



## 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

### MINUTES

## Board of Harbor Commissioners of the Crescent City Harbor District Regular Meeting, Tuesday, July 21, 2015, 6:30 P.M.

#### COMMISSIONERS PRESENT:

Scott Feller, Secretary  
Ron Phillips  
James Ramsey  
Wes White, President

#### COMMISSIONERS ABSENT:

Patrick Bailey

#### OTHERS PRESENT:

Charlie Helms, CEO/Harbormaster  
Nicole Burshem, PS Business

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

President White opened the meeting in regular session at 6:30 p.m.

#### **Pledge of Allegiance.**

The pledge was led by Commissioner Ramsey.

#### **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 July 7, 2015.**

**B) Approval of the minutes of the regular meeting of July 7, 2015.**

No requests were made to pull matters or delete matters from the consent agenda; however the following items were discussed: Commissioner Phillips asked in regards to Renner Petroleum, whether or not the Harbor is on a fixed rate with them. Mr. Helms commented the Harbor are on a market rate with Renner Petroleum. Commissioner Phillips asked in regards to the Del Norte County Agricultural in the amount of \$633.40, if that was for meter readers. Mr. Helms commented the amount is for registering new meters. Commissioner Feller asked if that was supposed to be a one-time fee. Mr. Helms noted there were new meters installed. Commissioner Feller asked what pump out meant for Englund Marine. Mr. Helms commented it was for pump parts, but he will check into it and email the commission. President White asked what Gabber and Diehl were. Mr. Helms commented those are the charges for getting physicals done for Mr. Gabber and Mr. Diehl to become security personal. President White asked in regards to Justin/clearance shirts and jackets. Mr. Helms noted it is the Uniforms for the new hires.

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

**1. Discussion and consideration of adoption of the Final Budget for Fiscal Year 2015/2016.** Take action as necessary and appropriate.

Commissioner Phillips asked in regards to the projection of closing PW's, that would be money coming back to the Harbor. Mr. Helms commented there is money, but it would be put into the operating budget. Commissioner Phillips asked what RM stood for. Mr. Helms commented it stood for repair maintenance. Commissioner Phillips commented the Harbor is expected to make \$87,000 in repairs. Mr. Helms commented that last year the Harbor under budgeted for Harbor repairs and the Harbor may have again this year, but at least we will be prepared if there needs to be major repairs. Commissioner Phillips asked about the depreciation cost. Mr. Helms noted that is the number given by the auditor. Commissioner Feller asked how this budget is different from the draft budget. Mr. Helms noted there were minor adjustments.

ON A MOTION BY COMMISSIONER PHILLIPS, SECONDED BY COMMISSIONER RAMSEY, WITH COMMISSIONER BAILEY ABSENT, AND UNANIMOUSLY CARRIED ON A POLLED VOTE THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED AND ADOPTED THE FINAL BUDGE FOR FISCAL YEAR 2015/2016, AS PRESENTED.

**2. Discussion and consideration of award of a Professional Services Agreement for provision of professional auditing services for the Crescent City Harbor District.** Take action as necessary and appropriate.

President White commented he had dissatisfaction with Mr. Reynolds and found a couple of other firms that do audits for special districts, such as the Harbor. These firms have not seen the RFP so they may not bid. President White commented that the Harbor is not obligated to take the lowest bid and recommends putting this out for rebid. Commissioner Phillips asked if there was a maximum bid. Commissioner Phillips asked if the Harbor is contracted with Mr. Reynolds for three years and if this is Mr. Reynolds third and final year. Commissioner Ramsey commented the Harbor contracted at least two years and this is Mr. Reynolds last year. Commissioner Ramsey commented he agrees with the recommendations to put the RFP back out for rebid. Mr. Helms commented he would add people to the bid list and redo the bid. Commissioner Feller suggested redoing RFP with three years and an option for an additional two years. Phillips suggested getting a new person to take care of the auditing. President White commented by consensus to direct staff to rebid and rewrite the RFP to three year with two one year additional option. Mr. Helms asked commissioners to send out a list of potential clients to add to bid list.

- 3. Discussion and consideration of a list of Surplus Property items, including miscellaneous equipment and materials. Declare the listed items as surplus property, subject to sale, and set a date for the sale of these declared surplus property items pursuant to Harbor District regulations. Take action as necessary and appropriate.**

Discussion was held in regards to a list of surplus property items. Mr. Helms commented that there is a short list and the Harbor is just trying to clean stuff out.

ON A MOTION BY COMMISSIONER PHILLIPS, SECONDED BY COMMISSIONER RAMSEY, AND WITH COMMISSIONER BAILEY ABSENT, AND UNANIMOUSLY CARRIED ON A POLLED VOTE THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED AND ADOPTED THE LIST OF SURPLUS PROPERTY ITEMS, INCLUDING MISCELLANEOUS EQUIPMENT AND MATERIALS. DECLARE THE LISTED ITEMS AS SURPLUS PROPERTY, SUBJECT TO SALE, AND SET A DATE FOR THE SALE OF THESE DECLARED SURPLUS PROPERTY ITEMS PURSUANT TO HARBOR DISTRICT REGULATIONS, AS PRESENTED.

- 4. Discussion and consideration of awarding the Public Works Small Projects Contract to Wahlund Construction, Inc. in the amount of \$74,000 for the Starfish Way/Marine Way Water Supply Line Relocation 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.

Discussion was held in regards to awarding the Public Works Small Projects Contract to Wahlund Construction, Inc. Mr. Helms asked if the commission would table this item due to the fact the City hasn't provided the plans for the project yet.

ON A MOTION BY COMMISSIONER FELLER, SECONDED BY COMMISSIONER RAMSEY, AND COMMISSIONER BAILEY ABSENT, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED TO TABLE THIS MATTER UNTIL THE NEXT MEETING, AS PRESENTED

**5. Discussion and consideration of updating Ordinance No. 42, the Harbor District's Fee schedule.** Take action as necessary and appropriate.

Discussion was held in regards to updating Ordinance No. 42. President White recused himself and Commissioner Feller took over for President White. Mr. Helms commented that the purpose of the fee schedule is to give the commissioners option to choose a seasonal rate. What the Harbor tried to do was look at the fees of other groups, what fees would serve the Harbor and create different seasonal rates. Commissioner Phillips asked if the Harbors Attorney has looked over the fee schedule. Mr. Helms noted that this would be a supplemental to the Harbors regular fee schedule. Commissioner Phillips asked if the \$10/day rate included the \$6.00 launching fee. Mr. Helms noted they would still have to pay the launching fee.

ON A MOTION BY COMMISSIONER RAMSEY, SECONDED BY COMMISSIONER PHILLIPS ON A THREE FIFTHS VOTE, COMMISSIONER BAILEY ABSENT AND PRESIDENT WHITE RECUSED, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, WITH PRESIDENT WHITE RECUSED, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS, APPROVED AND ADOPTED UPDATING ORDINANCE NO. 42, THE HARBOR DISTRICT'S FEE SCHEDULE, AS PRESENTED.

**6. Discussion and consideration of approving document destruction by Harbor Staff as prescribed by the Local Government Records Management Guideline.** Take action as necessary and appropriate

Commissioner Feller commented that this process makes no sense. There are so many different categories that need to be kept for different durations of time. Mr. Helms noted there are some inconsistencies of the process, but there is nothing in these documents of historical value. Commissioner Feller asked how long do we really need to keep these documents. Mr. Helms commented that some of the financial documents haven't been touched and the Harbor has them as far back as the 70's. Commissioner Ramsey asked how would they be destroyed. Mr. Helms commented the documents that have confidential information are to be shredded and other documents are to be thrown in the trash. President White suggested taken them to the recycling center to have them shredded. Commissioner Feller recommended nothing less than 7 years old to be shredded and destroyed and revisit in a year.

ON A MOTION BY COMMISSIONER FELLER, SECONDED BY PRESIDENT WHITE, AND COMMISSIONER BAILEY ABSENT, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED AND ADOPTED TO FOLLOW GOVERNMENT CODE FOR KEEPING AND POSSESSING ALL RECORDS THAT ARE REQUIRED BY DEPARTMENT, KEEPING ALL RECORDS UP TO 7 YEARS, EXCEPT HISTORICAL DOCUMENTS, AS PRESENTED.

**7. Committee Reports.** Reports from Board committees.

The following committee reports were made:

Financial – NONE  
Budget Committee – NONE  
Design Oversight – NONE  
Dredge –NONE  
Events – NONE  
Ordinance and Policy – NONE  
Lease Committee –NONE  
Park Model Construction – NONE  
Real Estate Policy/Lease Committee – NONE  
North Coast Tsunami Center Committee – NONE  
Dutra Dispute Resolution Committee – NONE  
Employee Negotiations – NONE  
Insurance Committee – NONE  
Zoning and Land Use – NONE  
Strategic Planning - NONE  
Marketing – NONE

Maintenance and Repair - NONE

IGRC – NONE

Chamber – Commissioner Phillips commented there is a meeting Friday June 24<sup>th</sup>. Commissioner Phillips commented the new Del Norte County maps have been delivered. Commissioner Phillips thanks Mary Wilson for taking the time to develop those. There was a meeting on the success and failures of 4<sup>th</sup> of July. The Deck Party had a problem with not having enough alcohol. Commissioner Phillips noted there is not a final count on how much the Harbor made, but will know soon.

Land Use Plan – NONE

Personnel – NON

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

The CEO's report included the written report in the agenda packet and the following: Mr. Helms commented in regards to the Revenue Generations. Mr. Helms commented that we have been looking at the fee schedule to bring in money. The Harbor maintenance team is putting in the electrical box to get tenants on Starfish Way. President White asked would there be power and water to run campsites or a RV Park. Mr. Helms commented the electrical boxes will give the Harbor opportunity to do extra work, such as RV parking. Mr. Helms commented he spoke with Laurie from Fort Dick stables to come down to the Harbor to see if she can get a horse back riding business started. Mr. Helms noted it takes her a half an hour from the Harbor to the old restraint to ride on horseback. President White asked if there would be a problem with pollution. Mr. Helms noted Laurie is cleaning up after her horses. Mr. Helms commented in regards to the car wash's new lease structure. President White asked if the car wash is going to be successful. Mr. Helms commented he is going after contracts with logging companies and giving them time to come and clean their trucks. Mr. Helms commented in regards to the cost reduction. Mr. Helms commented the Harbor is using their own crew to do trenching and any other work the Harbor is capable of doing. Mr. Helms commented in regards to dredging. Mr. Helms commented he went down and met with SHN in Eureka and gave them two samples of the Harbors soil. Cindy Hall was able to get the fly ash and bottom ash approval by SHN's regional quality control, EPA, and Humboldt Resource Development Council. Ms. Hall got the fly ash soil amended to raise the PH levels of the soil and the bottom ash approved to line beds for cattle. Mr. Helms commented that there is nothing in the background levels or above California Human Health Screening levels presented in the Harbors soil. Mr. Helms commented he sent a bag of soil off to Humboldt Resource Council lab to see what the value of the Harbor's soil is. Mr. Helms noted the results should be back next week. President White commented he spoke with Blake Alexander and his farm is considered an organic farm and any materials used needs to be approved by the Organic Certifying Organization, which dredge materials are not on the approval list. Commissioner Feller asked if the Army Corps would be paying for the removal of the dredge material. Mr. Helms commented the Army Corps is going through a quality control process and doesn't feel they can get funded to do

the removal of dredge materials. Mr. Helms reported on Englund Marine. Mr. Helms reported on Anchor Way and Starish Way. Mr. Helms commented in regards to the Harbor leasing buildings. Mr. Helms commented Harbor staff is looking into how much it would cost to advertise in the Triplicate and on the web to lease the available property space. Mr. Helms commented in regards to the Tsunami Experience. Mr. Helms commented he had a meeting with the City, County, and Laurie Johnson to go over the Tsunami Experience plan. Mr. Helms also noted that Ms. Johnson suggested putting up a bigger sign to show what is available in the Harbor. Mr. Helms commented in regards to the Closeout projects. Mr. Helms commented relocation of water lines on Starfish Way had started July 15, 2015, Porcini's owner said they should have everything wrapped up by the 31<sup>st</sup>, Harbor staff will have a meeting tomorrow July 25<sup>th</sup>, and the Facebook page for the Harbor is still doing well and being followed and shared. Mr. Helms commented in regards to the supplemental C.E.O's report. Mr. Helms commented in regards to looking into putting in yurts and tent camping at the rate of \$35/day. Mr. Helms commented Englund Marine will have all the data back on the commercial appraisal this week, Mr. Helms noted there will be two ways to rent it out, to a single tenant or as a small business economic development model.

## **9. Board Comments.**

Commissioner Phillips commented he is looking forward to hosting the Farmers Market at the Harbor on the 8<sup>th</sup> of August. Commissioner Phillips noted there were 71 vendors plus non-profits at the Farmers Market last Saturday the 18<sup>th</sup> of July. Commissioner Ramsey asked in regards to the vendors wanting to sell the bikes. Mr. Helms commented the process has been ongoing for three and half months and couldn't get the power and water up and running. Mr. Helms noted once everything gets approved and set up the vendors are ready to go and start their business. Commissioner Ramsey asked if the Harbor has taken any money. Mr. Helms noted just their deposit. Commissioner Ramsey commented Congressman Huffman wanted to come up the week after Labor Day and the Harbor will not be able to do anything for him until October. Commissioner Ramsey commented that Jim Woods plans to be here August 1<sup>st</sup> and plans to do a meet and greet at the Farmers Market on the 8<sup>th</sup> of August. Commissioner Feller asked in regards to having a closed session next meeting.

## **10. Adjournment**

**Adjournment to the next Regular Meeting scheduled on Tuesday, August 4, 2015 at 6:30 P.M.**

There being no further business to come before the Commission, President White adjourned the meeting at 7:55 p.m., until the next regularly scheduled meeting on August 4, 2015.

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Wes White, President

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Scott Feller, Secretary

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