be shortened so that you can see it from a vehicle driving by on US Hwy 101, the whale will be moved by the Citizens Dock sign for a photo-op.

Events – no report.

Landlord Tenant Committee – no report.

Park Model Construction – no report.

Real Estate Policy/Lease Committee – no report.

Visitor's Center Committee – President White has done an informal survey of the players, he feels that the Harbor cannot expend more funds for this project, he feels that it is a community project. Commissioner Ramsey noted that there are a number of buildings that could be placed on the property, it needs to be considered more and the Harbor needs to do something with the corner; he feels that it will bring people into the Harbor.

Dutra Dispute Resolution Committee – no report.

Employee Negotiations – no report.

Insurance Committee – no report.

Zoning and Land Use – corrections were made and staff sent it off to Coastal, staff will send it to the City and County, with adoption by the Commission first.

Marketing – no report.

Maintenance and Repair – no meeting has been held, staff will prepare a list of important items.

Tri-Agency – meeting soon.

IGRC –no meeting.

Chamber – Commissioner Bailey noted there was a mixer at Tri-Counties Bank. It appears that they are making their merger with North Valley Bank seamless. There is a mixer at the Redwood Parks Association this Thursday.

Port Safety – flare disposal was discussed at the Del Norte Solid Waste Management meeting flare disposal will not be provided the Hazardous Waste Collection Day. There will be a committee formed to discuss the issue and how to resolve it.

Land Use Plan – no report

Personnel –no report.

5. C.E.O.'s report on current matters and issues planned or in progress.

The following topics were discussed in addition to the written report provided in the agenda packet: the Coast Guard lease was delivered; expanded customer service hours have been instituted at the Harbor (an additional hour per day); the Outdoor Writer's Conference and Sea Cruise events will feature Harbor information and services; the surplus sale was held last weekend, not everything was sold; bids for the Christy R will be sought; Pacific Power got the list of rebates and incentives with changes in lighting to staff to review; the surplus vehicles have been removed from the District's insurance policy; the Inner Boat Basin insurance was placed, by Bill Cochran, with Great American beginning September 1, 2014. Commissioners asked staff to thank Mr. Cochran for saving the Harbor money; the Treatment Plant work has reached the timeline for getting all the work done, contractors will stay until all the work is done. It looks like they may be there another two weeks, which

staff noted is still within the timeframe; a pre-construction meeting with Bellingham Marine was held on the 11th was held; Mac Macintosh is coming in tomorrow to work with Ms. Madden for pre-final for 2006 Tsunami and with Ms. Suksi for 2008 pre-final; the washer and dryer were installed last week in the bathroom, that is the last step in that grant and it should be closed out; the Promenade railing was supposed to be installed but was delayed and now will be installed next week. The wind shelter will not be installed until the end of October now. The 27th event invitations have gone out and it is full speed ahead. Flyers are ready to post, the items that are not built will be featured on large posters so that the public can see what will be placed when the final work is completed. A power point presentation can be done and sent to officials so that they can see that work is being done. This event will showcase what there is to do in the Harbor. The anchor and art competitions are going forward at the event; the chain link is around the fish cleaning station, however, staff does not see the benefit of putting in the table this year as the other two stations seem to be working. After discussion the Commissioners requested that the tables be placed at the station and have it open for the celebration, at least, if not before; the Accounts Receivable reports show \$10,000 of late fees and it appears that only about \$3-4,000 is the amount collectable. Staff was asked to take the delinquent accounts to Small Claims Court, if possible to get judgments; the draft of goals for the next fiscal year were included in the report including recasting the budget. Staff would like to get the labor costs down, and get an action plan to clean out the dredge ponds. Commissioners Ramsey and Feller will work on the dredge committee; the admin dock is scheduled to go in within the next few months, but the drawings have not gone to the engineer yet. Staff would also like to have a break even budget plan for 2015-16 year. Commissioner Feller asked about Miss Joanne. Staff noted that the vessel is not gone yet, the owner does not want to sign the vessel over and has not where else that is willing to take the vessel. Commissioner Feller noted that the last monthly financial was for the end of June; he wants them monthly as it is difficult to analyze the budget without the reports. Discussion was held regarding the old Dutra office and its ability to be rented. Staff feels like it is not a prime location. When asked about the intellectual property rights on the docks, staff noted that it would not be possible according to counsel. Commissioner Feller asked to have mud flaps put on the flatbed trucks to prevent issues. Commissioner Bailey noted that the Art Gallery had their salmon bake right after the surplus sale.

6. 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 asked about the Pappas property and how that went. Staff had a meeting with Stover Engineering to discuss this issue. Commissioner Ramsey thanked the CEO for all his work. Commissioner Feller commented on the crab season being only 2 and a half months away. He would like communication with staff regarding the storage, clean up and keeping the area cleaned up, etc., including making sure all the fish buyers are paid up prior to the season. Commissioner Ramsey noted that the bio-swales would be planted by Mr. Oostra. Commissioner White asked that the cash flow and income statement will be discussed at a future meeting. The next meeting will be at the Harbor office and include discussion regarding commissioner absences. President White thanked the CEO for his work.

7. Adjournment to the next Regular Meeting scheduled on October 7, 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 7:54 p.m. until the next regularly scheduled meeting on October 7, 2014.

Wes White, President

Scott Feller, Secretary

Approved this _____ day
of _____, 2014.