



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, February 16, 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
Jon Olsen, Stover Engineer
Keith Hochberg, owner of Crescent Sea Food

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

The Pledge of Allegiance was led by Commissioner Feller

Public Comment

The following person(s) addressed the Commission: None

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 February 2, 2016 Harbor Commission Meeting**
- B) Approval of the minutes of the February 2, 2016 Harbor Commission Meeting**

Commissioner White asked in regards to Englund Marine. Mr. Helms commented that was our share of getting power to their building. Commissioner Feller asked in regards to the cameras. Mr. Helms commented that was for the whole camera system. President Ramsey asked in regards to the water leak. Mr. Helms commented it was something the City told us was there and there is still no data available. President Ramsey asked why are we paying for that. Mr. Helms commented this is the normal bill we are not paying for the leak. President Ramsey asked in regards to the electricity going up. Mr. Helms commented it fluctuates from month to month. Commissioner White asked if the Harbor would bill individually from here on out. Mr. Helms commented the Harbor will when it gets fixed. President Ramsey asked if the medical bills and insurance payment is monthly. Mr. Helms commented that it is. Commissioner Bailey presented some corrections to the minutes.

ON A MOTION BY COMMISSIONER WHITE, SECONDED BY COMMISSIONER PHILLIPS, AND UNANIMOUSLY CARRIED, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED ITEMS 1. A-B, AS PRESENTED.

- 2. **Presentation by Mr. Hochberg, lessee for Crescent Sea Food, updating the Harbor Commission on the status of the business.** Take action as necessary and appropriate.

Discussion was held in regards to updated status of Crescent Sea Food. Mr. Helms presented the background and introduced Mr. Hochberg. Mr. Hochberg commented we have been in the building for 5 months and it has been quite an endeavor. We have been pushing ahead even with the closing of crab season. We have Crescent Counter Tops coming in to complete the counter tops. Mr. Hochberg reported they would be done in approximately 2 or 3 weeks. We had Mr. Hoola in today and he wants to wait until all furniture is done and refrigerator is down to the proper temperature to give the all clear to open. Once we get that we will get insurance through West Valley Insurance. Mr. Hochberg requested to file numbers to show earning along with a check with the 6% quarterly. Mr. Hochberg felt it would give him more time to show the earnings properly. Commissioner

Feller asked if there were any issues with that. Mr. Helms commented that as long the base rent will be coming in every month and the 6% will be done on a quarterly basis it should be all right. Commissioner Bailey asked if the minimum would be coming in on a normal month-to-month basis. Mr. Helms stated that it would be.

ON A MOTION BY COMMISSIONER WHITE, SECONDED BY COMMISSIONER BAILEY, AND UNANIMOUSLY CARRIED ON A POLLED VOTE THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED MR. HOCHBERG FILE NUMBERS TO SHOW EARNINGS ALONG WITH A CHECK WITH THE 6% ON A QUARTERLY BASIS.

Commissioner Phillips asked when is the lease to commence. Mr. Helms commented that is another issue to bring up. Mr. Helms asked when would the commission like the lease to begin. Commissioner Phillips commented he would like it to start when he gets occupancy. Mr. Hochberg commented he would have product that he is bringing from other states and cities to fill his store with.

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 THE LEASE TO BEGIN THE DAY HE GETS HIS GREEN SHEET.

Mr. Helms commented they do have some product in there. Mr. Hochberg commented they have some product in there and reported on what they have. Commissioner Bailey commented once he gets the green sheet he would start. Mr. Hochberg commented after we get the insurance the grand opening would be announced on the radio. Commissioner White asked if there was a grease trap in. Mr. Hochberg commented we got that waived so we did not have to put a grease trap in. Mr. Hochberg requested if the Harbor could consider shaving a couple bucks off the rent for putting money into the building. Commissioner White asked in regards to the dry rot. Mr. Hochberg commented it is just skirting and is an easy fix.

- 3. Board of Harbor Commission response to Public Comment made by Adam Hancock, artist who created the “Land of Ahs” design for the Anchors Aweigh public art competition for the Harbor District.** Take action as necessary and appropriate remove item and place on next agenda.

By consensus of the Harbor Board this matter was to be tabled until next meeting when Mr. Hancock can be present.

4. Review of options for replacing missing and damaged fender piles at Citizens Dock. Take action as necessary and appropriate

Mr. Helms presented the background for review of options for replacing missing and damaged fender piles. Mr. Olsen commented Mr. Helms indicated the Harbor needs to replace approximately 13-20 piles on Citizens Dock. Mr. Olsen reported we discussed looking at the bids we did on the last project. The total brought the cost estimate approximately between \$28,000 and \$52,000 per pile. Commissioner Phillips asked what is the difference. Mr. Olsen commented there were two bidders on a previous project and there was \$300,000 difference in those cost. Commissioner Feller asked if they were all plastic. Mr. Olsen stated that they were. Commissioner Feller asked if the green ones we have could be used to paint. Mr. Helms commented we are going to deliver 20 of our piles down south to get painted. Mr. Olsen reported on the difference in coating on each pile. Commissioner White asked if we would be buying the piles. Mr. Helms commented we would do a trade. Commissioner Phillips asked what is the difference in coating. Mr. Olsen commented it is a shiny coating from Thunderbolt and is a quarter inch thickness. The other one is green coating and not sure where it comes from. Commissioner Phillips asked if one is better than the other. Mr. Olsen commented he has to look at the specks. Mr. Helms commented the brown one has been approved by a Harbor from down south in Santa Barbra. Commissioner White asked if there is a warranty associated with it. Mr. Olsen stated he would get with the manufacturer. Mr. Olsen reported if we went with a contractor to go and do everything we would have to budget for approximately \$600,000 to \$800,000 to install 20 piles. In that cost all the permitting would be required up front. Mr. Helms asked in regards to updating permitting we already secured. Commissioner Bailey commented there has been some permits where we have needed to extend. President Ramsey asked is that going to be the total price. Mr. Olsen commented based on the last project and time; yes that is the total price. President Ramsey asked is that with the savings. Mr. Olsen commented we could do some savings by using the Harbor crew. Mr. Helms commented he suggests bidding out the trucking job. Mr. Helms commented the biggest concern is the crane. Commissioner Bailey asked if it is a hammer type. Mr. Olsen commented it used to be a big hammer, but that isn't going to be acceptable now. Mr. Olsen commented these were for 40-foot pile and would be 75% protected. Commissioner Bailey asked where the coating would be. Mr. Olsen commented they would be from the mud to 8-10 feet above the water line. Commissioner Feller asked in regards to the piling. Mr. Olsen commented it was basically maintenance from being hit. Commissioner White asked if the part of the piles that are not coated were to be treated. Mr. Olsen

commented it would be pressure treated. Mr. Olsen's recommendation is to cut them off at an angle and they won't hold water. Commissioner Feller asked if this is an insurance issue. Mr. Helms commented it is not. Commissioner White commented the Harbor would be paying for this. Mr. Helms commented this is why we were keeping you guys updated and why we wanted to see what the pricing would be. Commissioner Phillips asked if you could talk to Mr. Hemmingsen in regards to a grant. Mr. Helms commented he can talk to him, but has not talked to him yet. Mr. Olsen commented we should contact someone who works with cranes and see what it cost. Commissioner Bailey asked if the weight of the piles is too big for the Harbor's crane. Mr. Olsen commented that yes they are. Mr. Helms commented we would welcome any suggestions you may have. Commissioner Feller suggested putting out word to see if there is anyone who may be able to help with a crane on a barge. Commissioner Phillips asked if this is something we could talk to the legislators about. Mr. Helms commented that definitely we could do that. Commissioner Feller commented there are three things we need to look into, one permitting process, two coat our old piles or exchange them, and three find someone to install it. Commissioner Feller suggested getting started and fund the first two now and wait to see if we can get better deals later on. Commissioner Feller asked if we have to replace 20 piles, if the Harbor only needs to replace 13. Mr. Olsen commented the fish docks have active permits to work on piles there. Commissioner Phillips directed to keep doing research. Commissioner Feller asked how many piles are on each dock. Mr. Olsen commented there were 13 on Citizens Dock and another 20 on the Fishing Docks. Commissioner White commented that is at least 33 piles to be replaced. Mr. Olsen commented at least. Commissioner White suggested looking for financing for this. Mr. Helms commented he would contact some people to see what he can do. President Ramsey asked if the estimates were for per pile or for all piles. Mr. Olsen commented that is for 20 piles and the estimated costs are from different agencies; those are if we have to get all new pile.

5. Discussion of Last Chance Grade and possible support of an emergency declaration. Take action as necessary and appropriate

Commissioner White recommended tabling this issue until next meeting.

ON A MOTION BY COMMISSIONER WHITE, SECONDED BY COMMISSIONER FELLER, AND UNANIMOUSLY CARRIED, CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONER APPROVED TO TABLE THIS MATTER UNTIL NEXT REGULAR MEETING.

6. **Discussion of rate increase from the AirMedCare Network for Crescent City Harbor District elected officials, employees and family members.** Take action as necessary and appropriate

Discussion was held in regards to the AirMedCare Network. Commissioner Phillips asked why there was such a big jump. President Ramsey commented it is the cost of operating. Commissioner Phillips asked if they pay the whole thing or a percentage. Commissioner White commented they pay what the insurance doesn't pay. Commissioner White asked if the County and City have this benefit. Mr. Helms commented that he doesn't know and looked for a competitive provider, but couldn't find anyone. Commissioner White asked if it is something we need to provide through contract. Mr. Helms commented it is a benefit they are to be provided.

ON A MOTION BY COMMISSIONER FELLER, SECONDED BY COMMISSIONER WHITE, AND UNANIMOUSLY CARRIED THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED THE RATE INCREASE FROM AIRMEDCARE NETWORK FOR CRESCENT CITY HARBOR DISTRICT ELECTED OFFICIALS.

7. **Discussion about updated committee structure for the Crescent City Harbor.** Review and take action as necessary.

Discussion was held in regards to the committee structure. Commissioner Feller asked in regards to tri-agency. Mr. Helms commented it is not a standing committee it is an appointed committee. Commissioner White commented the only issue is the actual decision making. Mr. Helms commented we do need to address this. Commissioner Phillips commented we would go into closed session and than report out in open session of what was decided.

ON A MOTION BY COMMISSIONER WHITE, SECONDED BY COMMISSIONER FELLER, AND UNANIMOUSLY CARRIED, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED THE COMMITTEE STRUCTURE FOR THE CRESCENT CITY HARBOR.

8. **Discussion of community plans for a fundraiser for commercial fishermen to be held at the Harbor District.** Review, comment and direct staff to take action as necessary

Discussion was held in regards to community plans for fundraiser for commercial fishermen. Mr. Helms reported the Fun Run was used to preserve the pool. Mr. Helms commented everyone in the community thought it would be good to hold a fundraiser for the fisherman. Mr. Helms commented he wanted to start investigating what we can do. Mr. Helms commented he spoke with RHS to be a sponsor for this. Commissioner White asked do we have to have event insurance in place. Mr. Helms commented he spoke with a list of individuals to see and they all said it's covered under the insurance we have. Commissioner White commented he wanted to thank RHS for their help. Commissioner Feller reported on the different fundraising and help in the community. Commissioner Feller suggested there be a process to determine which fisherman can receive what help.

ON A MOTION BY COMMISSIONER WHITE, SECONDED BY COMMISSIONER BAILEY, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, WITH COMMISSIONER FELLER AND COMMISSIONER PHILLIPS RECUSED, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED THE FUNDRAISER FOR THE COMMERCIAL FISHERMAN.

President Ramsey commented he would speak with Renee Shandly about doing a fish fry.

9. **Discussion and consideration of either cancelling or re-scheduling the June 7, 2016 meeting of the Harbor Commission so that Del Norte County can utilize the Harbor Meeting room as a Polling Place.** Review and take action as necessary

ON A MOTION BY COMMISSIONER FELLER, SECONDED BY COMMISSIONER WHITE, AND UNANIMOUSLY CARRIED THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED TO CANCEL THE JUNE 7, 2016 MEETING WITH AN OPTION FOR A SPECIAL MEETING IF NEEDED.

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

There were no committee reports. Mr. Helms commented that he would update this to Commissioner Reports instead of Committee Reports.

11. **CEO Report.** Report on current and planned items

Mr. Helms reported on revenue generation. Mr. Helms reported the Harbor has met with Warren Stover and got the plans for the park model. We are trying to get some information to bring the Commission some proposals of what we will use that land for. It is not ready now, but hope to have it ready for our next meeting. Commissioner White asked if Peter is aware of our intent. Mr. Helms commented that he is. Commissioner White suggested putting in as many cabins as we can because they are in high demand by tourists. Mr. Helms reported on cost reduction. Mr. Helms commented right now we are looking at a four-person maintenance team. Mr. Helms reported on the inner boat basin. Mr. Helms commented that Robert Black is now back in town and we need to get the inner boat basin fixed. Mr. Helms reported on the domoic acid levels. Mr. Helms commented there was a super long call today with the dungeoness crab task force. It was a battle back and forth whether they open the whole state or various spots, but no decisions were made at this time. Mr. Helms reported on dredging. Mr. Helms commented Debra O'Leary is working on it and will hopefully get our stuff posted by March. Mr. Helms reported on federal and state projects. Mr. Helms commented we are trying to keep in touch with CAL-OES and they said FEMA has all four in the queue, but the forest fires took presidents over ours. Mr. Helms reported on the Harbor tenant meeting. Mr. Helms commented we are addressing the missing piles. Mr. Helms reported on Englund Marine. Mr. Helms commented the owner is looking to get into the building in March. Mr. Helms commented we haven't done anything for the tsunami experience lately. Mr. Helms reported on the RV Park. Mr. Helms commented Bayside did follow up on the violations found there. Mr. Helms received an irate call from a fella today and stated the Manager of the park sold his RV and truck. Mr. Helms commented tomorrow the Harbor is going to try and sort out the situation. Mr. Helms reported on Starfish Way. Mr. Helms commented we have done a final punch list and Stover is getting ready to declare the job complete. Mr. Helms reported on the Harbor staff update. Mr. Helms commented both Kathy and Debbie our retiring and we have interviewed bookkeeper candidates last week. We offered one of them a job to come on board. Our plan is instead of having two full time employees we want to consolidate jobs and hire one full time employee and hire a part time person with no benefits to help out for 15 hours a week when needed. Commissioner White asked if the person accepted the job. Mr. Helms commented the key person did. Mr. Helms reported on Harbor security. Mr. Helms commented we found a provider for Security Guard cards. We found a provider that is \$80.00 the first year with 40 hours of training. This is put on hold until Justin returns because there were some complications with his wives pregnancy. He should

be back over the weekend because everything is looking good. Mr. Helms reported on Coast Guard security. Mr. Helms commented the fencing is mostly there needs to get razor wire on the top of the fence. Commissioner Feller asked if we approved the project. Mr. Helms commented that we did. Mr. Helms commented we continue to grow on Facebook. Mr. Helms reported on the audit process. Mr. Helms commented the lady is extremely demanding and will include some of the requests she asked of us in next months report. Commissioner White asked if we paid off Porcini. Mr. Helms commented no we have not yet. Commissioner White asked if we met about Marine Council. Mr. Helms commented Randy is working on that.

12. **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

Commissioner Bailey asked if there was an update on the solar project. Mr. Helms commented that Mr. Tavasci is still looking into and getting all the proper information for each solar group and hopes to have something by the next meeting. Commissioner Phillips asked in regards to the offer to Englund Marine. Mr. Helms commented that yes the lease is out and will be sent in. Commissioner White commented the draft action item overview was excellent.

13. **Adjournment**

There being no further business to come before the Commission, President White adjourned the meeting at 8:12 p.m., until the next regularly scheduled meeting on March 1, 2016 at 6:30 p.m.

James Ramsey, President

Scott Feller, Secretary

Approved this _____ day
of _____, 2015.
Possession