



Board of Harbor Commissioners of the Crescent City Harbor District

Patrick A. Bailey, President James Ramsey, Secretary

Ronald A. Phillips, Commissioner Brian L. Stone, Commissioner Wes White, Commissioner

AGENDA

Date: Tuesday, December 18, 2018

Time: Closed Session – 5:15 p.m.
Regular Session – 5:30 p.m.

Place: Crescent City Harbor District Meeting Room
101 Citizens Dock Road, Crescent City, CA 95531

Public participation in this meeting is encouraged and will be accommodated during the public comment period for each item on the agenda. The public will have an opportunity to speak on each item on the Agenda, but will be limited to a comment period of three minutes per item. The public comment period is not intended to be a question and answer session between members of the public and the Commission. The President of the Board of Harbor Commissioners or the Presiding Member of the Board of Harbor Commissioners may enforce, or for good cause extend, the three-minute time limit for each speaker.

Anyone requiring reasonable accommodation to participate in the meeting should contact the Harbor District at 707-464-6174 x 2 at least 48 hours prior to the meeting.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Closed Session

A. Announcement of Closed Session Items

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Paragraph (1) of subdivision (d) of Section 94556.9): Crozier v. Crescent City Harbor District Del Norte Superior Court Case No.: CVPI-2018-1194.

- B. Public Comment on Closed Session Items
- C. Move to Closed Session

5. Reconvene to Regular Session

6. Report out of Closed Session

7. Public Comment

This portion of the Agenda allows the public to comment to the Board on any issue not itemized on this Agenda. However, the Board may not take action or engage in discussion on any item that does not appear on the Agenda. Please limit comments to three minutes, and keep in mind that the public will have an opportunity to comment during the separate public comment period for every agenda item.

8. Consent Calendar

All items on this list are considered and acted on in one Motion. Anyone may request an item be removed from the Consent Agenda for separate consideration.

- A. Approval of the warrant list since the November 20, 2018 Harbor Commission Meeting
- B. Approval of the minutes of the November 20, 2018 Harbor Commission Meeting
- C. Approval of the minutes of the December 5, 2018 Special Harbor Commission Meeting

9. New Business

- A. Administration of Oath for newly elected Commissioners Carol White and Rick Shepherd.

Staff Summary: County Clerk/Recorder Alissia Northrup will administer the Oath of Office for Commissioners-elect Carol White and Rick Shepherd.

- B. Recognition of Service for Commissioner President Patrick A. Bailey and Commissioner Ronald A. Phillips.

Staff Summary: The Board of Harbor Commissioners will honor the years of service to the Crescent City Harbor District given by Patrick A. Bailey and Ronald A. Phillips and will present them with certificates honoring that service.

- C. Nominations and election of Board Officers for Calendar-Year 2019 for the Board of Harbor Commissioners.

Staff Summary: Nominations for Board of Harbor Commissioners President and Secretary will be offered by current Board members. Following nominations, the Board will vote to appoint Board of Harbor Commission officers.

D. Assignment of Commissioners to sit on outside Boards and Organizations.

Staff Summary: The President will assign individual members of the Board to represent the Harbor District on the outside Boards and Organizations including: Chamber of Commerce; Visitor's Bureau; Harbor Safety Committee; Tri-Agency; Oversight Committee; and Intergovernmental Relations Committee.

E. Reduce Board meetings to once a month and reschedule or cancel meeting scheduled for January 1, 2019.

Staff Summary: This recommendation is appropriate in order to more efficiently use administrative staff time. The Humboldt Bay Harbor District, the Santa Cruz Port District, the NOYO Harbor District, and the Moss Landing Harbor District schedule one meeting per month. Special Meetings may be called at the Board's discretion should an issue of urgency arise which cannot be accommodated at the monthly meeting.

The next Harbor Commission Meeting is currently scheduled for January 1, 2019. Should the Board of Harbor Commissioners decide to go to a once monthly meeting schedule, the next meeting would be scheduled for January 15, 2019 and the January 1 meeting would be cancelled. If the Board of Harbor Commissioners wishes to meet during the first week in January, it is suggested that the meeting be re-scheduled for Wednesday, January 2, 2019.

Staff Recommendation: Direct staff to prepare an Ordinance amending the Harbor's bi-laws to change the meeting schedule to once a month on the third Tuesday of the month. Move to cancel or reschedule January 1, 2019 meeting.

F. Review and approve lease for Nick Williams for 160 Anchor Way.

Staff Recommendation: Mr. Williams has agreed to a month-to-month lease for 160 Anchor Way for the standard 6% lease for Harbor District-owned buildings and facilities. He has agreed to pay a minimum monthly rent of \$350. Staff recommends that the Harbor Commission approve the lease proposal and authorize the Chair to sign.

G. Review, approve, and authorize staff to issue Request for Proposals (RFP) for Electrical Services.

Staff Recommendation: Harbor Staff recommends that the Board of Harbor Commissioners approve the issuance of a Request for Proposals for the provision of electrical services for the Crescent City Harbor District.

H. Review and approve Financial Reports.

Staff Recommendation: Review and approve the periodic financial report presented by Financial Director Traci Fansler.

I. Thank you letter to Measure C proponents.

Staff Recommendation: Review and approve letter of thanks, direct staff to collect signatures and send.

10. Unfinished Business

A. Update on Solar Energy Project. Deputy Harbor Master Lane Tavasci will present the Board with an update on the Harbor District's Solar Energy Project.

11. Communications and Reports

A. Staff Reports.

B. CEO Reports.

C. Commissioner Reports.

Pursuant to the Brown Act, this item allows the Commissioners to briefly discuss activities engaged in since the previous public meeting, and direct staff to place items of importance on a future agenda.

12. Adjournment

Adjournment to the Board of Harbor Commissioners next regular meeting scheduled for Tuesday, January 1, 2019 at 5:30 P.M. at the Harbor District Office, 101 Citizens Dock Road, Crescent City, California.