

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

## MINUTES

### Board of Harbor Commissioners of the Crescent City Harbor District Regular Meeting, Tuesday, May 19, 2015, 5:30 P.M.

#### COMMISSIONERS PRESENT:

Patrick Bailey, arrived later  
Scott Feller, Secretary  
Ron Phillips  
James Ramsey  
Wes White, President

#### COMMISSIONERS ABSENT:

None

#### OTHERS PRESENT:

Charlie Helms, CEO/Harbormaster  
Nicole Burshem, PS Business  
Lane Tavasci, Deputy Harbormaster

Karen Philips, PS Business  
Robert N. Black, Counsel  
Wilma Madden, Harbor

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**5:30 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 regular session at 5:30 p.m.

#### Public Comment prior to closed session.

The following person(s) addressed the Commission regarding closed session matters: 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
- (2) PURSUANT TO GOVERNMENT CODE SECTION 54957: Consideration of terms of Employment Agreement for Temporary Administrative Assistant
- (3) PURSUANT TO GOVERNMENT CODE SECTION 54956.9: Pending Litigation: Danielson v. Dutra Group et al
- (4) PURSUANT TO GOVERNMENT CODE SECTION 54956.9 (d)(4) Anticipated Litigation: Crescent City Harbor District Two Cases

## **REPORT OUT OF CLOSED SESSION.**

President White recessed the regular session at 5:30 p.m. and immediately convened in closed session to discuss the items listed above. The closed session was recessed at 5:35 p.m. and the open session was immediately reconvened to discuss an item listed on the regular agenda that Counsel suggested be placed on the closed session agenda, as it involved real property negotiation.

On a motion by Commissioner Feller, seconded by Commissioner Phillips, and unanimously carried on a polled vote, the Crescent City Harbor District Board of Commissioners added item #2 to the closed session agenda.

The open session was recessed at 5:37 p.m. and immediately convened in closed session.

Commissioner Bailey arrived at the meeting at 5:38 p.m.

The closed session was adjourned at 6:35 p.m.

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

President White reconvened the meeting in open session at 6:35 p.m. and Counsel reported that the following actions were taken in closed session: none.

#### **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 May 5, 2015.**
  - B) Approval of the minutes of the regular meeting of May 5, 2015.**

No requests were made to pull matters or delete matters from the consent agenda; however, the following items were discussed: a warrant to Aaron Hawkins, who worked on an old Hemmingsen truck.

ON A MOTION BY COMMISSIONER RAMSEY, SECONDED BY COMMISSIONER BAILEY, AND CARRIED ON A FOUR-FIFTHS POLLED VOTE, WITH COMMISSIONER PHILLIPS ABSTAINING, 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 terminating the commercial lease agreement with “Redwood Curtain Culinary” dba Porcini restaurant.**  
Take action as necessary and appropriate

This item was added to the closed session as a matter of real property negotiations as listed above. No other action was taken.

3. **Discussion and consideration of approving the revision of the CCHD operating budget for the 2014-2015 Fiscal Year.** Take action as necessary and appropriate

Discussion was held regarding the revision to the 2014-15 FY Operating Budget.

ON A MOTION BY COMMISSIONER PHILLIPS, SECONDED BY COMMISSIONER BAILEY, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED AND ADOPTED THE FISCAL YEAR 2014-2015 OPERATING BUDGET, AS PRESENTED.

4. **Discussion and consideration of approving the CCHD operating budget for the 2015-2016 Fiscal Year.** Take action as necessary and appropriate.

Discussion was held regarding approving the 2015-16 FY Operating Budget, including a negative cash flow of \$376,000 projected for next year. Rents and concessions are figured at the same rate as last year, labor cost changes, and old rates for staffing positions were included in the budget.

ON A MOTION BY COMMISSIONER BAILEY, SECONDED BY COMMISSIONER RAMSEY, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED AND ADOPTED THE 2015-2016 FISCAL YEAR OPERATING BUDGET AS PRESENTED.

5. **Discussion and consideration of the Harbor District’s financial reports including the May Cash Flow Projection.** Take action as necessary and appropriate.

Discussion was held regarding financial reports. President White noted that the depreciation was added previously and projects were included, which he felt needed to be looked at more closely. The open projects will include the 2011 Tsunami, which will need to be pulled out until a later date (December 2015). CEO Helms noted that the plan will be developed later this week with the assistants of the Treasurer. CEO Helms noted that the 2006 Tsunami project has been cleared out.

ON A MOTION BY COMMISSIONER FELLER, SECONDED BY COMMISSIONER RAMSEY, AND UNANIMOUSLY CARRIED, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS TABLED THIS MATTER UNTIL SUCH A TIME AS THE TREASURER AND STAFF COULD COME UP WITH PLAN REGARDING THE OPEN PROJECTS AND CASH FLOW PROJECTIONS.

## **6. Committee Reports from other standing and ad hoc committees.**

The following committee reports were made:

Financial – no report.

Budget Committee – none.

Design Oversight – none.

Dredge – Commissioner Ramsey noted that while working with Senator Mike McGuire, a lot of interesting comments have come back with regard to the French Hill dredge materials situation; there has been no testing or follow through by Army Corps. Senator McGuire's staff suggested looking for smaller places to move the materials that would not require stringent permits. President White noted that the Harbor needs to take a tougher stand because the Corps promised they would deal with this issue and they need to follow through. Staff would like to have the dredge materials moved.

Events – no report.

Ordinance and Policy – no report.

Lease Committee – the deli trailer was moved and the Harbor is renting a place to store it to Mr. Hensel. He has not given the Harbor staff any further information.

Landlord Tenant Committee – no report.

Park Model Construction – no report.

Real Estate Policy/Lease Committee – no report.

North Coast Tsunami Center Committee – nothing to report.

Dutra Dispute Resolution Committee – no report.

Employee Negotiations – no report.

Insurance Committee – no report.

Zoning and Land Use – no report.

Marketing – no report.

Maintenance and Repair – a meeting was held and copies of notes were sent out to all Commissioners. Staff is looking for a small truck use for security and maintenance vehicle. The amount of \$2,500 is included in the budget to pay for the vehicle.

IGRC – nothing to report.

Chamber – there is meeting on Friday. Last small business mixer was well attended. The US Cellular mixer was poorly attended.

Port Safety – no report.

Land Use Plan – no report.

Personnel –no report

## **7. C.E.O.'s 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: revenue generation; cost reduction dredging update; Inner Basin corrosion survey; close out statue of federal and State projects; Harbor staffing update; Harbor project update; Harbor maintenance projects; and social media marketing.

## **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 Phillips asked about the lines on Starfish Way. Staff indicated they are for 1-800-DIG for power connections. Commissioner Phillips also wanted to know about the surf shop being located on the corner. Staff noted their needs to be power and a permit to the site, they are working on the challenges, but they will not be moved in until after June 1<sup>st</sup>. Commissioner Phillips also asked about the County of Del Norte redoing the State Capitol display and including something from the Harbor in the display. He also noted shared some pictures of bathrooms on wheels with showers that he saw on his recent trip east. Future projects could consider these "loan and go" bathrooms and outdoor showers rather than the concrete block bathrooms. Commissioner Ramsey asked if any progress has been made regarding the comparison with Brookings slip rates. Staff noted that using those rates would require the doubling of the number of vessels in the Harbor now. Staff will bring the rate survey to the Commission at the next meeting. Chairman White talked to Mr. Long and it is Mr. Long's opinion that no more commercial vessels are going to be leaving the area now.

President White recessed the open session at 7:45 p.m. and immediately reconvened in closed session to discuss the matters listed on the closed session agenda.

President White adjourned the closed session at 8:28 p.m. and immediately reconvened in open session, reporting that no action was taken in closed session.

## **9. Adjournment to the next Regular Meeting scheduled on Tuesday, June 2, 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 8:28 p.m., until the next regularly scheduled meeting on June 2, 2015.

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Wes White, President

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Scott Feller, Secretary

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