

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

Phone (707) 464-6174 Fax (707) 465-3535

101 Citizens Dock Road

Crescent City, California 95531

www.ccharbor.com



CHARLIE HELMS
CEO/Harbormaster

ERNEST PERRY
Harbor Planner

MINUTES

Board of Harbor Commissioners of the Crescent City Harbor District Regular Meeting, Tuesday, March 17, 2015, 6:00 P.M.

COMMISSIONERS PRESENT:

Patrick Bailey
Ron Phillips
Wes White, President

COMMISSIONERS ABSENT:

Scott Feller, Secretary
James Ramsey

OTHERS PRESENT:

Charlie Helms, CEO/Harbormaster
John Olson, Stover Engineering
Sandy Moreno, Public

Karen Philips, PS Business Services
Lane Tavasci, Dep. CEO/Harbormaster

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 open session at 6:00 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) PURSUANT TO GOVERNMENT CODE SECTION 54957 (B): Public Employee Performance Evaluation: Title: CEO/Harbormaster REPORT OUT OF CLOSED SESSION.

President White recessed the open meeting at 6:00 p.m. and immediately convened in closed session to discuss the matters listed above. The closed session was adjourned at 6:22 p.m.

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

President White called the open session to order again at 6:30 p.m. and announced that no final action was taken in closed session.

Pledge of Allegiance.

The pledge was led by Commissioner White.

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 March 3, 2015.

B) Approval of the minutes of the regular meeting of March 3, 2015.

Items 3 and 5 were removed from the agenda by President White, due to three members and at the request of staff.

There were no requests to pull matters from the consent agenda. The following items were discussed: no minutes were provide for approval; the warrant for charges on the Tri-Counties account, a monthly accounting will be provided by staff in the future; warrant for parts, page 6 warrant # 54374 for Maples Plumbing and Heating; page 6 warrant to Stover Engineering in the amount of \$1,076.00, staff will review the purpose and email it out; warrant to RCAC payment for \$250,000, is there a formal documented plan to repay. No it is informal at this time, staff is attempting to knock the balance down.

ON A MOTION BY COMMISSIONER BAILEY, SECONDED BY COMMISSIONER PHILLIPS, AND UNANIMOUSLY CARRIED ON A POLLED VOTE WITH COMMISSIONERS FELLER AND RAMSEY ABSENT, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED AND ADOPTED THE CONSENT AGENDA, CONSISTING OF ITEM 1.A AS PRESENTED (MINUTES WERE NOT INCLUDED FOR ADOPTION IN THE AGENDA PACKET).

2. Discussion and consideration of approval of the Final Plans and Specifications for the Starfish Way Segment of the Harbor Trail/California Coastal Trail and authorize publication of an Invitation to Bid for the project. Take action as necessary and appropriate.

John Olson, of Stover Engineering, discussed the trail final plan and specifications. One Harborview Grotto entrance will be left open during the construction at the request of the owner, and with approval of staff, which resulted in a change on one of the plan pages. There will be a driveway on both sides of England Marine, a 30' driveway. Parking at the current Englund Marine site will require use of the driveway. Staff was asked about the deadline for the Harbor Trail funding from the Local Transportation

Commission. Staff noted that they were unaware of any deadline, however, the work was to be done as soon as possible. A call was made during the meeting at it was ascertained that the funding needs to be spend by December 2015; however, a time extension can be requested prior to the end of that time if necessary. Drainage issues and signage were discussed. Marking on pavement, installation of bollards and obelisks. \$342,000 was the original cost anticipated; however, Mr. Olson noted that some of the things could be pulled out if the cost of the bid is over the budget. The original bid was estimated using the previous design and updated information from the engineers estimate (used unit costs for previous project)

ON A MOTION BY COMMISSIONER PHILLIPS, SECONDED BY COMMISSIONER BAILEY, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, WITH COMMISSIONERS FELLER AND RAMSEY ABSENT, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED PLANS AND SPECIFICATIONS FOR THE STARFISH WAY SEGMENT OF THE HARBOR TRAIL/CALIFORNIA COASTAL TRAIL AND AUTHORIZED THE PRESIDENT TO SIGN AND APPROVED THE PUBLICATION OF THE INVITATION TO BID FOR THE PROJECT.

- 3. Discussion and consideration of approving the Agreement for Professional Services between the Crescent City Harbor District and Ernie Perry. Take action as necessary and appropriate, including authorizing the CEO/Harbormaster to sign on behalf of the Harbor District.**

Item was pulled from agenda.

- 4. Discussion and consideration of allowing the CEO/Harbormaster to attend the Pacific Coast Congress of Harbor Masters and Port Managers Awards Banquet during the PCC Annual Conference to receive a Recognition Award for the Crescent City Harbor District in Astoria, OR on Thursday, April 9, 2015. Take action as necessary and appropriate.**

Staff requested approval to attend this conference, as he is not able to attend a previously approved conference. Mr. Helms justified his attendance at the conference in order keep conversations open with member agencies and share issues/ideas; this is a great resource. Staff did not request attendance at the conference to save money, although he would like to attend some of the sessions. President White suggested that the CEO attend Session 8 the following morning since the CEO would already be at the conference.

ON A MOTION BY COMMISSIONER WHITE, SECONDED BY COMMISSIONER BAILEY, AND UNANIMOUSLY CARRIED ON A POLLED VOTE WITH COMMISSIONERS RAMSEY AND FELLER ABSENT, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED THE CEO'S ATTENDANCE AT THE PCC ANNUAL CONFERENCE AND SESSION 8 THE FOLLOWING DAY.

- 5. Discussion and consideration of approving the lease for 141 Starfish Way between the Crescent City Harbor District and Alber Seafood. Take action as**

necessary and appropriate.

This item was pulled from the agenda.

6. Committee reports from standing and ad hoc committees.

The following committee reports were made:

Financial – no report.

Budget Committee – none.

Design Oversight – none.

Dredge – staff is working to see if the spoils could be used as soils amendment, Mr.

Helms will be calling Mr. Porter.

Events – no report.

Ordinance and Policy – no report.

Lease Committee – this Friday there will be a meeting.

Landlord Tenant Committee – no report.

Park Model Construction – no report.

Real Estate Policy/Lease Committee – no report.

North Coast Tsunami Center Committee – President White is trying to get this matter in front of the Council on Economic Advisors.

Dutra Dispute Resolution Committee – no report.

Employee Negotiations – no report.

Insurance Committee – no report.

Zoning and Land Use – Ernest Perry is pushing to get this finished by the end of the month.

Marketing – no report.

Maintenance and Repair – still waiting for the paperwork. Sandy Moreno, public member, was curious about the work done and she wants to see what happens now that the reconstruction work is done. She wanted to know where the money would be coming from for the maintenance and repairs in the future. Commissioners discussed concerns and plans for maintenance in the future of the improvements.

Tri-Agency – none.

IGRC – haven't met.

Chamber – there was a Visitors Bureau meeting last Tuesday. Del Norte County is being promoted and the Chamber is working to increase the social media presence.

The visitor count is up this year (40% increase over last few years).

Port Safety – March 11th meeting, a number of agencies were in attendance, they are setting up an OES phone tree, there is an interest in having a small cutter stationed in the Harbor for a lifeguard station. We are losing the warrant officer to retirement. The auxiliary has gotten accolades for the boating and water safety training. At the Del Norte Solid Waste Management Authority meeting this week, the marine flare issue was discussed. The acting director has been working to resolve this issue; however, no answer was forthcoming at this time.

Land Use Plan – no report.

Personnel –no report

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

In addition to the written report in the agenda, the following was discussed: cost reduction focus on maintenance issues and work in the Harbor; revenue generation focus regarding leasing space to new tenants; harbor security has been challenging on the beach and at the wind shelters, the Sheriff has been very responsive, suggested adding security lighting with camera images; close out status of federal and State projects, auditors will be here to help close out the projects; update on East bathroom mural, Mr. Munger would like to have the mural up in June of this year, he asked for an anchor for a mixed media mural at the fountain downtown; social media marketing, website views are up; CEO first year partial list of accomplishments; CalOES auditors are coming April 20th and staff are preparing documentation, this will cause a move of the Harbor Commission meeting and staff will check using the Fair Board room or Rural Human Services Board room; and Homeland Security funds for gangway gating, cameras and lighting will be researched by staff.

8. 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 White asked to pursue wayfaring signs in the Harbor to direct traffic once they are off the highway. The Commission welcomed Lane and encouraged him to spend time with staff that will be leaving soon. The aging accounts list items for LCZ (has a credit as the pay in advance), and the Coast Guard (seems to lag behind) were discussed. Staff will be meeting with Albers Seafood later this week. Porcinis is up and running again now, they are running up against their time commitment on their lease. President White will not be here for the next meeting.

9. Adjournment to the next Regular Meeting scheduled on Tuesday, April 7, 2015 at 6:30 P.M. at the Harbor District Office, 101 Citizens' Dock Road, Crescent City, California.

There being no further business to come before the Commission, President White adjourned the meeting at 7:45 p.m., until the next regularly scheduled meeting on April 7, 2015.

Wes White, President

Scott Feller, Secretary

Approved this _____ day
of _____, 2015.