



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

AGENDA

Board of Harbor Commissioners of the Crescent City Harbor District
At the **Harbor District Office meeting room**
101 Citizens' Dock Road, Crescent City, California 95531

Harbor Commission Meeting **Tuesday, August 18, 2015** 6:30 P.M.

The Board of Harbor Commissioners of the Crescent City Harbor District is now meeting in regular session. Only those items that indicate a specific time will be heard at the assigned time. All other items may be taken out of sequence to accommodate the public and staff availability.

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

Pledge of Allegiance

Public Comment

Public comments are welcomed and encouraged by the Board. The President invites anyone in the audience 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.

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

2. **Discussion and consideration of Crescent City Harbor District blanket event liability insurance** Take action as necessary and appropriate
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
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
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
6. **Committee Reports.** Reports from other standing and ad hoc committees
7. **CEO Report.** Report on current and planned items
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

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.**



August 18, 2015

Agenda Item 2: Discussion and consideration of Crescent City Harbor District blanket event liability insurance. Take action as necessary and appropriate

Background: Bill Cochran, from Redwoods Leavitt Insurance Agency, the insurance broker for the Crescent City Harbor District, will be presenting options for the Harbor Commission to consider regarding liability insurance for events and event vendors at the Harbor.

Recommendation: Discuss and consider the options presented and direct staff to follow up on Commissioners' decision



August 18, 2015

Agenda Item #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

Background: The Northcoast Marine Mammal Center is holding a fundraising "Run for the Seals" on Saturday, October 3, 2015. The Center requested permission to have the 10K portion of the race enter Harbor property last year and it was granted by the Board of Harbor Commissioners. The Center is requesting the same access this year.

Information from the Northcoast Marine Mammal Center concerning the event is attached to this document.

The Harbor District is named and waived from liability on each participant's Race Registration. The Center is also updating its Limited License Agreement from last year with Autumn Luna from Black & Rice.

Recommendation: Review and approve the Northcoast Marine Mammal Center's request to have the 10K portion of their "Run for the Seals" fundraising race access harbor property on Saturday morning, October 3, 2015



August 18, 2015

Agenda Item #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

Background: Staff solicited a Request for Bids from six contractors for the Water Line relocation project, necessitated by the construction of the new Englund Marine facility. Of those six contractors, four attended the mandatory pre-bid meeting held on July 13, 2015. Deadline for submittal of bids was 11:00 a.m. on Friday, July 17, 2015 at the Crescent City Harbor District office. In attendance at the bid opening were Ward Stover, P.E., Stover Engineering, with Wilma Madden and Lane Tavasci representing the Crescent City Harbor District. Only one bid was received, from Wahlund Construction in the amount of \$74,000. The bid included all elements required in the Request for Bids.

As the construction of the new Englund Marine Building is already underway, the water line serving the Harbor District's Maintenance Shop and the buildings fronting on Marine Way has been disconnected. Presently, water is being provided to those building via a temporary hose connection that was intended to serve as a short-term solution until this water line relocation could be constructed and new water service lines installed.

The award of this contract was originally on the Commission's agenda of July 21, 2015, but was pulled from the agenda during the meeting as the final signed plans had not yet been received from the City of Crescent City and it was unknown whether potential City requested changes to the plans would impact the \$74,000 contract amount. The City of Crescent City has now signed the construction plans which have been reviewed by Wahlund Construction and they have advised the Harbor District that the changes made will not affect the bid amount of \$74,000.

Recommendation: Award the Public Works Small Project Contract to Wahlund Construction, Inc., in the amount of \$74,000. Further authorize the CEO/Harbormaster to execute any Change Orders in an amount not to exceed 10% individually or 20% in aggregate.



August 18, 2015

Agenda Item #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

Background: The Board of Harbor Commissioners directed staff to distribute a new Request for Proposals for the provision of professional auditing services for the Fiscal Year ending June 30, 2015 after reviewing the proposals from the two firms that responded to the original Request for Proposal.

The Commissioners directed staff to change the requirements of the Request for Proposals from a single year bid for service to a bid for a three year contract to provide professional auditing services with two one year options following the initial period. This was done in the hopes of generating bids from additional providers which would lower the cost of audit services because of the longer term of service offered in the Request for Proposal. Staff also included requests for bids to additional firms which were not included in the initial Request for Proposal.

The Harbor District received two bids for providing professional audit services. The bids were opened by Kathy Moore and Charles Helms of the Crescent City Harbor District. The responses to the Request for Proposals are included with this document for review.

The Harbor District received a proposal from D.H. Scott & Company of Redding, CA to provide audit services for:

- Year ending June 30, 2015 - \$18,000
- Year ending June 30, 2016 - \$18,000
- Year ending June 30, 2017 - \$18,500
- For Option Year One ending June 30, 2018 - \$19,000
- For Option Year Two ending June 30, 2019 - \$19,00

The Harbor District received one other bid proposal from Donald R. Reynolds of Redding, CA to provide audit services for:

- Year ending June 30, 2015 - \$10,350
- Year ending June 30, 2016 - \$10,850
- Year ending June 30, 2017 - \$11,350

Recommendation: Approve the proposal of the low bidder, Donald R. Reynolds, for professional audit services. Direct staff to prepare a Professional Services Agreement for the initial three year term and authorize the President of the Board of Harbor Commissioners, or the CEO/Harbormaster in his stead, to sign the Professional Services Agreement once drafted by Harbor Counsel.