

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

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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, April 15, 2014 @ 5:30 P.M.

COMMISSIONERS PRESENT:

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

COMMISSIONERS ABSENT:

NONE

OTHERS PRESENT:

Charlie Helms, CEO/Harbormaster
Robert N. Black, Counsel, closed session only
Charles Schnacker, Sr.

Karen Philips, PS Business Services
Denise Doyle-Schnacker
Charles Schnacker, Jr.

5:30 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 at 5:30 p.m.

Public Comment prior to closed session.

The following persons addressed the Commission regarding matters not listed on the agenda: Charles Schnacker, Sr. noted that he received a letter from the Harbor regarding outstanding fees owed to the Harbor which he feels are not accurate. The letter stated that his son, Charles Schnacker, Jr. would not be given moorage because of the outstanding amounts the Harbor feels are his. Mr. Schnacker, Sr. would like to make sure that his bills do not affect his son's credit and get them resolved as soon as possible. Mr. Helms noted that there was an issue regarding clearing the bills up and the similarity of the names (Jr. and Sr.). The amount owing is over \$13,000 according to the Harbor records, involving the F/V Frontier and F/V Redwing. Denise Doyle-Schnacker stated she would provide the bankruptcy information to the Harbor that notes the discharge some of the debt as far back as 2006. Mr. Helms will work with the Schnacker's to get the matter cleared up and get

accurate figures. There were no public comments regarding the closed session matters.

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: 100 Anchor Way, 191 Citizens Dock Road, Charter Dock
Agency Negotiators: Charles Helms, Ron Phillips, Wes White

(2) LABOR NEGOTIATIONS: Pursuant to Government Code Section 54957.6.

Agency Negotiators: Charles Helms, Ron Phillips, James Ramsey
Employee Organization: Northern California Carpenters Regional Council, Carpenters 46 Northern California Counties Conference Board, Carpenters Local Union 751

REPORT OUT OF CLOSED SESSION.

President White recessed the open session at 5:37 p.m. and immediately convened in closed session. The closed session was adjourned at 6:36 p.m.

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

The open session was reconvened at 6:37 p.m. and Counsel announced that no action was taken during the closed session. Commissioner Bailey led the pledge of allegiance.

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 April 1, 2014.

B) Approval of the minutes of the Regular Meeting of April 1, 2014.

There were no public comments regarding the consent agenda. Discussion was held briefly regarding the warrants list.

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 AND ADOPTED THE CONSENT AGENDA, CONSISTING OF ITEM 1.A-B, AS PRESENTED.

Commissioner Bailey noted some typographically correction to the agenda packet Item 2 (below) specifically the agreement and memo for Pacific Watershed Associates.

- 2. Discussion and consideration of the Agreement for Professional Services with Pacific Watershed Associates, Inc. in an amount not to exceed \$13,639.00 for provision of annual eelgrass monitoring services. Take action as necessary and appropriate.**

Discussion was held regarding the professional services agreement with Pacific Watershed Associates, Inc. The original contractors that planted the grass are no longer interested in this work and have suggested that the contract be passed on to this group. This still meets the terms of the funding. Kenyon Hensel noted that the Harbor should reach out to other impacted areas to see if they are facing the same issues and to see what they have done or if they have had any issues.

ON A MOTION BY COMMISSIONER BAILEY, SECONDED BY COMMISSIONER FELLER, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED AND AUTHORIZED THE PRESIDENT TO SIGN THE AGREEMENT FOR PROFESSIONAL SERVICES WITH PACIFIC WATERSHED ASSOCIATES, INC. IN AN AMOUNT NOT TO EXCEED \$13,639 FOR ANNUAL EELGRASS MONITORING.

- 3. Discussion and consideration of approval of the Short Term Rental Agreement with Kenyon Hensel for space at 191 Citizens Dock Road. Take action as necessary and appropriate.**

Discussion was held regarding a short term rental agreement with Kenyon Hensel at 191 Citizens Dock Road. President White noted that the rent should indicated \$250.00 per month base rent or 5% of the gross sales, whichever is greater. Mr. Hensel presented his idea for his business. He has sold 70 "fishscriptions" since last week. He understands that he will have to move the modular by the end of June. He will be selling and filleting fish and wants to serve deli lunches themed around the catch of the day. He wants to have a storefront in the Harbor, if possible. Mr. Hensel has looked at the area near the old anchor on Anchor Way, there is a sewer hook-up there, but he cannot find any electricity in that area and is not sure if the sewer hook-up is still available. Commissioners noted that there is water near that site and that site was identified as the placement of the new fish cleaning station. There is a really old corroded electrical box that would need to get replaced if the site were to be used. Commissioners expressed desire to find a place for the modular within the next two months.

ON A MOTION BY COMMISSIONER FELLER, SECONDED BY COMMISSIONER BAILEY, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED AND AUTHORIZED THE PRESIDENT TO SIGN A SHORT TERM RENTAL AGREEMENT WITH KENYON HENSEL AT 191 CITIZENS DOCK ROAD, WITH THE RENT CHANGE TO READ "\$250.00 PER MONTH RENT OR 5% OF THE GROSS SALES, WHICHEVER IS GREATER".

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

The following committee reports were made:

Budget Committee – Mr. Helms would like to have a meeting early in May.

Design Oversight – no report.

Events – \$4,200 was the final cost of the ribbon cutting, including staff time.

Landlord Tenant Committee – no report.

Park Model Construction – no report.

Real Estate Policy/Lease Committee – no report.

Visitor's Center Committee – staff is unsure what the next step is. Commissioner Phillips asked if Congressman Huffman had been contacted, if not, he needs to be contacted to see if this project can move forward. The Harbor needs one big development project to make the rest of the projects fall in place in the Harbor. Mr. Perry suggested getting Mr. Grant Werschull involved for the funding discussion.

Dutra Dispute Resolution Committee – Mr. Young and Harry Stewart are in communication and the appraised value to the equipment will be taken to Caltrans to get the official numbers. Mr. Helms hopes to have the information to Caltrans by next week.

Insurance Committee – Commissioner Ramsey noted that there are ongoing discussions.

Counsel left the meeting at 7:06 p.m.

Employee Negotiations 2014 Committee – no report.

Zoning and Land Use – Commissioner Phillips asked that this process be stepped up

Marketing Committee – Mr. Helms is working on a framework for this, perhaps he will have a report at the next meeting to begin the marketing process.

Maintenance and Repair – Commissioner Feller noted that Mr. Helms has the maintenance list and will cover that later in the meeting.

IGRC – no report.

Tri-Agency – Commissioner Feller reported depositions were given in the lawsuit and it will go to trial in June.

Two-by-Two Committee – no report

Chamber Committee – Commissioner Phillips noted there was a chamber mixer at Chimney Kraft last week, and there is one at Addie Meedom House this week and at the Republic Central Committee office next week. Klamath Chamber is having a mixer on Friday at the Senior Center.

Port Safety – June 11th is the next meeting.

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

The CEO's report consisted of the following topics: 1) Updates on various items - Suzanne Dockal is still working on the CDBG grant documentation gathering and will report back when it is completed, 27 boats and 5 shore-based businesses have supplied data, fewer than the original group, businesses and the public will be thanked for participating in this process. The Tall Ships will be here April 21st; 2) Pacific Coast Congress of Harbormasters & Port Managers – Mr. Helms attended the meeting April 8-11 in Newport and found it very helpful ; 3) Meetings and action taken since April 1, 2014 – Mr. Helms has attended approximately 14 meetings since April 1, 2014 regarding various Harbor matters the list of which was presented in the written report; 4) Project updates – part of DR 1968 (2011 Tsunami) bid meeting was held with Bellingham Marine, Mercer Fraser and Stover Engineering, on behalf of the Harbor, most of the work is completed, but needs some close-out; 5) Wildlife Conservation Board - the grant for the new ADA compliant North Restroom, all work is completed and close-out is expected by the end of April, including warranty issues that the contractor is going to be resolving; 6) Coastal Conservancy Coastal Trail Projects and Harbor Promenade Project – demolition work started by Hemmingsen Contracting on observation deck across from Harbor Office today; 7) Staff training – three trainings have been scheduled regarding records retention, California Financing Coordinating Committee Funding Fair, Special District Leadership Foundation


"Access to Excellence"; and 8) Harbor Marketing – a submitted story to the Northwest Yachting, which will be in their May issue, a story was also submitted to Pacific Coast Congress for their website. Commissioner Feller asked that the maintenance committee notes go into both his and Commissioner Bailey's inboxes. Commissioner Ramsey noted that his identification badge had an expiration date on it that is incorrect. Mr. Helms noted that the identification badges will be amended to have the correct expiration date on them. Commissioner Feller asked about the spill prevention training and getting staff recertified/trained. Mr. Helms noted that this was a good training and he will share some information at the next meeting with the Commission.

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 Phillips reported that the fishermen are starting to misuse the docks already and staff needs to talk to Ward Stover regarding this issue. A list of "misuse" items will be submitted to Mr. Helms. Commissioner Phillips asked if electricity usage was being billed. No, not yet, according to staff; the test billing will be done shortly. Mr. Phillips expressed his happiness with how things are progressing at the Harbor. Commissioner Ramsey commended Mr. Helms for doing a great job. He announced that Alex Padilla would be at the Good Harvest Café tomorrow. He also asked about fencing to get rid of the sea lions on the parking lot off Anchor Way. Staff has been looking at the issue, but there needs to be funding. Staff will put in extra docks near the Chart Room for the sea lions. Commissioner Feller noted there are 8 gangways available and one needs to be put in on Anchor Way so folks do not need to climb over rocks (near the flagpole) to access the beach. President White mentioned an article regarding tsunami watch that mentions Crescent City Harbor. He thanked Mr. Helms for his work.

7. Adjournment to the Special Meeting scheduled on April 30, 2014, 4:00 P.M. at the Harbor District Office, 101 Citizens Dock Road, Crescent City, California.

There being no further business to come before the Commissioner, President White adjourned the meeting at 7:32 p.m. until the special session set for April 30, 2014 at 4:00 p.m.



Wes White, President



Scott Feller, Secretary

Approved this _____ day
of _____, 2014.