

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

Phone (707) 464-6174 Fax (707) 465-3535

101 Citizens Dock Road

Crescent City, California 95531

www.ccharbor.com



CHARLIE HELMS  
CEO/Harbormaster

ERNEST PERRY  
Harbor Planner

### MINUTES

Board of Harbor Commissioners of the Crescent City Harbor District  
Regular Meeting, Tuesday, May 6, 2014 at 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	Karen Philips, PS Business Services
Martha Rice, Deputy Counsel, closed session only	
Ernest Perry, Harbor Planner	Tamera Leighton, DNLTC

---

**5:30 P.M.** The Board of Harbor Commissioners will meet in open session to discuss the following agenda items.

President White opened the regular session at 5:30 p.m.

#### Public Comment prior to closed session.

There were no public comments prior to the closed session.

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

- (1) 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
- (2) CONFERENCE WITH LEGAL COUNSEL - POTENTIAL LITIGATION:**  
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: one case.

## REPORT OUT OF CLOSED SESSION.

President White recessed the open session at 5:32 p.m. and immediately convened in closed session. The closed session was adjourned at 6:44 p.m.

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

President White reconvened the open session at 6:44 p.m. Counsel announced the no action was taken during the closed session.

### **Pledge of allegiance.**

The pledge was led by Commissioner Feller.

### **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 15, 2014.**

**B) Approval of the minutes of the Regular Meeting of April 15, 2014.**

There were no public comments regarding the consent agenda matters.

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 ITEMS 1.A-B, AS PRESENTED.

Commissioner Phillips asked about the use of High Voltage Electric. Staff noted that it was for the mast lighting. President White asked about the website. Mr. Helms noted that the website would be launched within the week hopefully. The locks for the electric meters have not arrived yet.

#### **2. Discussion and consideration of submittal of an Active Transportation Program grant application to the California Department of Transportation (Caltrans), through the Del Norte Local Transportation Commission, to fund construction of the CCHD Harbor Trail (Starfish Way Segment) and authorize the President to sign the Memorandum of Agreement with the Del Norte Local Transportation Commission. Take action as necessary and appropriate.**

Discussion was held regarding the Active Transportation Program (ATP) grant application. Ernest Perry reported on the work for the coastal trail from Sunset Circle to Starfish Way. The application would pay for the length of Starfish Way. There is a required match and it is being funded by the Local Transportation Commission. There is a Memorandum of Agreement that needs to be approved tonight to meet the deadline. The fine details of the agreement would be ironed out over the next few months. This is a great opportunity to get

the pedestrian improvements on Starfish Way. Staff recommended that the Commission approved the agreement. Del Norte Local Transportation Commission Executive Director Tamera Leighton was asked about the pedestrian improvements on Hwy 101 and the Traffic Calming in the area of the Harbor. She noted that the Gateway/Traffic Calming project is the top priority unfunded project for the Local Transportation Commission. The match funding, 11.47% of the proposed project, is coming from the regional surface transportation program (RSTP) funds. Ms. Leighton reported that the Active Transportation Program (ATP) funds would be awarded of funds will be in August and staff will request that they be allocated at that same meeting so construction can begin immediately. The proposed applications will be ready to construct as soon as possible. Mr. Perry noted that the cost of the project involves very little funding from the Harbor and the application preparation has been funded by the Local Transportation Commission's consultant Matt Boyer.

ON A MOTION BY COMMISSIONER FELLER, SECONDED BY COMMISSIONER PHILLIPS, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED SUBMITTAL OF THE ATP GRANT APPLICATION FOR THE STARFISH WAY HARBOR TRAIL AND AUTHORIZED THE PRESIDENT TO SIGN THE MEMORANDUM OF AGREEMENT WITH THE DEL NORTE LOCAL TRANSPORTATION COMMISSION, SUBJECT TO MINOR, NON-SUBSTANTIVE CHANGES AS MAY BE PROPOSED BY LEGAL COUNSELS, AND WAIVED THE CONFLICT OF INTEREST FOR LEGAL COUNSEL.

COMMISSIONER FELLER MADE A MOTION, SECONDED BY COMMISSIONER RAMSEY, AND CARRIED ON A UNANIMOUS POLLED VOTE, THE CRESCENT CITY HARBOR DISTRICT: 1) AUTHORIZED THE PRESIDENT AND CHIEF EXECUTIVE OFFICER TO SIGN ALL RELATED APPLICATIONS, GRANT CERTIFICATIONS, ASSURANCES, LETTERS OF SUPPORT, AND OTHER DOCUMENTS NECESSARY TO PARTNER WITH THE DEL NORTE LOCAL TRANSPORTATION COMMISSION ON AN ACTIVE TRANSPORTATION PROGRAM APPLICATION FOR THE CRESCENT CITY HARBOR DISTRICT HARBOR TRAIL (STARFISH WAY SEGMENT) PROJECT; 2) REQUESTED THAT THE DEL NORTE LOCAL TRANSPORTATION COMMISSION PREPARE AND OBTAIN THE NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) DOCUMENTATION FOR THE PROJECT, AND APPROVE \$8,000 IN REGIONAL SURFACE TRANSPORTATION PROGRAM EXCHANGE FUNDS TO FUND THE WORK BY GALVIN PRESERVATION ASSOCIATES, UNDER A SUB-AGREEMENT WITH MATTHEW C, BOYER & ASSOCIATES; AND 3) REQUESTED THAT THE DEL NORTE LOCAL TRANSPORTATION COMMISSION APPROVE \$40,926 (OR 11.47%) IN REGIONAL SURFACE TRANSPORTATION PROGRAM EXCHANGE FUNDS TO PROVIDE THE NON-FEDERAL MATCHING FUNDS FOR THE PROJECT.

3. **Discussion and consideration of authorizing the CEO/Harbormaster to sign project change orders for the Citizens Dock Fender Repairs project in an amount not to exceed 10% individually, and 20% in aggregate, of the original contract amount with Bellingham Marine Industries, Inc.** Take action as necessary and appropriate.

A report was made by Mr. Helms regarding the change orders.

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 THE CHANGE ORDERS FOR THE CITIZENS DOCK FENDER REPAIRS AND AUTHORIZED THE CEO/HARBORMASTER TO SIGN THE SAME.

4. **Discussion and consideration of the proposals received from G. R. Construction, Hemmingsen Contracting Co., Inc., and Richterich and Jones Construction for the construction of the Interim Fish Cleaning Station on Starfish Way and award the contract to the successful proposer.** Take action as necessary and appropriate.

Discussion was held regarding the proposals for construction of an interim fish cleaning station on Starfish Way. The low bidder was submitted by Richterich and Jones; staff recommended approval of the bid and award of the contract.

ON A MOTION BY COMMISSIONER PHILLIPS, SECONDED BY COMMISSIONER BAILEY, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED THE PROPOSAL SUBMITTED BY RICHTERICH AND JONES, AND AWARDED THE CONTRACT TO THE SAME FOR THE INTERIM FISH CLEANING STATION.

5. **Committee reports from other standing and ad hoc committees.**

The following reports were made:

Budget Committee – a meeting will be held soon.

Design Oversight – no report.

Events – no report.

Landlord Tenant Committee – Wednesday there will be a meeting regarding the art gallery.

Park Model Construction – no report.

Real Estate Policy/Lease Committee – no report.

Visitor's Center Committee – the interagency visitor's center restroom grant will be closed out on Thursday. The excess funds will go back to Wildlife Conservation Board, approximately \$46,000.

Dutra Dispute Resolution Committee – no report.

Insurance Committee – no report

Zoning and Land Use – is under review, should hear back soon.

Marketing – the CEO's priority list is being focused on

Tri-Agency – having a meeting later this month

Chamber – there were a few meetings that were attended.

6. **C.E.O.'s report on current matters and issues planned or in progress.**

The CEO's report consisted of the following topics: 1) OES – meeting held with Cindy Henderson; 2) Recycling – groups looking at the items to solve challenges for demolition, counsel is working on review of the contract with the Water Quality Board; 3) Inspection – by County and Cal EPA, violations will be corrected and addressed with no fines; 4) Army Corps – visited, the federal channel is scheduled for dredging in 2015, it was a courtesy

visit, no substantive issues were addressed; 5) Meeting with Police Chief – discussed the homeless population near the dredge ponds, will be working with the police and Sheriff to clean up the area; 6) Porcini – did reopen and paid rent; 7) Recology – Harbor had a waste audit completed; 8) Tall Ships - some vendors were in the Harbor for the Tall Ships visit; 9) Promenade – moving forward; 10) Records Retention Training – done today, need to do so work; 11) Scholarship for registration – Mr. Helms was awarded the scholarship to attend the conference discussed last meeting.; 12) Website – training was done with staff and launch is coming soon; 13) publication of articles – two articles were/ are going to be published as reported at the last meeting.

**7. Board Comments.**

The following Commissioners discussed items of general interest, provided a reference or other resource to staff, asked for clarification or requested staff make a report to the Board on a certain matter: Commissioner Phillips asked about Mr. Hensel. Staff noted that he is working and the new location challenges are being worked out with staff. President White asked about the electrical billing. Staff noted that some of test bills were sent, about 30% were sent as a test, and staff is working with the programmer to get all of the bills out due to system failure. Commissioner White asked about putting in the gangway on Anchor Way to allow pedestrians to walk the gangway and not over the rocks. Staff would like to use the roadway that is just east of the area for access to the beach. Commissioner Bailey noted that some of the rock near the flagpole could be worked into an area for the gangway. Commissioner Phillips stated that he will not be at the May 20th meeting, he would like it to be the last meeting at the Flynn Center. It will need to be an item on the next agenda for the commission to take action. Commissioner Ramsey noted it is good that the new CEO is off and running.

**8. Adjournment to the Regular Meeting scheduled on May 20, 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 7:33 p.m., until the next regularly scheduled meeting on May 20, 2014.

\_\_\_\_\_  
Wes White, President

\_\_\_\_\_  
Scott Feller, Secretary

Approved this \_\_\_\_\_ day  
of \_\_\_\_\_, 2014.