



## Regular Meeting

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

James Ramsey, President      Wes White, Secretary

Rick Shepherd, Commissioner      Brian L. Stone, Commissioner      Carol White, Commissioner

#### **AGENDA**

**Date:**      **Tuesday, 19 November, 2019**

**Time:**      **2:00 p.m. – CLOSED SESSION**  
                 **2:30 p.m. – OPEN SESSION**

**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, at least 48 hours prior to the meeting.*

*All meeting agendas, documents, and other writings (except for privileged documents) that are distributed to a majority of the Commissioners may be inspected by the public at the address listed above. A fee or deposit may be charged for a copy of these public records.*

**Call to Order**

**Roll Call**

**Pledge of Allegiance**

**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.*

**MOVE TO CLOSED SESSION**

***Public Employment***

Government Code Section 54957 – Finance

**RECONVENE OPEN SESSION**

(2:30 p.m.)

*Report from closed session.*

**1. 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 5 November, 2019 Harbor Commission Regular Meeting**
- B. Approval of the Minutes of the 15 October, 2019 Harbor Commission Regular Meeting**
- C. Approval of the Minutes of the 5 November, 2019 Harbor Commission Special Meeting**
- D. Approval of the Minutes of the 5 November, 2019 Harbor Commission Regular Meeting**

- E. **Approval of the Minutes of the 12 November, 2019 Harbor Commission Special Meeting**

## 2. New Business

- A. **Consider criteria developed by an Ad Hoc Committee of the Board to evaluate the performance of the CEO/Harbor Master.** Review, discuss, approve, and set a date for conducting the performance evaluation.
- B. **Consider a letter prepared by Harbor Counsel to be served upon American Diversified Energy.** Review, discuss, and approve.
- C. **Consider a request by the Del Norte County Clerk to use the Harbor District meeting room as a polling place for the 3 March, 2020 Primary Election.** In granting this request, the regular meeting of the Board will need to be rescheduled. Review, discuss, and approve.
- D. **Consider cancelling or rescheduling the 17 December, 2019 regular meeting of the Harbor Commission.** Due to scheduling conflicts. Discuss and set meeting schedule.
- E. **Overview of Lane Tavasci's Projects.** Review and discuss.

## 3. Unfinished Business

- A. **Ratify CCHD Bylaws revised during a Special Meeting on November 12, 2019.** CCHD Bylaws were updated to conform to current California law and new preferences of the Board. Review, discuss, and approve.
- B. **Discuss fee evasion at the public boat launch ramp and potential measures to abate lost revenue.** Possible mitigation measures include increased enforcement action and/or construction of a purchase payment kiosk. Review, discuss, and approve.
- C. **Review the job description for an Administrative/Human Resources Assistant.** Review, discuss, and approve.
- D. **Review an updated tourist map and approve printing.** Staff has revised the map in accordance with previous direction from the Board. Review, discuss, and approve.

#### **4. Communications and Reports**

**A. CEO Report.**

**B. Financial Report.**

**C. HR Report.**

**D. Commissioner Reports.**

*Pursuant to the Brown Act, this item allows the Commissioners to briefly discuss activities engaged in since the previous public meeting.*

#### **5. Adjournment**

*Adjournment to the Board of Harbor Commissioners next regular meeting scheduled for Tuesday, December 3, 2019 at 2:00 P.M. at the Harbor District Office, 101 Citizens Dock Road, Crescent City, California.*