



Board of Harbor Commissioners of the Crescent City Harbor District

Wes White, President

Scott R. J. Feller, Secretary

Patrick A. Bailey, Commissioner

Ronald A. Phillips, Commissioner

James Ramsey, Commissioner

MINUTES

Board of Harbor Commissioners of the Crescent City Harbor District Regular Meeting, Tuesday, January 19, 2016, 6:30 P.M.

COMMISSIONERS PRESENT:

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

COMMISSIONERS ABSENT:

OTHERS PRESENT:

Charlie Helms, CEO/Harbormaster
Nicole Burshem, PS Business
Lane Tavasci, Harbor
George Bradshaw, Public
John Olsen, 4H/Stover's Engineering

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

President Ramsey called the meeting to order at 6:30 p.m.

Pledge of Allegiance

Commissioner Feller led the Pledge of Allegiance

Public Comment

The following person(s) addressed the Commission: George Bradshaw commented he came up here to inform us regarding PCFFA and the Harbor fisherman on the pending disaster of the shut down of the Dungeness crab fishery. Mr. Bradshaw came today to see if he could get support from the Harbor board to move forward with the disaster process. Mr. Bradshaw noted he had a meeting with the County and other agencies to get small governments to back this issue. Commissioner Feller asked if he wanted the Board to support the economic

disaster business worksheet for businesses. Mr. Bradshaw commented the basic idea is to get small government agencies to support the movement for the disaster. Commissioner Feller directed staff to place this on the agenda for the next meeting and have a proclamation available to vote on. Mr. Helms commented Mr. Bradshaw is already on the agenda for next meeting to present a proclamation and he will look into having a copy available for the Commissioners. Commissioner Phillips commented we would like to advise our Senator McGuire and Representative Woods of this disaster and that we will be working with this organization. Commissioner Phillips asked if there is any forecast of future fishing. Mr. Bradshaw commented best-case scenario is a month, but doesn't have a set date of when we can start. Commissioner Phillips commented there was word that the crabs that can be caught in Brookings are already starting to molt. Mr. Bradshaw commented that we can't go off of when crabs are going to molt, but are trying to get the levels low enough to get the health department to let us crab. Commissioner Phillips asked if they are not partnering with the City. Mr. Bradshaw commented he didn't know who to talk to. President Ramsey suggested that he should talk to the city as well and get them on board. Commissioner Phillips commented the Harbor is a special district, City is the City, County is the County, and he should have all three entities to back this issue. Mr. Bradshaw commented this is what he is trying to do. Commissioner Phillips suggested talking to Kimmy Scott with the City to be placed on their agenda. John Olsen commented he represents 4H and one of the things 4H does is getting young folks involved in community projects and wanted to know if there was anything in the Harbor in a particular area they can help. Commissioner Phillips asked if this a weekend project or an after school project. Mr. Olsen commented it could be weekend or after school. Commissioner Bailey asked if there could be short term or long-term projects. Commissioner Feller directed the CEO to come up with projects for 4H. Mr. Olsen commented each year 4H has a countywide fundraiser on January 30th, the annual Soup Supper. Mr. Helms asked where to get the tickets. Mr. Olsen commented he has them now or at Stover Engineering.

1. **Consent Agenda**

Requests to remove items from the Consent Agenda may be heard at this time

- A) Approval of the warrant list since the January 5, 2015 Harbor Commission Meeting**
- B) Approval of the minutes of the January 5, 2015 Harbor Commission Meeting**

Commissioner Feller asked in regards to Englund marine accounts in the amount of \$2.48. Mr. Helms commented it should be attached to something else. Commissioner Phillips asked why K. King needed a rubber boat and we paid \$77.00 for Amark gear and why is there such a difference in price between the two. Commissioner Bailey commented it is suppose to be boots. Mr. Helms commented that is probably just for the boots and they are

pricey. The cost for the gear should go down because we lost two employees. Commissioner Feller asked in regards to Pacific Power. Mr. Helms commented the Inner Boat Basin is up from last month and so is Citizens Dock. Commissioner Feller asked if we started building yet on the docks. Mr. Helms commented that we have not. Commissioner Phillips asked in regards to Crescent City Glass for the Ford. Mr. Helms commented the Pick-up from the road crew; we had to replace the windshield. Commissioner Phillips asked in regards to Ronald Wormuth. Mr. Helms commented it was the final payment for his temporary employment. Commissioner Phillips asked in regards to the vehicles. Mr. Helms commented it was the 96 Chevy S10 that will be going to security to replace the Ford Taurus. President Ramsey asked what happens to the old rain gear when new ones are bought. Mr. Helms commented it is the Uniform Service swapping out the dirty gear. President Ramsey suggested rewording the item to specify it is for the Uniform Service rather than sounding like new gear is purchased.

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

2. Committee Assignments for Board of Harbor Commission Members for the 2016 Calendar year. Take action as necessary and appropriate

Discussion was held in regards to committee assignments for the Board of Harbor Commission members. Mr. Helms commented the following is the annual elections of the committees and the committee list presented are the committee assignments for the next calendar year. Commissioner Phillips commented he doesn't want to be on the Board of Chambers. President Ramsey commented Commissioner Bailey is to temporarily represent at the Board of Chambers.

3. Review of Stover Engineering's proposal to alleviate ponding on the pedestrian/bicycle trail. Take action as necessary and appropriate

Discussion was held in regards to the review of Stover Engineering's proposal. Mr. Helms commented this is to discuss the standing water at the end of Starfish Way and Stover Engineering is to fix this issue. John Olsen commented last time we were here we were asked to look at drainage issues. Mr. Olsen commented there are two

options we came up with to fix the issue. One of the ways we can relieve some of the water by putting a pipe underneath the trail and putting a ditch extending out to Sunset Circle. Mr. Olsen noted it wouldn't be perfect but will create a relief valve. President Ramsey asked are we looking at putting in a drainage pipe. Mr. Olsen commented we would put in a pipe under the trail going into the gravel road and put in a ditch. Commissioner White asked in regards to the cost of the project. Mr. Olsen commented a cost estimate was provided in the packet. Commissioner Feller asked if this is a designing fail or a construction fail. Mr. Olsen commented the design isn't bad, but could have been made different. Commissioner Feller asked if there is a ditch, would there be a need to put in a pipe. Mr. Olsen commented that we do need to put in a pipe the property is up against the neighbor's property. Commissioner Feller asked where is the pipe going to be. Mr. Olsen presented an illustration of where the pipe will be put in. President Ramsey asked why a covert couldn't be placed underneath it and the trail built up to eliminate that problem. Mr. Olsen commented we were trying to do this type of fix to reduce the cost. Commissioner Phillips asked if we could do it ourselves. Mr. Helms commented it is simple enough we could have our work crew do the work. Commissioner Bailey asked if the wetland is higher than the trail. Mr. Olsen commented the wetland is slowly filling up and backwaters up there. Mr. Olsen commented he feels the proposed solution is feasible. Commissioner White proposed Harbor staff figure out how much it would be for us to fix it and ask the designers to split the cost. Mr. Olsen commented there is one more area with an issue with water, which is located, adjacent to the Sherriff building. Mr. Olsen presented an illustration of where the issue is located. Mr. Olsen commented there were a couple of different options and one option is to install a trench drain to eliminate some of the problem. The second approach involves a pipe trench drain going under the trail and this will better eliminate the problem. Commissioner Feller commented there are electric lines and water lines located there. Mr. Olsen commented phone lines, sewer, and water are there. Commissioner Phillips asked if the standing water would erode the pathway. Mr. Olsen commented there isn't a bunch of debris in that area and doesn't think so. Commissioner Phillips asked what is the percolation like. Mr. Olsen commented he can't answer that right now and has to do an investigation. Commissioner Bailey asked if there is problem with water going into the Sherriff building. Mr. Helms commented not at the moment. Commissioner White asked in regards to details of the options. Mr. Helms asked if the Commission wants it presented to GHD. The Commission stated yes they do.

4. Review of 2015 Maintenance Department projects. Review and take action as necessary and appropriate

Discussion was held in regards to the review of the 2015 maintenance department projects. Mr. Helms commented the Harbor maintenance Forman submitted a list for review by the commissioners. Commissioner Phillips commented he thinks this is

very good and commends what he completed last year. Commissioner White asked if the maintenance committee prepares what's on the list. Mr. Helms commented the committee consults what is on the list. Commissioner Feller asked if he could see a monthly report about what the crew did for the course of the month. Mr. Helms commented he could add a couple bullet points to the CEO report. Commissioner White asked if the Forman feels unappreciated. Mr. Helms commented at times he does. Commissioner White directed the CEO to tell the Harbor maintenance staff the Commission appreciates what they have accomplished and what they will accomplish.

5. Report on preliminary findings on solar energy programs. Review and take action as appropriate

Discussion was held in regards to the preliminary findings on solar energy programs. Mr. Helms commented Mr. Tavasci has been researching different solar power alternatives available. Mr. Tavasci commented he took all the Pacific Power usage and determined the Harbor averages \$95,000 and \$98,000 a year. Mr. Tavasci researched the actual accounts and six of them use 85% of the usage. Mr. Tavasci suggested focusing on just those six areas. Mr. Tavasci commented he asked all the companies to give him an estimate based upon the Harbors 277 kW hours per year. Mr. Tavasci commented he found out there were three options to purchase the system outright, enter into a Power Purchase Agreement, or enter into a Power Purchase Lease. Commissioner Feller commented we are a government entity we can't get the tax credit so that makes option two more viable. Mr. Tavasci commented that could be set up through different options throughout the year. Commissioner Bailey asked they are proposing a reduction of 20%, will we get down to 0%. Commissioner White commented there is a 15% discounted rate and they sell it back to the grid for what we pay for it. Commissioner Phillips commented he doesn't feel we should do this at this time. Commissioner White asked when are we going to get proposals from the other two firms. Mr. Tavasci commented he should have them back this week. Commissioner White asked what the definition around the 15% savings is. Mr. Tavasci commented it is what we are actually going to pay. Mr. Tavasci commented all this is an estimate until we take the time to pursue this. Commissioner White suggested pursuing the one with the 15% savings. Commissioner White asked in regards to the 277 kW usages, does that include tenants as well or just the harbor. Mr. Tavasci commented it is just the Harbor. Commissioner White asked what is the actual power usage. Mr. Tavasci presented a handout of the kW used per month. Commissioner Feller asked where are they looking at putting the panels. Mr. Tavasci commented they wanted to do all the buildings. Commissioner Feller asked if they are going to do a carport style panels if they can't put them on the buildings. Commissioner Bailey commented if we contract with these people would they choose how much to build. Mr. Tavasci commented

there is a lot of asphalt and carparks are easy to put in. Commissioner Feller commented he would like to see charging stations for electric vehicles. Commissioner Phillips asked in regards to the permitting. Commissioner Phillips asked if we talked to Pacific Power about this. Commissioner Feller suggested talking to Wal-Mart. Commissioner White suggested talking to Redwood Parks. Mr. Tavasci commented he included a handout for power usage per account.

6. **Committee Reports.** Reports from other standing and ad hoc committees

The following committee reports were made:

Financial – None
Budget Committee – None
Design Oversight – None
Dredge – None
Events – None
Ordinance and Policy – Mr. Tavasci commented we should have a meeting in a week or so.
Park Model Construction – None
Real Estate Policy/Lease Committee – Mr. Helms commented we need to have a meeting.
North Coast Tsunami Center Committee – None
Dutra Dispute Resolution Committee – None
Employee Negotiations – None
Insurance Committee – None
Zoning and Land Use – None
Strategic Planning - None
Marketing – None
Maintenance and Repair – None
IGRC – None
Chamber – Commissioner Phillips commented the banquet is January 23rd. There is a meeting on the January 30th for next year's business.
Land Use Plan – None
Two by two - None
Tri agency- None
Port safety- None
Personnel- None

7. **CEO Report.** Report on current and planned items
Mr. Helms commented Debbie is selling product at the Crab Shack. Mr. Helms reported he met the Tsunami Committee and looks like this year we can start the Tsunami Fun Run. Mr. Helms commented he is still working on meeting with Pacific Seafood, to come here and look at the building. We want to get with Rick Harrison to work on a sustainable program. Commissioner Feller asked what is it going to take. Mr. Helms commented

we are going to find that out. Commissioner Feller asked how many people were at the fisherman's meetings. Mr. Helms commented there were approximately 130 people there. Commissioner Feller asked if the paper was there. Mr. Helms commented he didn't see anyone there from the Triplicate. Mr. Helms reported the maintenance crew was working affectively. Mr. Helms commented the Harbor is looking into doing a six-month rate. Commissioner Feller asked how many boats could fish in Oregon. Mr. Helms commented we have about eight. Mr. Helms reported as a result of the meeting we had with the commercial fisherman last week we are missing the pilings by Pacific Seafood and going to get some pricing to coat the pilings. Mr. Helms commented hopefully it could be a more cost affective solution. Commissioner Bailey asked if we got someone to come and set them. Mr. Helms commented once he has more solid numbers he would bring it for approval. Mr. Helms commented he has been emailing back and forth with Chris Abramson from Pace Engineering and he finally got the analysis and should have the complete report by the end of the week. Mr. Helms reported on the domoic acid levels in crabs. Mr. Helms reported on the fisherman's meeting. Mr. Helms commented dredging is still waiting to post public notice. Commissioner White asked if we should talk to Mr. Serena. Commissioner Feller suggested talking to Rob Christianson. Mr. Helms accepted the help. Mr. Helms reported on Englund Marine construction and they have to paint and seal the outside due to much water infiltration. Mr. Helms commented they would not be open until the middle of January. Mr. Helms reported on ocean protection and should have word before the end of January. Mr. Helms reported on 170 Marine Way and he spoke with Kurt in regards to the seafood display case. Mr. Helms reported on the RV Park, did an inspection at wayside, and they are working on cleaning up a lot of their violations. Mr. Helms reported on Starfish Way and they put up the Abolish. Commissioner White asked if there was a certain timeline. Mr. Tavasci commented we didn't put a date on it but asked them to get back to the Harbor as soon as possible. Commissioner White asked if they are not in compliance with the lease term could we terminate their lease. Mr. Tavasci commented it is in the lease. Mr. Helms commented Harbor Security and Ivan the police chief would be here February 1st to make this place as secure as we can. On the 29th Daniel Craig from ABC will be here to do a piece on the Harbor.

8. **Board Comments.** The Agenda allows Board of Harbor Commission members the opportunity to discuss items of general interest, provide a reference or other resource to staff and to ask for clarification or request staff to report to the Board on certain matters

The following Commissions commented: None

9. **Adjournment**

There being no further business to come before the Commission, President White adjourned the meeting at 8:24 p.m., until the next regularly scheduled meeting on February 2, 2016 at 6:30 p.m.

James Ramsey, President

Scott Feller, Secretary

Approved this _____ day

of _____, 2015.
Possession