



## Board of Harbor Commissioners of the Crescent City Harbor District

James Ramsey, President

Scott R. J. Feller, Secretary

Patrick A. Bailey, Commissioner

Ronald A. Phillips, Commissioner

Wes White, Commissioner

### MINUTES

## BOARD OF HARBOR COMMISSIONERS OF THE CRESCENT CITY HARBOR DISTRICT

REGULAR MEETING, TUESDAY, MARCH 15, 2016, 5:30 P.M.

#### COMMISSIONERS PRESENT:

Wes White  
Patrick Bailey  
Scott Feller, Secretary

#### COMMISSIONERS ABSENT:

Ron Phillips  
James Ramsey, President

#### OTHERS PRESENT:

Charlie Helms, CEO/Harbormaster  
Nicole Burschem, PS Business  
Earnie Perry  
Donald Reynolds  
Scott Foas  
Wilma Madden

**5:30 p.m. The Board of Harbor Commissioners will meet in open session to discuss the following agenda items**

Vice President Feller opened the meeting at 5:30 p.m.

#### **Pledge of Allegiance**

The Commission led in the Pledge of Allegiance

#### **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 the March 1, 2016 Harbor Commission Meeting
- B) Approval of the minutes of the March 1, 2016 Harbor Commission Meeting

The Commissioners asked in regards to the \$4,764 Warrant for the Inner Boat Basin and for Pacific Power from the 2006 Tidal Surge.

ON A UNANIMOUSLY MOTION CARRIED ON A POLLED VOTE, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED THE CONSENT AGENDA ITEM 1. A-B, AS PRESENTED.

2. **Presentation by Mr. Scott Foas, Sounds of Surf Entertainment Group, updating the Harbor Commission on plans for entertainment at harbor during the Fishermen’s Benefit, Sea Cruise weekend, and other potential opportunities.** Take action as necessary and appropriate.

Discussion was held in regards to an update on the Fishermen’s Benefit. Mr. Foas, Sounds of Surf Entertainment Group, gave an update to the Harbor Commission on the plans for entertainment at the Harbor during the Fishermen’s Benefit, Sea Cruise weekend, and other potential opportunities. Mr. Foas presented proposals to the Commission of two public non-profit events at the Harbor. Mr. Foas noted CCHD would receive 50% of the gate and three private events where the CCHAD would receive 10% at the gate, which includes 50% of vendor sales. Mr. Foas also mentioned that he would like to do a fundraiser event with Rhyn Noll’s Paddleboard event in May. Mr. Foas asked to be placed on the agenda after the Fishermen’s Benefit to give the Commissioners an update on the event and to supply more details about events he presented at this meeting.

3. **Discussion and consideration of approving a “Proclamation of Appreciation” for Wilma Madden to recognize her work on behalf of the Crescent City Harbor District in its recovery from a series of natural disasters .** Take action as necessary and appropriate

Discussion was held in regards to approving a Proclamation of Appreciation for Wilma Madden. Mr. Helms presented the background. Mr. Helms recommends reviewing and approving the proclamation of appreciation for Wilma Madden to recognize her work on behalf of the Crescent City Harbor District in the recovery from a series of natural disasters. Vice President Feller asked any action was needed at this time.

ON A MOTION BY COMMISSIONER WHITE, SECONDED COMMISSIONER WHITE, UNANIMOUSLY CARRIED ON A POLLED VOTE, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED THE PROCLAMATION OF APPRECIATION FOR WILMA MADDEN TO RECOGNIZE HER WORK ON BEHALF OF THE CRESCENT CITY HARBOR DISTRICT IN ITS RECOVERY FROM A SERIES OF NATURAL DISASTERS.

Vice President Feller presented Wilma Madden with the Proclamation of Appreciation. A member of the public commented after the disasters the paperwork was unbelievable and the process was overwhelming. The public member stated the Proclamation was very appropriate for all of her hard work. Wilma Madden commented she wanted to thank the Harbor and that she enjoyed it.

**4. Discussion and consideration of approval of the Final Audited Financial Reports for Fiscal Year 2014 – 2015 as prepared by Donald R. Reynolds, CPA. Take action as necessary and appropriate**

Discussion was held in regards to the Final Audited Financial Reports for Fiscal year 2014-2015. Mr. Helms presented the background. Mr. Helms commented Mr. Reynolds is here to answer any questions the Commissioners may have. Vice President Feller asked Mr. Reynolds to explain the difference between the statements. Mr. Reynolds commented there was a little confusion that went out in the board packet and there were concerns of some missing pages. There was the Analysis document that did not make it into the packet so they had to redo the packet with the proper documents. Mr. Reynolds commented there was a time constraint and this will be the last meeting before the 31<sup>st</sup> deadline. Commissioner White asked if it could be included. Commissioner White asked if it requires approval. Vice President Feller asked would it affect the Harbor for any feature funding. Mr. Reynolds commented no and most of the documents don't have the MBNA. You would typically see this in much larger organizations. Mr. Helms commented we are going to try and provide this for you. Mr. Helms noted he has that list and the required elements. Commissioner White asked in regards to assets under inventory and material supply dollar amounts being exactly the same. Mr. Reynolds commented the other assets purchased will stay the same and with inventories if the district doesn't make an adjustment we are not going to jump in

and make an adjustment. Vice President Feller asked in regards to the event pension liability. Mr. Reynolds commented it doesn't make sense to him either and will explain more shortly. Commissioner White asked in regards to custodial credit risk for deposit, be insured. Mr. Reynolds commented in most cases the bank is to guarantee their rates to 110%. Commissioner White asked in regards to the cash flow. Mr. Reynolds commented the negatives are due to the construction projects. Vice President Feller asked in regards to buildings and improvements. Mr. Reynolds commented this is talking in regards to useful life not tax law. Vice President Feller asked where that fits in. Vice President Feller commented there are no findings and management requirements. Mr. Reynolds doesn't expect anything to change. Tracy has been looking into accounts receivable and has come to believe that there is approximately \$90,000 to be written off or spent. Mr. Reynolds commented that if those were impaired this would be a good time to notice that and leave that in 2015. Mr. Reynolds commented we took a big hit 4 years ago and got rid of things that were reasonable. Mr. Reynolds noted since then additional things have accrued. Vice President Feller asked what does it mean to write it off. Mr. Reynolds commented it would be taken out of receivables, reduced, and still able collect on it. Mr. Reynolds commented until we exhausted all legal avenues it would not be gone. Mr. Helms commented the deputy master has been working really hard and some of them have not followed their payment plan. Commissioner White suggested writing it off and to approach it that we are going to still collect. Mr. Reynolds commented we should up the reserve and make it strictly a balance sheet transaction. Commissioner White asked could it be written off and gone back to it. Mr. Reynolds commented unless it is in the reserve. By consensus the Harbor Board of Commissioners directed staff to write off the receivables. Mr. Reynolds reported on Gatsby 68. Vice President Feller asked if it was a line item. Mr. Reynolds stated no, this is a required this year.

ON A MOTION BY COMMISSIONER WHITE, SECONDED BY COMMISSIONER BAILEY, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED THE FINAL AUDITED FINANCIAL REPORTS FOR FISCAL YEAR 2014 – 2015, AS PRESENTED.

## 5. **Commissioner Reports.**

Chamber of Commerce – Commissioner Bailey commented the mixer he attended went very well. Commissioner Bailey commented he is very pleased of what is going on with the event for this upcoming Saturday and attended a dinner for the fisherman last week. Commissioner Bailey also liked to see that the community was coming together to support the fishermen. Commissioner

White commented he attended the Visitors Bureau Meeting. The State Redwood Parks is moving the visitor center from Crescent City to Hiouchi at least for this next year. Vice President Feller asked why they were doing this. Commissioner White commented they believe they can create a gateway into the redwoods. Commissioner White disagreed because they will miss the traffic on 101 South. They want the visitors center in the resource and they believe they will get more visitors to stay in Crescent City. Commissioner White reported there is no mixers coming up and the seminar on Friday is about Tech Preparations.

Tri-Agency – None

Inter Governmental Relations Committee – None

Harbor Safety Committee – Vice President Feller commented there was discussion about the crabbing and asked for an update. Mr. Helms commented there was another bad test in the Harbor today. Commissioner Bailey asked if they are starting to haul their pots off the parking lot. Mr. Helms commented this came in just yesterday, so not yet. Vice President Feller commented there were inconsistent standards from the department of health. Vice President Feller commented there is 7 boats in our fleet that don't have the sticker, the new rules for having a lifeboat was suspended, and we are coming up on our 15 or 17<sup>th</sup> year of no fisherman killed.

6. **CEO Report.** Report on current and planned items

Mr. Helms commented we are getting out some flyers, which will be shared to the distilleries for the Old Englund Marine building. Mr. Helms reported on the Cost Reduction. Mr. Helms commented we had North Coast Water Quality Control Board out here to look at our fender piles to see if they can approve the extension of the permit, but now they are contacting the Corp. Commissioner White asked do we have funding. Mr. Helms reported Robert Black has not received any responses and gave a April 1<sup>st</sup> deadline. Mr. Helms noted he would send out a mass email of to staff when he knows further information. Commissioner White asked if there is a deadline to respond and if they don't respond by that deadline can we take action. Mr. Helms stated yes two both they do have a deadline and if that is not met we will take action. Mr. Helms reported Commissioner Phillips and himself met with the inaugural California Boating Congress in Sacramento. Mr. Helms reported Congressman Huffman is calling FEMA to find out more information. Mr. Helms commented at the Harbor tenant meeting we talked about this and got our tenants together to have a meeting twice a week to be the primary providers. Mr. Helms reported the Fishermen's Association came to us yesterday and they will supply grilled

oysters for this Saturday's event. The work Mr. Foas is doing is collecting donations out of the area and hopefully they will raise a bunch of money for the fishermen. One of the fishermen mentioned after some of the fishermen didn't get their applications in by the time the funds were being distributed. The group wanted to speak with RHS to see if they could work something out to receive some funding. Mr. Helms reported Debbie and Kathy are leaving and Tracy has been hired to take their place along with two part time employees. Mr. Helms commented there was a breakdown of rate and scale sheet that compare with what the County and City are doing.

7. **Board Comments.**

Commissioner White asked what is going on with receivables. Mr. Helms commented he sold his truck and caught up his water, City, and he is selling his car to pay what he owes the Harbor. Commissioner White asked in regards to solar. Mr. Helms commented we could place that on the next meeting agenda. Commissioner White asked if we have a contract from Englund Marine. Mr. Helms commented we are waiting for legal to finish it to get it to Jeremy. Commissioner Bailey asked if they finished moving out of the old building. Mr. Helms commented they are open and moving. Commissioner Bailey commented it is not as bright as he thought it was going to be. Mr. Helms commented one thing they are discussing is a change on the tint of the window. They want the public to be able to see inside. Commissioner Bailey asked if they are taking the trailer away. Commissioner Bailey asked when would they have everything out of the old building. Mr. Helms commented they are doing a grand opening in April and would like to move ahead with negotiations to the old building. Commissioner Bailey commented he is pleased with the community with the help with the fishermen.

8. **Adjournment**

There being no further business to come before the Commission, President White adjourned the meeting at 6:55 p.m., until the next regularly scheduled meeting on April 5, 2016 at 5:30 p.m.

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James Ramsey, President

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Scott Feller, Secretary

Approved this \_\_\_\_\_ day

of \_\_\_\_\_, 2015.

Possession