



<b>Regular Meeting Minutes of the Board of Harbor Commissioners of the Crescent City Harbor District</b>	
Harbor District Office, 101 Citizens Dock Road Crescent City, CA 95531	November 1, 2016 5:30 p.m.

### **Call to Order**

President Ramsey called the meeting to order in open session at 5:30p.m.

### **Roll Call**

Present were Commissioner Bailey, Commissioner Phillips, and President Ramsey. Staff present included Harbormaster Helms, Deputy Harbormaster Tavasci, and Finance Director Fansler.

### **Pledge of Allegiance**

The Pledge of Allegiance was led by Commissioner Bailey.

### **Public Comment**

President Ramsey asked for public comment and received none.

### **Business Items**

#### **1. Consent Agenda**

- A) Approval of the warrant list since the October 18, 2016 Harbor Commission Regular Meeting
- B) Approval of the minutes of the October 18, 2016 Harbor Commission Regular Meeting

President Ramsey asked for public comment and received none.

**Action:** On a motion by Commissioner Phillips, seconded by Commissioner Bailey, and carried on a 3-0 polled vote with Commissioner White and Secretary Feller absent, the Board of Harbor Commissioners of the Crescent City Harbor District voted to approve the consent calendar items A through B as presented.

#### **2. Presentation concerning Coast Redwood Art Association lease extension.**

Harbormaster Helms introduced the speakers. Coast Redwoods Art Association (CRAA) President Rich Redder spoke to CRAA's thankfulness that the Harbor has worked with the Association and recapped the agreement that was struck 6 months previously to reduce the lease on their building to \$500/mo. He noted that there was disagreement within their board about how to proceed going further, and requested that the current lease agreement be extended until they could have an all-member vote on the item at their membership meeting in February.

Hank Northrup, also from CRAA, then spoke and reiterated the sentiment expressed by Mr. Redder. He added that while the lease reduction had been beneficial to their organization the location of the Englund Supply building had hurt their visibility with the public. He noted that any action the Commissioners could take to aid them would be appreciated.

Commissioner Phillips moved to extend the current lease agreement at \$500/mo until April of 2017. Discussion among the Commissioners conveyed their unanimous support of CRAA and their hope that the action would allow them to consider all options, including the benefit that staying in the Harbor might allow (such as the classes in partnership with DNUSD).

**Action:** The Board of Harbor Commissioners of the Crescent City Harbor District, with Commissioner White and Secretary Feller absent, unanimously consented to direct staff to extend the current lease agreement with Coast Redwoods Art Association at \$500/mo until April of 2017.

Mr. Redder stated that CRAA would have a ribbon cutting ceremony the evening of November 4 and invited everyone to attend.

### **3. Update and presentation concerning electronic communications with elected officials.**

Harbormaster Helms briefly recapped the history of the topic and introduced George Wilder, the Harbor's IT specialist, to present options to the Commissioners. Mr. \* offered a recommendation to go with Google Chromebooks, used in conjunction with Google Docs, to satisfy the Board's needs. He noted that Chromebooks are inexpensive, come with a keyboard, use inexpensive software, and are easier to maintain than tablets.

Further discussion clarified that the cost per Chromebook and license is around \$450 and that the Commissioners would still be able to use their Gmail accounts plus Google Calendar. There are classes available to aid the Commissioners and staff in learning their use. The Commissioners and staff expressed their appreciation that this system would be faster, more interactive, create less waste, and decrease the cost of paper used. It was additionally clarified that the agendas could still be printed by individuals who desired a hardcopy.

Mr. George Wilder noted that the documents created would be stored at Google in the cloud and would be searchable. Commissioner Bailey expressed his approval, noting that he once had to review a year's worth of minutes for a lawsuit and it was very time consuming. Board Secretary Kymmie Scott offered her experience at the City and noted that the Council found that moving to an electronic system was less difficult than anticipated and very efficient.

Commissioner Phillips motioned to proceed with the purchase, and Commissioner Bailey seconded.

President Ramsey asked for public comment and received none.

**Action:** On a motion by Commissioner Phillips, seconded by Commissioner Bailey, and carried on a 3-0 polled vote with Commissioner White and Secretary Feller absent, the Board of Harbor Commissioners of the Crescent City Harbor District voted to approve the expenditure of funds to purchase Google Chromebooks and licenses for each Commissioner and one for staff.

Harbormaster Helms noted that it would take some time for implementation but they would proceed.

#### **4. Overview of security camera placement at Inner Boat Basin.**

Harbormaster Helms noted that he and Deputy Harbormaster Tavasci had tried for a grant with the County for security cameras but were not approved. Therefore, they worked with IT specialist George Wilder to develop the system presented which could be phased in and which would cover the areas in which most vandalism occurs.

President Ramsey questioned if this would include placement of gates on the docks and Harbormaster Helms stated that there was no money for that option at this time, but that he was seeking grants with Homeland Security in relation to smuggling to address the need.

Mr. George Wilder then reviewed the provided quotes and described the system, which includes coverage of three areas, HD cameras with infrared vision, and the ability to record movement plus transmit video back to the office or other device (web-based). This would also allow the Sheriff and Police to view the video live. Some discussion ensued about mounting of the cameras and Mr. \* conveyed that with height you reduce vandalism of cameras but also reduce clarity of video.

President Ramsey asked for clarification on the number of cameras and Mr. Wilder explained the proposal was for three locations, with three cameras at each location, at \$250 per camera plus the cost of additional items needed for the entire system. Commissioner Bailey spoke of a system which provides cell phone notification and Mr. Wilder noted that those are not attached to a recording solution. Commissioner Bailey then led a discussion on the fact that capturing vandals on video does not establish prosecution, to which the other Commissioners and staff agreed; Phillips requested that staff have a discussion with the DA on this topic.

Commissioners and staff agreed that there was still value in using the equipment in regards to the fact that drug and human trafficking was known to be moving north, and to provide a sense of security for Harbor tenants. The Commissioners discussed groups which may have money available to aid in reducing trafficking such as Soroptimist and Rotary.

**Action:** On a motion by Commissioner Bailey, seconded by Commissioner Phillips, and carried on a 3-0 polled vote with Commissioner White and Secretary Feller absent, the Board of Harbor Commissioners of the Crescent City Harbor District approved expenditures up to \$4,000 to purchase security camera equipment.

## **5. Presentation of solar power project progress.**

Deputy Harbormaster Tavasci noted his ongoing frustration with obtaining information from Lionchase and stated that he had contacted Pacific Power directly. The P.P.L. Net-Metering Application stated the system must be owner owned and operated. However, the P.P.L. Manager stated that it was an old document and that they have allowed Third Party owners. Tavasci stated that Ken Brown from Lionchase was expecting the Power Purchase Agreement to be on the following Harbor meeting for a vote and was planning to be in attendance.

Deputy Harbormaster Tavasci then discussed an alternative company, Renewable Energy Capital, which staff had brought to the attention of the Commission at the last meeting. He stated that Renewable has shown great interest in the project already, including reviewing plans, asking good questions, and contacting local contractors. A modified PPA has been submitted by them and Harbor Attorney Black is reviewing it and is supposed to meet with Tavasci on Thursday. Tavasci's discussion with Renewable incorporated power generation needs, future expansions, and roof repairs. The talks so far are around net metering and not battery storage. The concept of net metering was again reviewed.

Commissioner Philips questioned why Renewable Energy Capital (R.E.C.) was able to have a productive conversation this early whereas Lionchase had not. Tavasci explained that R.E.C. has cash in hand for the project while Lionchase relies on selling the signed PPA to investors to obtain funding. Tavasci further noted that R.E.C. has been in business seven years with documented success in performing large contracts and again reiterated how responsive they have been to staff.

The Commissioners continued dialogue about the Harbor's experience with Lionchase thus far and instructed staff to advise Ken Brown not to plan to attend any meetings at least through the holiday season while staff further investigates doing business with R.E.C. The Board also expressed interest in inviting representatives from Renewable to an upcoming meeting and Tavasci stated that a site visit has already been discussed. Harbormaster Helms conveyed his support of R.E.C.'s interaction with the Harbor in preceding weeks. It was also noted that the Harbor does not owe anything contractually to Lionchase or Ken Brown.

Deputy Harbormaster Tavasci asked for clarification on direction to give to Harbor Attorney Black. The Board consented to expressing to Counsel that this is another option that the Harbor is reviewing just like Lionchase. Commissioner Phillips expressed his wish to have the entire Board present before a decision is made and the other Commissioners agreed.

## **6. Discussion concerning moving Harbor Commission meetings back to Flynn Center.**

*Deputy Harbormaster Tavasci left the meeting.*

Harbormaster Helms explained that while Deputy Harbormaster Tavasci was researching a statement from the previous meeting it was discovered that the recording was of poor quality. That began a

discussion by Secretary to the Board Kymmie Scott about using the Flynn Center due to quality recording of video and audio. Staff was able to service the Harbor's current recording instruments and they are again working well, but Secretary K. Scott still wished to have a discussion with the Commissioners about the depth of minutes they wish to see her provide.

Secretary K. Scott explained that there are various types of minutes ranging from verbatim to action, and that legally the Board only needs to have action minutes, although there is value in having additional information recorded to understand the thinking that went into decisions. Currently she is providing the Board with detailed minutes which take additional time to prepare as a form of shorthand is used during meetings and then must be further prepared for presentation. The further preparation generally takes about half as long as the meeting time and this is typical of the industry.

Ms. Scott recommends that due to the fact that audio recordings of meetings are kept and can be reviewed if further detail is needed, that the Board move to summary minutes. This still requires some additional preparation but not near as much as what has been provided, but conveys the information provided to and the thought process of the Board behind their decision-making. If this option is chosen she recommends that Harbor staff examine the recording equipment periodically to ensure that it is working properly. The Commissioners had a brief discussion and asked a few clarifying questions.

**Action:** The Board of Harbor Commissioners of the Crescent City Harbor District, with Commissioner White and Secretary Feller absent, directed Secretary to the Board K. Scott to provide the Board with summary minutes. The Board further consented to keep Harbor meetings at the current location.

## **7. Presentation of copier replacement options.**

President Ramsey opined that if the Board is moving to electronic agendas and minutes he does not wish to see further investment in the current copier and he is disappointed with Ray Morgan. Commissioner Phillips noted it will be some time until the Board was switched over but that Ray Morgan could continue to service the current equipment and the other Commissioners and staff agreed.

**Action:** The Board of Harbor Commissioners of the Crescent City Harbor District, with Commissioner White and Secretary Feller absent, consented to not replacing the current copier.

## **8. Commissioner Reports**

Commissioner Phillips noted than an email was sent from Commissioner White listing upcoming events.

## **9. CEO Report**

Harbormaster Helms noted that he was on vacation last week except for putting the agenda together. He noted that he did meet briefly with MarineSync to discuss a plan to obtain Eaton's help. Furthermore, the corrosion issues have been fixed except for the ARM. There is potential for a lawsuit

but the details of that are not yet known, so far information is based on hearsay and the facts must be researched.

**10. Board Comments**

Commissioner Phillips asked if there had ever been a discussion with the USDA to lower the Harbor’s interest rate and Harbormaster Helms replied not to his knowledge. Phillips went on to explain that there were County Supervisors in the past who wished to get ownership of the Harbor and at one point there was an article in the Triplicate that conveyed if the Harbor went bankrupt it would be sold. He wishes it known that if the Harbor ever did go bankrupt it would go back to the County; Helms affirmed.

Commissioner Phillips also noted that he will be out of town from November 22<sup>nd</sup> until at least December 16<sup>th</sup>. President Ramsey noted that he too would be gone from November 22<sup>nd</sup> until approximately December 18<sup>th</sup>. Commissioner Bailey noted that he would be out Thanksgiving week.

Commissioner Bailey offered that several Commissioners attended the mixer in Klamath; he thought it was nice and showcased the hotel, the food was good, and the ambiance was pleasing.

Commissioner Phillips noted that a Find Your Park review meeting was held and a team from Humboldt State reviewed the team and the event. There will be a conversation after the first of the year as to whether to do it again (there seems to be enough interest to continue). Commissioner Bailey opined that the community works well together when needed.

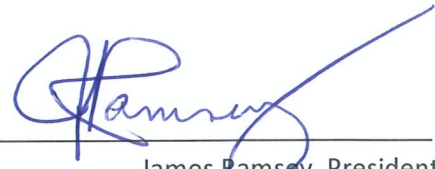
President Ramsey noted that Congressman DeFazio had been in town the week prior but his events were not well attended. Harbormaster Helms stated that it was important that the Congressman show support as he did for issues such as the health of the rivers.


**11. Adjournment**

*President Ramsey adjourned at 7:06 p.m. to the next scheduled meeting on Tuesday, November 15, 2016 at 5:30 P.M. at the Harbor District Office, 101 Citizens Dock Road, Crescent City, California.*

**Attest:**

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Kymmie Scott, Secretary to the Board

  
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James Ramsey, President

  
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Scott Feller, Secretary