

Commissioner

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

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CHARLIE HELMS  
CEO/Harbormaster

## MINUTES

### **Board of Harbor Commissioners of the Crescent City Harbor District Regular Meeting, Tuesday, June 16, 2015, 6:30 P.M.**

#### **COMMISSIONERS PRESENT:**

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

#### **COMMISSIONERS ABSENT:**

None

#### **OTHERS PRESENT:**

Charlie Helms, CEO/Harbormaster  
Nicole Burshem, PS Business  
Keith Richcreek, Public

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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 called the meeting to order in regular session at 6:30 p.m.

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

The pledge was led by Commissioner White

#### **Public Comment.**

The following person(s) addressed the Commission: Keith Richcreek, owner of a charter service business; wanted to know if he can add a sign to the Tally Ho sign. Mr. Helms commented the sign is being redone on the corner and a directory sign will be placed alongside the Darrell Richcreek sign. Staff is just

waiting for the approval from the Lease Committee. Commissioner Bailey asked if there would be a problem for Mr. Richcreek to place a sign for now. Mr. Helms stated it was up to the Lease Committee to approve the sign going up. President White stated the committee would review the request and bring back what was decided at next months meeting. Commissioner Phillips asked if there was a call for whale watching. Mr. Richcreek stated that there was only one person that called for whale watching.

**1. Consent agenda.**

Requests to remove items from the Consent Agenda may be heard at this time.

A) Approval of the warrant list since June 2, 2015.

B) Approval of the minutes of the regular meeting of June 2, 2015.

No requests were made to pull matters or delete matters from the consent agenda; however, the following items were discussed: Mr. Helms stated he provided a break down of what was getting charged on the warrant list in the agenda packet. Commissioner Phillips asked if the charges were approved before work was done. Mr. Helms stated no, but he would like one of the Harbor staff to look at what work needs to be done since they were involved in the original contract. Commissioner Phillips asked who did the inspection. Staff noted Stovers did the inspection and billed to the Harbor. President White asked about C Renner Petroleum? Mr. Helms stated he didn't have any information at this time, but would look it up in the morning and get back to the Commission. Commissioner Feller asked what the expense for tri-counties bank was. Mr. Helms stated it was for credit card payments.

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 CONSENT AGENDA, CONSISTING OF ITEMS 1. A-B, AS PRESENTED.

**2. Discussion and consideration of establishing a weekly rate for transient vessels.** Take action as necessary and appropriate.

Discussion was held regarding establishing a weekly rate for transient vessels. Mr. Helms recommended that the commission look over the weekly rates and put it on as a revised fee schedule. Commissioner Feller asked why the rates are limited to 50 ft. Mr. Helms stated it was just an example and that other harbors were at 50 ft., but there is an option for larger vessels. Commissioner Feller suggested a directive for staff to prepare an ordinance and bring to the Lease Committee. President White suggested another alternative could be to make the ordinance for an 80% rate instead of a full weekly rate for 7 days. Commissioner Phillips asked why at an 80% rate. President White stated it was just another way to look at it. Mr. Helms stated staff is trying to get the rates below Brookings annual rates. Commissioner Feller

asked if Brookings raised their rate. Mr. Helms stated Brookings has not raised their rates. Commissioner Phillips stated he wanted to see more discussion regarding the rates. Commissioner Feller commented there are two ways to look at it a weekly rate or a monthly rate. Commissioner Feller also stated a weekly rate can be moved around a lot more easily than a monthly rate. Commissioner Phillips asked about the fee on the bowling boat. Mr. Helms stated it was projected at a lower rate of approximately \$52.00 a night based on length of vessel. Commissioner Phillips asked how many small boats under 24 ft. could be handled in the Harbor. Mr. Helms stated approximately 60-80 vessels. Commissioner Phillips suggested the weekly rate be charged at the rate of \$10/day and electricity. Commissioner Bailey stated that if the Harbor charged for electricity there would have to be someone to go and read the meters everyday; unless there was a set fee charged for electricity. Commissioner Phillips suggested maybe having it as a non-resident fee. Mr. Helms suggested as a summer special for everybody so that residents are included and feel the harbor is working with them. Commissioner Ramsey suggested we do a special meeting to discuss the special summer fee. Commissioner Ramsey suggested it would be better for a 6-day week instead of a 7-day weekly rate. Mr. Helms agreed with Commissioner Phillips on the \$10/per day for 30 ft. boats or less. Commissioner Phillips asked if it was just for a certain period of time. Mr. Helms suggested for the whole summer. Commissioner Phillips asked if we used the \$10/day would they be able to limit how many days. Mr. Helms suggested having it \$10/day for a weekly rate. Commissioner Ramsey asked if it would be for recreational boats. Mr. Helms stated that if it is categorized as a commercial vessel than it does not qualify for the special summer fee. Commissioner Phillips asked if it could be nonprofit.

ON A MOTION BY COMMISSIONER FELLER, SECONDED BY COMMISSIONER RAMSEY, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS, UNANIMOUSLY CARRIED ON A POLLED VOTE, APPROVED AND ADOPTED WEEKLY RATE FOR TRANSIENT VESSELS RECREATIONAL USE NONCOMMERCIAL IN THE 30 FT. DOCKS FOR \$10/DAY AND TRAVELERS NONCOMMERCIAL A WEEKLY RATE OF 80% OF OUR DAILY RATE WITH NO TIME LIMIT, AS PRESENTED.

**3. Discussion and consideration of an amendment to the professional services agreement for Nancy Suksi.** Take action as necessary and appropriate.

Discussion was held regarding amendment to the professional services agreement for Nancy Suksi. Mr. Helms commented this is an amendment that narrowly defines the limited range of services provided. Mr. Helms stated the Harbor wanted to define her position as an independent contractor. President White noted there was no public present and will not be any in the future. Mr. Helms stated she is being paid as an employee and must be treated as one as well. Legal Counsel Robert Black stated it was possible to change Nancy's title to independent contractor. Commissioner Feller asked why CALPERS made decisions for the commission. Mr. Helms stated because she was employed in the same calendar year.

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  
APPROVED AND ADOPTED THE AMENDMENT TO THE PROFESSIONAL  
SERVICES AGREEMENT FOR NANCY SUKSI AS AN INDEPENDENT  
CONTRACTOR, AS PRESENTED

- 4. Discussion and consideration of award of the contract to Hemmingsen Contracting Company, Inc., for the Starfish Way Segment of the Coastal Trail project, based upon the recommendations in the Recommendation of Bid Award memo from Stover Engineering dated June 12, 2015, in the amount of \$438,820.00 and authorize the President to sign the contract.**  
Take action as necessary and appropriate.

Discussion was held regarding contract to Hemmingsen Contracting Company, Inc. Mr. Helms stated that the Harbor was awarded Regional Surface Transportation Program funding by the Del Norte Local Transportation Commission to construct the segment of the local trail along Starfish Way. Mr. Helms Recommended to award the contract for construction to Hemmingsen Contracting Company, Inc. in the amount of \$438,820.00. President White asked if \$438,820.00 is what Hemmingsen Contracting Company, Inc. actually bid or what Mr. Stover corrected to. Mr. Helms stated this is the amount of the corrected bid. President White asked about the timeline in the contract. Mr. Helms stated there is \$1,000 a day and if they go over the limit it will be covered by the standard penalty clause. President White asked about the Deadline of construction. Mr. Helms stated it was to be completed approximately by October 15.

ON A MOTION BY COMMISSIONER BAILEY, SECONDED BY COMMISSIONER FELLER, AND UNANIMOUSLY CARRIED ON A FOUR FIFTHS VOTE, WITH COMMISSIONER PHILLIPS ABSTAIN, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED AND ADOPTED CONTRACT TO HEMMINGSEN CONTRACTING COMPANY, INC., AS PRESENTED.

**5. 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

Marketing – Commissioner Ramsey stated this would be discussed through the CEO report.

Maintenance and Repair -none

IGRC – none

Chamber – Commissioner Phillips commented the Deck Party would be on July 3, 2015. There may be a Mexican food vendor coming from Coos Bay to serve food at the Deck Party. Commissioner Ramsey commented there is a mixer at the golf course on Thursday, June 25th. There will be a mixer for Wild Rivers tomorrow, June 23rd. The book signing was cancelled for Saturday, June 27<sup>th</sup>. Commissioner Bailey stated there was a notice about riding in the 4<sup>th</sup> of July parade.

Port Safety – Commissioner Phillips commented there were a lot of people that attended the meeting. There was change of command in Humboldt Bay. On July 3<sup>rd</sup> there will be a dedication for a mural that Harvey Munger will be putting together for the B dock bathroom at noon. Senator McGuire will be in Humboldt, but won't be able to make it to Crescent City. Salmon safety and life vest giveaway went well. Had 500 students from preschool to 3<sup>rd</sup> grade and 290 students from 5<sup>th</sup> grade attended the safety week. Beverley Noll will be leaving in November to teach port inspections up and down the coast. The Coast Guard is planning a chamber mixer for August 13, 2015. Commissioner Phillips commented about the pads used for oil spills are out of stock and it is not refundable to replace those when used.

Land Use Plan – none

Personnel – none

**6. 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 topics as follows; revenue generations focus: Mr. Helms noted that some ideas were ran by the committee regarding working with the Chart Room on getting a liquor license or to open a souvenir shop in the harbor office. Commissioner Bailey stated the window should be enlarged so people can see inside the shop. Mr. Helms stated that could be done for minimal labor. Commissioner Phillips asked if there was enough demand to use this whole building. Mr. Helms stated it was discussed; the only challenge to moving over to Anchor Way is there would need to be a small trailer for checking in boats or answering questions. Mr. Helms suggested having outside vendors offer their services such as horseback riding, bike rentals, and kayak rentals. Mr. Helms suggested to approach car dealers, RV dealers, and boat dealers to display their units to bring people into the harbor. Staff is working on accelerating President White's suggestion on displaying signs out for 4<sup>th</sup> of July to advertise our available space in the harbor. Staff was directed to order signs and post them in the available spaces. Cost reduction focus: Staff is working with Maples on getting the proper stainless steel 316 bolts to replace the incorrect bolts placed in the original construction. CCHD dredging update: Staff spoke with Reed Baggiano about obtaining the necessary government permits. Jane Hicks the Coast Guard personnel, in charge of Coast Guard permitting is waiting for the management plan to be finalized. May 19, 2015 update: President White will be talking to the agriculture staff about soil amendments to tell where the soil has been used before and how to access an area for getting dredge material replacements. Close out status of federal and state projects: Mr. Helms commented FEMA has disallowed approximately \$683,000 and there has been an appeal sent to appeal FEMA's decision. CCHD current project update: Lane Tavasci has 3 months with the Harbor. Mr. Helms commented the Harbor didn't have anyone to pickup the slack with the departure of two staff members and would like to have the position filled. Mr. Helms feels Mr. Tavasci has real

potential on handling all duties set forth. Commissioner Phillips asked if Mr. Tavasci was representing the Harbor at the distracter drill. Mr. Helms stated Mr. Tavasci was participating in the drill. England Marine will be getting their permits issued either today or early tomorrow. President White asked about he appraisal. Mr. Helms stated it would be done on June 18, 2015. CCHD maintenance project updates: the water lines have been tested and are at the point to have the hardware replaced. Mr. Helms commented the owner of Porcinis had a couple people interested in buying the business. President White asked what is being negotiated. Mr. Helms stated the owner is trying to sell the business. Commissioner Ramsey asked when the building is vacated will it be turnkey ready. President White asked about the payment schedule. Mr. Helms stated if a balloon payment isn't requested the payments would be raised. Mr. Helms noted the Harbor safety meeting was covered by, Commissioner Phillips. President White asked about the timing on the report. Mr. Helms cant say who is correcting the timing of the report at this time. President White noted that on the next CEO report the Commissioners would like the following reports: Drudge, England Marine, RV parks, and rent.

**7. 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 Bailey commented that things are developing well and hope Porcinis is up and running soon.

Commissioner Phillips wants to place an action item on the July 7, 2015 agenda to approve the relocation of the farmers market from the fairgrounds to the Harbor for the first week in August. Commissioner Phillips asked Mr. Helms to leave the coastal trail open for set up of the canopies. Commissioner Feller directed staff to ask Mr. Tavasci to revise all ordinances in one shot. Commissioner Feller asked if upstairs would be available for Commissioners and their guests on the 4th of July. Commissioner Feller directed staff to develop an operations manual to turn off valves just in case other staff needs to come and turn off a valve. Mr. Helms noted there is a manual and chart already in place for situations just as that. Commissioner Ramsey asked how Ted's roof was going. Mr. Helms stated Ted is talking to McMurray and Sons to schedule an appointment. Commissioner Ramsey asked about the boat in Ted's yard. Mr. Helms noted Cascadia would take the boat away as soon as Ted has time to cut it up. Commissioner Ramsey asked if the Army Core's engineer is changing. Mr. Helms noted not until next year. Commissioner Ramsey asked if the new bolts being put in the Harbor are already paid for. President White directed staff to have a target list of potential tenants to rent available space. Mr. Helms suggested having the commissioners provide names of restaurants and vendors to contact to fill the empty spaces in the harbor. Staff was directed to send out an email of the list of buildings so that they can give their comments to discuss at next meeting.

**8. Adjournment to the next Regular Meeting scheduled on Tuesday, July 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 8:12 p.m., until the next regularly scheduled meeting on July 7, 2015.

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Wes White, President

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Scott Feller, Secretary

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