

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

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CHARLIE HELMS
CEO/Harbormaster

ERNEST PERRY
Harbor Planner

MINUTES

Board of Harbor Commissioners of the Crescent City Harbor District Regular Meeting, Tuesday, October 21, 2014 @ 5:45 P.M.

COMMISSIONERS PRESENT:

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

COMMISSIONERS ABSENT:

None

OTHERS PRESENT:

Charlie Helms, CEO/Harbormaster
Dave Slagle, Hambro

Karen Philips, PS Business Services

5:45 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 5:45 p.m.

Public Comment prior to closed session.

There were no public comments regarding the closed session.

CLOSED SESSION. THE Board of Harbor Commissioners will now meet in closed session to discuss the following items:

(1) CONFERENCE WITH REAL PROPERTY NEGOTIATORS: Pursuant to Government Code Section 54956.8

Property: NW Corner of Citizens Dock Road and Hwy. 101

Agency Negotiators: Charles Helms

Under negotiation: Lease

(2) PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Pursuant to Government Code Section 54957.

Position: CEO/Harbormaster

REPORT OUT OF CLOSED SESSION.

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

President White recessed the regular meeting at 5:45 p.m. and immediately convened the meeting in closed session. The closed session was adjourned at 6:30 p.m. and the regular session reconvened at 6:34 p.m. CEO Helms announced that the following action was taken during closed session: none.

Pledge of allegiance.

The pledge was led by Karen Phillips.

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 October 7, 2014.

B) Approve the minutes of the Regular Meeting of October 7, 2014.

There were no public comments regarding the consent agenda. Item 1.B, the minutes of the October 7, 2014 meeting, were pulled from the consent agenda as they were not ready. Commissioners discussed the following warrants, including the increase in the Crockett building rent. Staff was asked to have a breakdown of when the Porcini improvements will be paid off at the next meeting.

ON A MOTION BY COMMISSIONER RAMSEY, SECONDED BY COMMISSIONER FELLER, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED AND ADOPTED THE CONSENT AGENDA CONSISTING OF ITEM 1.A, AS PRESENTED.

2. Discussion and consideration of approving a lease extension for 128 Anchor Way (South Beach Outfitters). Take action as necessary and appropriate.

Discussion was held regarding the lease with South Beach Outfitters. The Baugh's would like to have an extension of the current lease for four years, ending in 2018, with a rent increase. Counsel prepared and approved the extension before the Commission.

ON A MOTION BY COMMISSIONER PHILLIPS, SECONDED BY COMMISSIONER RAMSEY, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED THE LEASE EXTENSION AS PREPARED BY LEGAL COUNSEL, DIRECTED STAFF TO FORWARD THE DOCUMENT TO THE TENANTS FOR SIGNATURE, AND AUTHORIZED THE PRESIDENT AND SECRETARY TO SIGN THE LEASE WHEN RETURNED.

3. Discussion and consideration of changing the date of the next regular meeting of the Board of Harbor Commissioners so that it does not conflict with Election Day. Take action as necessary and appropriate.

Discussion was held regarding changing the November meeting date so that it does not conflict with the general election. November 6th at 6:00 p.m. was chosen by consensus.

4. Discussion and consideration of hoist lease amendment for Wild Planet Foods, Inc., clarifying the ownership of the South Hoist (Hoist Spaces 11 & 12). Take action as necessary and appropriate.

Discussion was held regarding the lease amendment. There is an issue with the ownership and lease of the hoist which needs to be clarified. Staff recommended that the hoist lease amendment be approved as presented by legal counsel and that staff be directed to forward the document to Wild Planet Foods for signature, and authorize the President and Secretary to sign the lease when it is returned.

ON A MOTION BY COMMISSIONER PHILLIPS, SECONDED BY COMMISSIONER RAMSEY, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED THE HOIST LEASE AMENDMENT, THE PRESIDENT WAS AUTHORIZED TO SIGN THE LEASE, AS RECOMMENDED.

5. Discussion of supplemental financial information (income statements prepared on a cash basis versus an accrual basis) for Board consideration. Informational presentation by Dave Slagle on how to interpret the additional information available in this format of financial report. Take action as necessary and appropriate.

Discussion was held regarding the supplemental financial information with Dave Slagle, who made a presentation regarding financial information, the differences in cash, accrual and modified cash budgeting, cash flow reports, and tips on reading financial reports. Depreciation of the docks needs to be added to the budgeting this next fiscal year.

6. Discussion and consideration of proposed interpretive sign on “Conserving California’s Coastal Treasures,” sponsored by the California Marine Sanctuary Foundation. Direct staff to take action as necessary and appropriate.

Discussion was held regarding the proposed interpretive sign regarding MPA’s, the California Marine Sanctuary Foundation will pay for the sign, design and installation. Commissioners expressed concerns regarding the MPA’s in general, but felt that signage would assist the public and fishermen in understanding the issues surrounding MPA’s.

ON A MOTION BY COMMISSIONER BAILEY, SECONDED BY COMMISSIONER FELLER, AND CARRIED ON A FOUR-FIFTHS POLLED VOTE, WITH COMMISSIONER PHILLIPS VOTING NO, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED PLACEMENT OF THE SIGN AND DIRECTED STAFF TO WORK WITH THE CALIFORNIA MARINE SANCTUARY FOUNDATION ON

ACQUISITION AND PLACEMENT OF THE SIGN NEAR THE WHALER'S ISLAND BOAT LAUNCH.

7. Committee Reports. Reports from other standing and ad hoc committees.

The following committee reports were made:

Financial – Commissioner Feller noted that he met with Clar Byers, here is cash flow, but a lot of debt.

Budget Committee – no report.

Design Oversight – Commissioner White will be meeting to discuss projects. There are additional points to complete the Coastal Conservancy grant, the bids came in way over.

Events – no report.

Crab Pot Ordinance – Commissioners Ramsey and Baily will be on the committee to review the cost for storage based on square footage.

Lease Committee – will be meeting tomorrow with Mr. Hensel

Landlord Tenant Committee – no report.

Park Model Construction – no report.

Real Estate Policy/Lease Committee – no report.

Visitor's Center Committee –

Dutra Dispute Resolution Committee – no report.

Employee Negotiations – no report.

Insurance Committee – no report.

Zoning and Land Use – Ernie has noted that Coastal staff want a copy so that they can make comments on the document.

Marketing – no report.

Maintenance and Repair – no meeting.

Tri-Agency – Oct 28th meeting.

IGRC –no meeting.

Chamber – Democratic Headquarters held a mixer.

Port Safety – nothing

Land Use Plan – no report

Personnel –no report.

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

The CEO's report included the following information: 1) revenue generation; 2) cost reduction possible HUD funding via the County; 3) tenant updates, South Beach Outfitters is closed for a few weeks, Chartrooms has reduced hours; 4) updates on meeting and activities; 5) project updates; 6) staff training; 7) marketing; 8) Accounts Receivable aging summary; 9) lien sales; 10) vessel liens; and 11) water usage chart over the past several years. Coast Guard lease payments are all caught up; scrap metal payments will be coming in from the treatment plant dismantling; staff will research the restricted account for the Chartroom and see if it can be used to pay for the electrical box. The crab counts here are not looking good and all the fishermen are headed out to the Bay Area. Ethics training will be held November 13th, Nancy will sign commissioners up for the webinar. The outstanding accounts will be tabled to the next meeting for staff to check with counsel.

9. 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 Feller asked if staff could get a three month calendar in the meeting room for planning purposes.

10. Adjournment

There being no further business to come before the Commission, President White, adjourned the meeting at 8:04 p.m. until the next regularly scheduled meeting on November 4, 2014.

Wes White, President

Scott Feller, Secretary

Approved this _____ day
of _____, 2014.