

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, June 17, 2014, 6:30 P.M.

COMMISSIONERS PRESENT:

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

COMMISSIONERS ABSENT:

Patrick Bailey

OTHERS PRESENT:

Charlie Helms, CEO/Harbormaster
Bill Cochran, Redwoods Leavitt Insurance

Karen Philips, PS Business Services
Adam Spencer, Triplicate

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 open session at 6:30 p.m.

Pledge of allegiance.

Commissioner Phillips led the pledge.

Public comment.

The following person(s) addressed the Commission: none.

1. Consent agenda.

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

A) Approval of the warrant list since June 3, 2014.

There were no public comments regarding the consent agenda. Commissioners discussed the warrant list, including the warrant for \$15,057 for payment of the credit card charges; the water bill (will be compared to last year, amounts fluctuate); the Stover

Engineering project (CCHD) warrant to pay for a variety of projects in the Harbor (payments will be coded to the specific project); the Crockett Estate warrant for rent proceeds from Porcini; the warrant for Ken Gray for diving and putting a sling under rocks to get them out of the inner harbor channel; High Voltage warrant to finish the payment of the Wi-Fi; and the Hemmingsen warrant for their help to install the ramp and moving a rock that were in the way of the movement of the dock. The electrical bill and metered billing was discussed. Reese Electric is working to help get the electrical billing system running correctly. The warranty does not begin to run until the system is up and running. Staff was asked to verify this and get it in writing. Staff explained the warrant for Roto-Rooter was to pay for port-a-potties for the Water Safety Day held in the Harbor in May.

ON A MOTION BY COMMISSIONER FELLER, SECONDED BY COMMISSIONER RAMSEY, AND UNANIMOUSLY CARRIED ON A POLLED VOTE WITH COMMISSIONER BAILEY ABSENT, 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 approval of the Insurance Proposal from Bill Cochran of Redwoods Leavitt Insurance Agency for coverage for the Harbor District for the period of July 1, 2014 through June 30, 2015.** Take action as necessary and appropriate.

Discussion was held regarding the insurance proposal. Bill Cochran was present and reviewed the proposal with the Commission. He is still collecting information regarding policies and insurance carriers. He noted the insurance company advanced a little over \$54,000 for the damage to Citizen's Dock, and the settlement offer was for about \$456,000, which staff felt was very low. There have been building code changes since the dock was built and the difference between the claim and the replacement to current standards needs to be considered. Mr. Cochran was asked to look into the landlord/tenant insurance and get a quote back to the Commission.

ON A MOTION BY COMMISSIONER FELLER, SECONDED BY COMMISSIONER PHILLIPS, AND UNANIMOUSLY CARRIED ON A POLLED VOTE WITH COMMISSIONER BAILEY ABSENT, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED AND ADOPTED THE INSURANCE PROPOSAL SUBMITTED BY REDWOODS LEAVITT INSURANCE AGENCY FOR THE PERIOD JULY 1, 2014 THROUGH JULY 1, 2015 FOR THE ANNUAL PREMIUM OF \$105,989.00

3. **Discussion and consideration of approval of CEO/Harbormaster travel to Sausalito, CA to attend the Change of Command Ceremony for the San Francisco District of the U. S. Army Corps of Engineers on June 27, 2014.** Take action as necessary and appropriate.

Discussion was held regarding the travel request, including an overnight stay and associated costs. Commissioners expressed their support for attending the ceremony.

ON A MOTION BY COMMISSIONER PHILLIPS, SECONDED BY COMMISSIONER RAMSEY, AND UNANIMOUSLY CARRIED ON A POLLED VOTE WITH COMMISSIONER BAILEY ABSENT, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED THE TRAVEL REQUEST FOR THE CEO TO ATTEND THE CHANGE OF COMMAND CEREMONY AS REQUESTED.

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

The following reports were made:

Budget Committee – a meeting will be held in the next few weeks to iron out issues.

Design Oversight – Commissioner Feller met with Mr. Perry, the contractor poured a test block with a crab motif near the Harbor office; the sample looks really good. 2/3rds of the walkway on the far side of the harbor is done/will be done this week. They are trying to get much of the work done by the 4th of July, but will not be able to complete the project by then. The bio swale plantings will occur in the near future.

Events – no report.

Landlord Tenant Committee – staff is still looking for a place for Mr. Hensel.

Park Model Construction – no report.

Real Estate Policy/Lease Committee – no report.

Visitor's Center Committee – discussion of funding was held.

Dutra Dispute Resolution Committee – the signed agreement has gone back to counsel to be sent to Dutra's counsel.

Employee Negotiations – done.

Insurance Committee – no report

Zoning and Land Use – still waiting to get the plan back from Coastal.

Marketing – the plan is coming along and will be substantially done by the beginning of July, the committee will meet within the next two weeks

Maintenance and Repair – a list of items is being worked on by maintenance staff, and foreman will use the list to keep employees on task.

Tri-Agency – an emergency meeting was held yesterday, another judge will be assigned to hear the case, a revised settlement offer was given, and the case of Renfro vs Tri-Agency is scheduled to go to trial next week.

IGRC – no meeting,

Chamber – last Thursday night there was a mixer at the Fishermen's Restaurant and it was not well attended due to graduations and other community events.

Port Safety – meeting was postponed.

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

The following topics were discussed: 1) Chief of Police and City Code Enforcement – met with the CEO regarding homeless/transient enforcement, policies will be coming back to the Harbor Commission for approval. There has been some removal of bush and blackberries that will prevent transient people from camping of Harbor property. There was a body discovered near the old "Purple Cat" thrift store this week according to the CEO; 2) Miss Joanne – there is a place at Woodby Island that will be ready in a few weeks, the owner just need to get the vessel moved; 3) Environmental Services – the second inspection was performed, some of the items were completed, the maintenance staff are making progress and were assisted by the inspector; 4) Gangway #2 – had a sheared bolt, it has been repaired and reinstalled, a piece of metal will be installed to keep wear down; 5) Reports – staff have been working with contractors regarding the building located at 201 Citizen's Dock Road, it needs re-skinning, discussion was held regarding giving a 30 day extension to Mr. Hensel since there will be a delay, and holding a special meeting to approve extending the contract; 6) Erick Neilson of SHN – met with staff regarding repositioning dredge materials and getting out information to project areas that might be able to use the dredge materials, Water Quality needs to be informed; 7) Master

Plan Review – staff felt that the review was not very specific: 8) Pacific Power will be here Thursday to perform an energy audit, staff has also reviewed wind turbines to generate electricity and some solar panels to help light the offices, etc.; 9) Recology – has not really returned the information to staff as requested; 10) Advertisements – went out as reported at the last meeting; 11) Facebook has more followers this month; 12) Website – is up, but staff feel that it needs work to make it user friendly; 13) Staff Training – two employees have completed training with certificates in Hazardous Waste, two more will take the training soon; 14) PIO Training – the CEO went to the PIO class and felt that is was helpful, he will go to Debris Management training this week.

6. 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 will be in Colorado for the birth of his grandchild soon and may miss a meeting; Commissioner Ramsey noted that he has eaten at Porcini twice not and they are doing well. He noted that the gangway at the boat launch has issues and needs attention before someone gets hurt. Mr. Helms reported that staff are attending to the matter. Commissioner Ramsey noted he and Clarke Moore discussed getting trips out to St. George Reef to maintain the light, the cost is \$500 twice a year. If the light goes out, it will not be relit. The matter will be placed on the next agenda for discussion. Mr. Ramsey is working on the Visitor’s Center issue, the question is who/where the funding will come from seems to be the issue. Commissioner Phillips asked about the ramp behind the office being closed. Staff reported that they had found people trying to avoid the \$6.00 launch fee by using it and it was closed. The ramp is unsafe as it is very slimy also; Commissioner White asked about the metal recycling from the wastewater treatment tank. Mr. Helms noted that North Coast Water Quality will let the Harbor know the minute the agreement is accepted so that the Harbor can award the bid to the scrappers to demolish the plant. The 30 day posting period is almost over. Porcini would like to put out a tent and have live music and beer on Friday and Saturday, July 4th and 5th. They will have a fence around the beer area. Discussion was held regarding expanding the building to include a second floor with an elevator and liquor license, possibly in partnership with the Harbor. President White asked about the goals setting and encouraged the CEO to concentrate on the list revenue generation and cost reduction items.

7. Adjournment to the Regular Meeting scheduled on July 1, 2014, 6:30 P.M. at the Flynn Center, 981 H Street, Crescent City, California.

There being no further business to come before the Commission, President White adjourned the meeting at 8:10 p.m. until the special session held on July 1, 2014.

Wes White, President

Scott Feller, Secretary

Approved this _____ day
of _____, 2014.