



Board of Harbor Commissioners of the Crescent City Harbor District

Ronald A. Phillips, President

Patrick A. Bailey, Secretary

James Ramsey, Commissioner

Brian L. Stone, Commissioner

Wes White, Commissioner

AGENDA

Board of Harbor Commissioners of the Crescent City Harbor District

At the **Harbor District Office meeting room**

101 Citizens Dock Road, Crescent City, California 95531

Regular Meeting

Tuesday, December 19, 2017

5:30 P.M.

The Board of Harbor Commissioners of the Crescent City Harbor District is now meeting in regular session. Only those items that indicate a specific time will be heard at the assigned time. All other items may be taken out of sequence to accommodate the public and staff availability.

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

Pledge of Allegiance

Public Comment

Public comments are welcomed and encouraged by the Board. The President invites anyone in the audience to speak to the Board of Harbor Commissioners to identify themselves and the matter they wish to discuss. The Harbor Commission will then determine if such matters should be discussed at this time or scheduled for a subsequent meeting. As per the District's bylaws, each speaker shall be limited to a maximum of three (3) minutes.

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 December 5 2017 Harbor Commission Meeting
- B) Approval of the minutes of the December 5, 2017 Harbor Commission Meeting

2. **Discuss response to Request for Proposals for Professional Polling/Public Opinion Research Services.** Discuss and award professional services contract for Professional Polling services and direct staff to follow up on Commission action

3. **Approve Resolution 2017-002 declaring that governing body members and volunteers shall be deemed to be employees of the district for the purpose of providing worker's compensation coverage.** Discuss Special District Risk Management Association (SDRMA) document covering Section 3363.5 of the California Labor Code regulations. SDRMA is the Harbor District's Worker's Compensation coverage carrier.

4. **Discussion of Harbor Debt situation, report on conversations regarding options for addressing debt challenges and options for Harbor fundraising.** Discuss and direct staff accordingly.

5. **CEO Report**

6. **Commissioner Reports.** Reports from Commissioners who represent the Harbor District on the Chamber of Commerce, Tri-Agency, Inter Governmental Relations Committee, Harbor Safety Committee and any other civic or community groups and from any current ad hoc committees

7. **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

8. **Adjournment**

***** Adjournment to the Board of Harbor Commissioners meeting scheduled for Tuesday, January 16, 2017 at 5:30 P.M. at the Harbor District Office, 101 Citizens Dock Road, Crescent City, California.**

Crescent City Harbor District

WARRANT LIST

December 2 - 15, 2017

Num	Type	Date	Name	Account	Class	Paid Amount	Original Amount
3130	Paycheck	12/04/2017	BELCASTRO, ERIC	1040 · CCHD US Bank Operating 4766			-157.21
	Paycheck	12/04/2017	FANSLER, TRACI L	1040 · CCHD US Bank Operating 4766			-1,704.59
	Paycheck	12/04/2017	FEARS, TERI L	1040 · CCHD US Bank Operating 4766			-172.55
	Paycheck	12/04/2017	GROGAN, MARK C	1040 · CCHD US Bank Operating 4766			-1,308.72
3132	Paycheck	12/04/2017	NEWPORT, BILLY JOE	1040 · CCHD US Bank Operating 4766			-1,111.68
3136	Paycheck	12/04/2017	SALVARESSA, RICHARD	1040 · CCHD US Bank Operating 4766			-1,471.39
	Paycheck	12/04/2017	TAVASCI, LANE D	1040 · CCHD US Bank Operating 4766			-1,747.71
	Paycheck	12/04/2017	BAILEY, PATRICK A	1040 · CCHD US Bank Operating 4766			-147.50
	Paycheck	12/04/2017	BODMER, CECLIA	1040 · CCHD US Bank Operating 4766			-139.39
	Paycheck	12/04/2017	DANNER, MARC	1040 · CCHD US Bank Operating 4766			-562.02
	Paycheck	12/04/2017	ENOS, JACOB	1040 · CCHD US Bank Operating 4766			-279.16
	Paycheck	12/04/2017	ESSARY, BARBARA	1040 · CCHD US Bank Operating 4766			-406.11
	Paycheck	12/04/2017	HELMS, CHARLES A	1040 · CCHD US Bank Operating 4766			-2,036.63
	Paycheck	12/04/2017	PHILLIPS, RONALD	1040 · CCHD US Bank Operating 4766			-107.50
3133	Paycheck	12/04/2017	RAMSEY, JR, JAMES K	1040 · CCHD US Bank Operating 4766			-115.50
	Paycheck	12/04/2017	RANDOL, LORIE K	1040 · CCHD US Bank Operating 4766			-629.81
3134	Paycheck	12/04/2017	REGIS, WILLIAM	1040 · CCHD US Bank Operating 4766			-325.56

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Num	Type	Date	Name	Account	Class	Paid Amount	Original Amount
3135	Paycheck	12/04/2017	RIVENBURGH, DAVID	1040 · CCHD US Bank Operating 4766		-592.57	-592.57
	Paycheck	12/04/2017	SHAFER, BRANDON	1040 · CCHD US Bank Operating 4766		-315.83	-315.83
	Paycheck	12/04/2017	STONE, BRIAN	1040 · CCHD US Bank Operating 4766		-146.07	-146.07
3137	Paycheck	12/04/2017	STOUT, TAYLOR	1040 · CCHD US Bank Operating 4766		-403.99	-403.99
	Paycheck	12/04/2017	WHITE, WES	1040 · CCHD US Bank Operating 4766		-147.50	-147.50
3184	Check	12/14/2017	CALPERS RETIREMENT	1040 · CCHD US Bank Operating 4766		-6.27	-6.27
				6561 · Retirement & Vacation Accrual	1:CCHD	<u>-6.27</u>	
						<u>-6.27</u>	
3139	Check	12/05/2017	HELMS, CHARLES	1040 · CCHD US Bank Operating 4766		-92.02	-92.02
				6900 · Travel-Training Meetings&Local	1:CCHD	<u>-92.02</u>	
						<u>-92.02</u>	
3140	Bill Pmt -C	12/05/2017	AMERITAS LIFE INSURANCE CORP.	1040 · CCHD US Bank Operating 4766		-527.43	-527.43
12/01/17	Bill	12/01/2017		6321 · Dental-Admin	1:CCHD	-395.55	
				2157 · Accrued Dental Insurance	1:CCHD	-131.88	
						<u>-527.43</u>	
3141	Bill Pmt -C	12/05/2017	C RENNER PETROLEUM INC	1040 · CCHD US Bank Operating 4766		-1,026.11	-1,026.11
CL41494	Bill	11/30/2017	FUEL	6204 · Mach/Equipment	1:CCHD	-79.28	
94983	Bill	11/30/2017	FUEL	6204 · Mach/Equipment	1:CCHD	-946.83	
						<u>-1,026.11</u>	

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Num	Type	Date	Name	Account	Class	Paid Amount	Original Amount
3142	Bill Pmt - C	12/05/2017	DN TRIPLICATE	1040 · CCHD US Bank Operating 4766			-55.25
7172022	Bill	11/28/2017		6430 · Permits & Testing	1:CCHD	<u>-55.25</u> -55.25	
3143	Bill Pmt - C	12/05/2017	EUREKA OXYGEN	1040 · CCHD US Bank Operating 4766			-112.50
166621	Bill	11/01/2017	Fire Extinguisher on Docks	6626 · Serv-Equipment	1:CCHD	<u>-112.50</u> -112.50	
3144	Bill Pmt - C	12/05/2017	ORRCO	1040 · CCHD US Bank Operating 4766			-350.00
404314	Bill	11/20/2017		6833 · Waste Oil Disposal	1:CCHD	<u>-350.00</u> -350.00	
3145	Bill Pmt - C	12/05/2017	PACIFIC COAST CONGRESS	1040 · CCHD US Bank Operating 4766			-265.00
2012077	Bill	12/01/2017		4015 · Outer Boat Basin	1:CCHD	<u>-265.00</u> -265.00	
3146	Bill Pmt - C	12/05/2017	PORTER SCOTT	1040 · CCHD US Bank Operating 4766			-673.50
120293	Bill	11/21/2017		6410 · Other Legal	OTHER LEGAL	<u>-673.50</u> -673.50	
3147	Bill Pmt - C	12/05/2017	SANDEROSA ART	1040 · CCHD US Bank Operating 4766			-39.48
242	Bill	12/01/2017	Picture of the Harbor	6771 · Office Expense	1:CCHD	<u>-39.48</u> -39.48	
3148	Bill Pmt - C	12/05/2017	TECH-WILD	1040 · CCHD US Bank Operating 4766			-1,474.00
8492	Bill	12/01/2017		6440 · Outside Services	1:CCHD	<u>-500.00</u> -500.00	

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Num	Type	Date	Name	Account	Class	Paid Amount	Original Amount
8485	Bill	12/01/2017	ENTERPRISE IT SUPPORT	6440 · Outside Services	1:CCHD	-974.00 -1,474.00	
3149	Bill Pmt -C	12/05/2017	US BANK COPIER	1040 · CCHD US Bank Operating 4766			-1,320.73
Nov 17	Bill	11/01/2017		6773 · Office Equipment- Copier Rental	1:CCHD	-917.87	
DEC 17	Bill	12/01/2017		6773 · Office Equipment- Copier Rental	1:CCHD	-402.86 -1,320.73	
3158	Bill Pmt -C	12/14/2017	CUSTOM DEZIGN GRAPHICS	1040 · CCHD US Bank Operating 4766			-504.96
6370	Bill	12/08/2017	T Shirts	5001 · Cost of Goods Sold- CCHD	1:Gift Shop	-504.96 -504.96	
	Check	12/10/2017	US BANK	1040 · CCHD US Bank Operating 4766			-3,573.47
				0180 · US Bank 9259		-3,573.47 -3,573.47	
	Check	12/13/2017	HOME DEPOT CREDIT SERVICES	1040 · CCHD US Bank Operating 4766			-939.14
				0199 · Home Depot		-939.14 -939.14	
3160	Bill Pmt -C	12/14/2017	ENGLUND MARINE	1040 · CCHD US Bank Operating 4766			-501.06
650610/5	Bill	11/04/2017	SECURITY	6763 · Rain Gear/Gloves	1:CCHD	-50.73	
650618/5	Bill	11/06/2017	QUICK LINKS FOR GATE LOCKS	6757 · Parts & Misc	1:CCHD	-2.52	
650729/5	Bill	11/07/2017	MARKER BOUYS FOR CHANNEL	6757 · Parts & Misc	1:CCHD	-0.65	
650734/5	Bill	11/07/2017	RAIN GEAR	6763 · Rain Gear/Gloves	1:CCHD	-101.46	
650695/5	Bill	11/07/2017	SUPPLIES FOR PAINTING THE ANCH	6757 · Parts & Misc	1:CCHD	-12.00	
650711/5	Bill	11/07/2017	CHANNEL MARKER BOUY	6757 · Parts & Misc	1:CCHD	-39.53	
650709/5	Bill	11/07/2017	CHANNEL MARKER BOUY	6757 · Parts & Misc	1:CCHD	-0.65	

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Numerical ID	Type	Date	Name	Account	Class	Paid Amount	Original Amount
650801/5	Bill	11/09/2017	HYDRAULIC HOSE REPLACEMENT	6626 · Serv-Equipment	1:CCHD	-119.00	
650811/5	Bill	11/09/2017	WIGGENS FORKLIFT	6626 · Serv-Equipment	1:CCHD	-11.18	
650835/5	Bill	11/09/2017	RAIN GEAR	6763 · Rain Gear/Gloves	1:CCHD	-41.37	
650847/5	Bill	11/10/2017	PARING KNIFE	6757 · Parts & Misc	1:CCHD	-5.91	
650921/5	Bill	11/13/2017	PARING KNIFE	6757 · Parts & Misc	1:CCHD	-5.91	
651012/5	Bill	11/15/2017	FOR LANE TAVASCI	6763 · Rain Gear/Gloves	1:CCHD	-50.73	
651049/5	Bill	11/17/2017	SHOP (ANCHORS)	6757 · Parts & Misc	1:CCHD	-7.22	
651160/5	Bill	11/20/2017	FORKLIFT	6626 · Serv-Equipment	1:CCHD	-3.27	
651343/5	Bill	11/28/2017	MARKING PAINT	6768 · Paint	1:CCHD	-7.35	
651379/5	Bill	11/29/2017	TAPE MEASURE FOR SHOP USE	6757 · Parts & Misc	1:CCHD	-5.73	
651394/5	Bill	11/29/2017	MARKING PAINT FOR CRAB POT SP.	6768 · Paint	1:CCHD	-8.97	
675865/5	Bill	11/30/2017	AUTO STARTER	6621 · Autos	1:CCHD	-26.88	
						<u>-501.06</u>	
3161	Bill Pmt -C	12/14/2017	ARAMARK INC	1040 · CCHD US Bank Operating 4766			-192.50
863163660	Bill	11/07/2017	UNIFORM CLEANING SERVICE	6920 · Uniform Cleaning Service	1:CCHD	-58.11	
863174129	Bill	11/14/2017	UNIFORM CLEANING SERVICE	6920 · Uniform Cleaning Service	1:CCHD	-58.11	
863184536	Bill	11/21/2017	UNIFORM CLEANING SERVICE	6920 · Uniform Cleaning Service	1:CCHD	-59.20	
863194978	Bill	11/28/2017	UNIFORM CLEANING SERVICE	6920 · Uniform Cleaning Service	1:CCHD	-17.08	
						<u>-192.50</u>	
3159	Check	12/14/2017	HELMS, CHARLES	1040 · CCHD US Bank Operating 4766			-92.02
				6900 · Travel-Training Meetings&Local	1:CCHD	-92.02	
						<u>-92.02</u>	
3162	Bill Pmt -C	12/14/2017	DN OFFICE	1040 · CCHD US Bank Operating 4766			-311.50
526962	Bill	11/03/2017	MISCELLANEOUS OFFICE SUPPLIES	6771 · Office Expense	1:CCHD	-311.50	
						<u>-311.50</u>	
3163	Bill Pmt -C	12/14/2017	ROBERT COLBURN ELECTRIC INC	1040 · CCHD US Bank Operating 4766			-16,886.29

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Num	Type	Date	Name	Account	Class	Paid Amount	Original Amount
18962	Bill	11/30/2017	LIGHT POLE LED FIXTURE PROJECT 6634	Roads & Parking Lots	1:CCHD	-16,886.29	-16,886.29
3164	Bill Pmt -C	12/14/2017	EUREKA OXYGEN	1040 · CCHD US Bank Operating 4766			-158.99
DM006973	Bill	11/30/2017	WELDING SUPPLIES	6759 · Welding Supplies	1:CCHD	-150.20	
A 572217	Bill	12/01/2017	BLACK CAP	6626 · Serv-Equipment	1:CCHD	-8.79	
						-158.99	
3165	Bill Pmt -C	12/14/2017	CRESCENT ACE HARDWARE	1040 · CCHD US Bank Operating 4766			-425.17
694282	Bill	11/28/2017	ANCHOR SEALER	6757 · Parts & Misc	1:CCHD	-266.04	
695393	Bill	12/05/2017	MARKING PAINT FOR CRAB SPOTS	6768 · Paint	1:CCHD	-153.12	
696239	Bill	12/11/2017	FILLET STATION	6757 · Parts & Misc	1:CCHD	-6.01	
						-425.17	
3166	Bill Pmt -C	12/14/2017	DN OFFICE	1040 · CCHD US Bank Operating 4766			-28.26
528248	Bill	11/20/2017	8X14 PAPER	6771 · Office Expense	1:CCHD	-18.06	
528461	Bill	11/21/2017	LEGAL PADS	6771 · Office Expense	1:CCHD	-10.20	
						-28.26	
3167	Bill Pmt -C	12/14/2017	ALLEGIANCE-CIT DOCK, GL, EQUIP	1040 · CCHD US Bank Operating 4766			-358.50
120617	Bill	12/06/2017		6300 · Insurance - Liability	1:CCHD	-358.50	
						-358.50	
3168	Bill Pmt -C	12/14/2017	C RENNER PETROLEUM INC	1040 · CCHD US Bank Operating 4766			-139.04
97850	Bill	12/08/2017	FUEL	6204 · Mach/Equipment	1:CCHD	-139.04	
						-139.04	

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Num	Type	Date	Name	Account	Class	Paid Amount	Original Amount
3169	Bill Pmt -C	12/14/2017	COOS BAY MARINE, INC	1040 · CCHD US Bank Operating 4766			-318.51
027776	Bill	11/21/2017	MISC PARTS	6626 · Serv-Equipment	1:CCHD	-318.51 -318.51	
3171	Bill Pmt -C	12/14/2017	DN TRIPLICATE	1040 · CCHD US Bank Operating 4766			-248.38
2403382	Bill	11/30/2017	NOTICE OF INTENT	6010 · Advertising/Promotion	1:CCHD	-248.38 -248.38	
3172	Bill Pmt -C	12/14/2017	FASTENAL	1040 · CCHD US Bank Operating 4766			-126.19
ORBK3822	Bill	11/28/2017	WEDGE ANCHOR ATTACHMENTS	6631 · Docks	1:Inner Boat Basin	-126.19 -126.19	
3173	Bill Pmt -C	12/14/2017	MENDES SUPPLY CO	1040 · CCHD US Bank Operating 4766			-236.53
M137579-0	Bill	11/28/2017	JANITORIAL SUPPLIES	6761 · Janitorial	1:CCHD	-54.14	
M137579-0	Bill	11/28/2017	JANITORIAL SUPPLIES	6761 · Janitorial	1:CCHD	-43.60	
M138005-0	Bill	12/05/2017	JANITORIAL SUPPLIES	6761 · Janitorial	1:CCHD	-138.79	
						-236.53	
3174	Bill Pmt -C	12/14/2017	PAPE MATERIAL HANDLING	1040 · CCHD US Bank Operating 4766			-372.99
37448	Bill	07/20/2017	EQUIPMENT SERVICE	6626 · Serv-Equipment	1:CCHD	-372.99 -372.99	
3175	Bill Pmt -C	12/14/2017	ROBERT COLBURN ELECTRIC INC	1040 · CCHD US Bank Operating 4766			-98.00
18965	Bill	11/30/2017		6630 · Buildings	1:CCHD	-98.00 -98.00	
3176	Bill Pmt -C	12/14/2017	SANDEROSA ART	1040 · CCHD US Bank Operating 4766			-39.48

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245	Bill	12/13/2017	POSTER FOR BEACH FRONT PARK	6771 · Office Expense	1:CCHD	-39.48 -39.48	
3177	Bill Pmt -C	12/14/2017	STATE WATER RESOURCES CONTR	1040 · CCHD US Bank Operating 4766			-11,195.00
WD-01312	Bill	12/05/2017	ANNUAL PERMIT	6430 · Permits & Testing	1:CCHD	-11,195.00 -11,195.00	
3178	Bill Pmt -C	12/14/2017	STOVER ENGINEERING	1040 · CCHD US Bank Operating 4766			-3,650.45
11199	Bill	11/30/2017	STORAGE BUILDING	6150 · Engineering	1:CCHD	-3,650.45 -3,650.45	
3181	Check	12/14/2017	PETTY CASH	1040 · CCHD US Bank Operating 4766			-200.00
1206	Check	12/05/2017	DANIEL RODRIGUEZ	1045 · Redwood Harbor Village			-225.00
322798	Credit Mem	12/02/2017	Deposit-Lease Deposit Key	2175 · Lease Deposits 2180 · Deposits-Key	Redwood Harbor Village Redwood Harbor Village	-200.00 -25.00 -225.00	
1208	Bill Pmt -C	12/05/2017	MENDES SUPPLY CO	1045 · Redwood Harbor Village			-103.81
M135304	Bill	10/25/2017	JANITORIAL SUPPLIES	6761 · Janitorial	Redwood Harbor Village	-47.60	
M137421-0	Bill	11/28/2017		6761 · Janitorial	Redwood Harbor Village	-56.21 -103.81	
1209	Bill Pmt -C	12/05/2017	TECH-WILD	1045 · Redwood Harbor Village			-232.50

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8485	Bill	12/01/2017	ENTERPRISE IT SUPPORT	6440 · Outside Services	1:CCCHD	<u>-232.50</u> -232.50	
1210	Bill Pmt -C	12/05/2017	CHARTER	1045 · Redwood Harbor Village			-1,285.05
12/01/17	Bill	12/01/2017		6390 · Internet Service/ Spectrum TV	Redwood Harbor Village	<u>-1,285.05</u> -1,285.05	
1211	Bill Pmt -C	12/05/2017	DEPARTMENT OF HOUSING	1045 · Redwood Harbor Village			-659.00
ANNUAL P Bill		12/01/2017	ANNUAL PERMIT	6430 · Permits & Testing	Redwood Harbor Village	<u>-659.00</u> -659.00	
1213	Check	12/14/2017	CLR Laundry	1045 · Redwood Harbor Village			-128.00
			1/2 OF DEPOSIT	4048 · Laundry Facility RV Park	Redwood Harbor Village	<u>-128.00</u> -128.00	
1207	Check	12/04/2017	RENEE JONES	1045 · Redwood Harbor Village			-325.00
322871	Credit Mem	12/04/2017	Deposit-Lease Deposit Key Deposit-Lease Pet	2175 · Lease Deposits 2180 · Deposits-Key 2175 · Lease Deposits	Redwood Harbor Village	<u>-200.00</u> -25.00 <u>-100.00</u> -325.00	
1212	Check	12/14/2017	CLR Laundry	1045 · Redwood Harbor Village			-42.50
				4048 · Laundry Facility RV Park	Redwood Harbor Village	<u>-42.50</u> -42.50	
1216	Bill Pmt -C	12/14/2017	CLR Laundry	1045 · Redwood Harbor Village			-85.00
12112017	Bill	12/11/2017		4048 · Laundry Facility RV Park	Redwood Harbor Village	<u>-85.00</u> -85.00	

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Num	Type	Date	Name	Account	Class	Paid Amount	Original Amount
1214	Check	12/14/2017	TERRY DUSENBURY	1045 · Redwood Harbor Village		-85.00	-62.75
322879	Credit Mem	12/07/2017	Deposit-Lease	2175 · Lease Deposits	Redwood Harbor Village	-38.61	
			Deposit-Lease	2175 · Lease Deposits	Redwood Harbor Village	-19.31	
			Deposit Key	2180 · Deposits-Key	Redwood Harbor Village	-4.83	
						<u>-62.75</u>	
1217	Bill Pmt -C	12/14/2017	DN OFFICE	1045 · Redwood Harbor Village			-12.73
528815	Bill	11/27/2017	RHV CALENDAR	6771 · Office Expense	Redwood Harbor Village	-12.73	
						<u>-12.73</u>	
1218	Bill Pmt -C	12/14/2017	Coca-Cola	1045 · Redwood Harbor Village			-374.84
58141	Bill	12/08/2017	20 oz Coke	1120 · Inventory Asset	RHV Gift Shop	-84.60	
			Monster Kona	1120 · Inventory Asset	RHV Gift Shop	-40.08	
			Peak Tea	1120 · Inventory Asset	RHV Gift Shop	-14.21	
			Peak Tea	1120 · Inventory Asset	RHV Gift Shop	-14.21	
			Dasani 1 QT	1120 · Inventory Asset	RHV Gift Shop	-13.80	
			Smart Water 1 Qt	1120 · Inventory Asset	RHV Gift Shop	-36.10	
			Monster Kona	1120 · Inventory Asset	RHV Gift Shop	-20.04	
			20 oz Dr. Pepper	1120 · Inventory Asset	RHV Gift Shop	-28.20	
			20. Dt. Pepper	1120 · Inventory Asset	RHV Gift Shop	-28.20	
			Monster Drinks	1120 · Inventory Asset	RHV Gift Shop	-67.20	
			20 oz Rootbeer	1120 · Inventory Asset	RHV Gift Shop	-28.20	
						<u>-374.84</u>	
1219	Bill Pmt -C	12/14/2017	CRESCENT ACE HARDWARE	1045 · Redwood Harbor Village			-32.22
696473	Bill	12/12/2017	RAT BAIT STATION	6757 · Parts & Misc	Redwood Harbor Village	-32.22	
						<u>-32.22</u>	

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Num	Type	Date	Name	Account	Class	Paid Amount	Original Amount
1220	Bill Pmt -C	12/14/2017	Frito-Lay	1045 · Redwood Harbor Village			-78.02
14832867	Bill	12/13/2017	1.99 Snack	1120 · Inventory Asset	RHV Gift Shop	-9.45	
			1.69 Snack	1120 · Inventory Asset	RHV Gift Shop	-5.39	
			1.69 Snack	1120 · Inventory Asset	RHV Gift Shop	-5.39	
			1.69 Snack	1120 · Inventory Asset	RHV Gift Shop	-5.39	
			1.69 Snack	1120 · Inventory Asset	RHV Gift Shop	-6.48	
			1.69 Snack	1120 · Inventory Asset	RHV Gift Shop	-6.48	
			2.00 Snack	1120 · Inventory Asset	RHV Gift Shop	-8.06	
			3.69 Snack	1120 · Inventory Asset	RHV Gift Shop	-4.71	
			3.69 Snack	1120 · Inventory Asset	RHV Gift Shop	-4.71	
			4.29 Snack	1120 · Inventory Asset	RHV Gift Shop	-5.49	
			4.29 Snack	1120 · Inventory Asset	RHV Gift Shop	-5.49	
			4.29 Snack	1120 · Inventory Asset	RHV Gift Shop	-5.49	
			4.29 Snack	1120 · Inventory Asset	RHV Gift Shop	-5.49	
						<u>-78.02</u>	
1221	Bill Pmt -C	12/14/2017	MENDES SUPPLY CO	1045 · Redwood Harbor Village			-43.60
M137860	Bill	12/05/2017	JANITORIAL SUPPLIES	6761 · Janitorial	Redwood Harbor Village	-43.60	
						<u>-43.60</u>	
1222	Bill Pmt -C	12/14/2017	PACIFIC POWER	1045 · Redwood Harbor Village			-6,067.18
12717	Bill	12/07/2017	RHV POWER USAGE	6830 · Electricity	Redwood Harbor Village	-6,067.18	
						<u>-6,067.18</u>	
1223	Bill Pmt -C	12/14/2017	ROBERT COLBURN ELECTRIC INC	1045 · Redwood Harbor Village			-744.13
18964	Bill	11/30/2017		6625 · Equipment	Redwood Harbor Village	-98.00	
18963	Bill	12/06/2017	LIGHT ON BUILDING	6630 · Buildings	Redwood Harbor Village	-646.13	
						<u>-744.13</u>	

Crescent City Harbor District

WARRANT LIST

December 2 - 15, 2017

Num	Type	Date	Name	Account	Class	Paid Amount	Original Amount
1224	Bill Pmt -C	12/14/2017	STOVER ENGINEERING	1045 · Redwood Harbor Village			-2,320.50
11198	Bill	11/30/2017	RV PARK IMPROVEMENTS	6150 · Engineering	Redwood Harbor Village	-2,320.50	
						<u>-2,320.50</u>	
1224	Check	12/14/2017	PETTY CASH	1045 · Redwood Harbor Village			-200.00
				1010 · Cash on Hand	1:CCHD	-200.00	
						<u>-200.00</u>	
							-73,589.54
							240,538.48

WARRANTS ISSUED SINCE DECEMBER 5, 2017
 DEPOSITS RECEIVED SINCE DECEMBER 5, 2017



Regular Meeting Minutes of the Board of Harbor Commissioners of the Crescent City Harbor District	
Harbor District Office, 101 Citizens Dock Road Crescent City, CA 95531	December 5, 2017 5:30 p.m.

Call to Order

President Phillips called the meeting to order in open session at 5:31 p.m.

Roll Call

Present were President Phillips, Commissioner Ramsey, Commissioner Stone, and Commissioner White. Staff CEO/Harbormaster Helms, Deputy Harbormaster Tavasci, Financial Director Fansler.

Absent: Secretary Bailey

Pledge of Allegiance

The Pledge of Allegiance was led by Deputy Harbormaster Tavasci.

Public Comment

President Phillips asked for Public Comment - None received.

Business Items

1. Consent Agenda

- A) Approval of the warrant list since the November 21, 2017 Harbor Commission Meeting
- B) Approval of the minutes of the November 21, 2017 Harbor Commission Special Meeting

Action:

Motion by Commissioner Ramsey, seconded by President Phillips,

Motion carried on a 4-0-polled vote for warrant list.

Motion carried 3-1 for Minutes.

Commissioner Ramsey abstained due to his absence of the meeting.

2. Re-schedule or cancel January 2, 2018 Harbor Commissioner Meeting.

Brief discussion on holiday reasons for cancelling.

Action:

Motion by Commissioner Stone, seconded by President Phillips to cancel January 2, 2018 regular meeting and schedule special meeting if needed. **Motion carried on a 4-0 polled vote.**

3. Presentation of Harbor District Master Plan Update proposal from RRM design group.

Harbormaster Helms gave reasons of the importance to have Master Plan approved in 2006, share graphic and text in the updated Land Use Plan. Land Use Plan has new zoning areas and tourist developments. Board requested they receive more specific detail on the changes. Legal Counsel has received information to review. Discussion on Land grant usages, and the need for a unified Plan. With a parallel plan, we can move forward in seeking Grant funders, and investors. It will show them our goals for the future and a why it's a good investment. Harbormaster Helms will bring back to the Board specific changes and if any discovery from legal counsel.

Action: No action needed, explanation and discussion

President Phillips asked for public comment – NONE received

4. Presentation of Draft Plans for conversion of Car Wash facility.

John Olson of Stover Engineering shared overview of converting Spotty's Carwash to Marine Equipment Storage facility. Discussion on how that would be accomplished (structure, lighting), who is able to do the work and estimation of costs (roughly \$90,000). Discussion concerns of roof replacement and drainage issues at additional costs. Mr. Olson suggested costs could be mediated by scaling materials or cost saving changes. Board members expressed concerns due to the financial situation of the Harbor. Commissioner Ramsey's shared his idea of getting aggressive, spend money to increase revenue. Revenue would be roughly \$10,000 annually, but would take (9) nine years to recover costs of initial build. Commissioner White believes nothing be done unless Harbor can pay it off in 5 years. Harbormaster Helms given that direction, will investigate further possibilities. Commissioner Stone suggested getting input from David Finigan Realty.

President Phillips asked for public comment – George Lukes - while in agreement with concerns, shared his opinion, Carwash should be converted to dry boat storage.

Action:

No action taken as this was advisory information and discussion.

5. Discussion of Harbor Debt situation, report on conversations regarding options for addressing debt challenges and options for Harbor fundraising.

Commissioner White shared outcome of last Ad Hoc meeting. It was evident that survey needs to move forward. Explained two-part methodology, type of tax, and pay Threshold (what a voter would be willing to pay). Other discussions included specific initiatives like Funding Harbor Debt pay off, Whaler Groin and sea wall repairs. Suggestions from Fairground board members were to do an initial survey to understand constitutes preferences. RFQ deadline is Dec 15th by 5p.m. Commissioner Stone will use research compiled by Staff on demographics and who is impacted by Harbor closure, if case to be made at 2x2. Harbormaster Helms shared update on CBDG grant proposal for seawall. Commissioner White suggested Staff put together information to share with the public on how Harbor receives income, including county tax, in efforts to educate public.

Action:

No action needed. Information and discussion

President Phillips asked for public comment – George Lukes suggested instead of paying a company to do survey, Harbor conduct their own by utilizing a mass mailing, newspaper or radio to get public comment and input. Although he received information on research of debt and revenue. Would like to see a sales tax, so everyone shares the debt, not just property owners.

6. CEO Report-

Harbormaster Helms shared bullet points on written report.

- Met with Rob Christianson discussed 60 room Inn and its potential to generate 35 equivalent full-time jobs. Mr. Christianson showed interest.
- Working on (10) ten year dredge permit.
- Followed up with representatives of (4) four of the tiny house manufactures from Portland Expo.
- Shared photographs and drawings of the products. Quality products.
- Inquired with (6) six hotel developers to see if a 60 room Inn is obtainable.

Board clarification and comments on: recent sailboat grounding in the bay; update on forklift purchase and warranty; Harbor sign light out repair; road signs on 101 by Caltrans; Inner boat basin, low revenues on rents and concession; update on Crescent Seafood upgrades.

7. Commissioner Reports

Commissioner Bailey- Chamber of Commerce.

CEO Helms, in Commissioner Bailey’s absence, announced a Mixer Dec 7 at Art Gallery on 2nd St, 5:30p.m.

Commissioner Ramsey-Friends of the Harbor. Having their 1st mixer Dec 14, at the Harbor. Local restaurants donating food. Need all Board members in attendance.

Commissioner White – Visitors Bureau. Received 6 RFQ’s back. By the end of January, should have contract with new Destination Marketing Firm to hopefully increase the number of visitors that come to Del Norte County.

Commissioner White-Tri Agency. Nothing reported

President Phillips IGRC - Nothing reported

Harbormaster Helms Harbor Safety Committee – Nothing reported

Commissioner Stone - James Woods, State Representative, visiting Del Norte County on Dec 12th, 2017

8. Board comments.

President Phillips thanked Commissioner Ramsey for the work he and Friends of the Harbor did on the Haunted House. Revenue generated was very successful.

President Phillips asked for final public comments. NONE received.

9. Adjournment

The Board of Harbor Commissioners adjourned at 7:15 p.m. to the next Regular meeting on Tuesday, January 19, 2017 at 5:30 p.m. at the Harbor District Office, 101 Citizens Dock Road, Crescent City, California.

Attest:

Cecilia Bodmer, Secretary to the Board

Ronald A. Phillips, President

Approved this ____ day of _____, 2017

Patrick A. Bailey, Secretary



December 19, 2017

Agenda Item #2: Discuss response to Request for Proposals for Professional Polling/Public Opinion Research Services. Discuss and award professional services contract for Professional Polling services and direct staff to follow up on Commission action

Background: Review and discuss results of ad hoc Commission Evaluation Committee's review of professional polling proposals

Recommendation: Select professional polling organization to conduct surveys for Harbor District or defer selection decision



December 19, 2017

Agenda Item #3: Approve Resolution 2017-002 declaring that governing body members and other classes shall be deemed to be employees of the district for the purpose of providing worker's compensation coverage. Discuss Special District Risk Management Association (SDRMA) document covering Section 3363.5 of the California Labor Code regulations. SDRMA is the Harbor District's Worker's Compensation coverage carrier.

Background: Discuss Resolution 2017-002 which is attached to this agenda background item. SDRMA requires adoption of this resolution which defines groups to be covered by SDRMA Worker's Compensation program

Recommendation: Discuss and approve Resolution 2017-002

November 30, 2017

Ms. Traci Fansler
Director of Finance
Crescent City Harbor District
101 Citizens Dock Road
Crescent City, California 95531-4435

Re: Workers' Compensation Resolution for Governing Body Member and/or Volunteer Coverage

Dear Ms. Fansler,

Recently our excess carrier has made us aware that SDRMA Workers' Compensation (WC) members need to pass a **new Resolution** if they would like to continue (or start) covering their Governing Body members and/or volunteers.

Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a Resolution by the Governing Body of the agency so declaring, be deemed to be an employee for workers' compensation purposes. Thus, if such a resolution is adopted, and the volunteer is injured while performing duties for the agency, the volunteer is entitled to receive workers' compensation benefits and their exclusive remedy for recovery against the agency is through the Workers' Compensation system.

Such Governing Body members and/or volunteers may be covered for workers' compensation benefits only if a Resolution to that effect is adopted by the Governing Body pursuant to Labor Code § 3363.5 and a copy of the Resolution is filed with SDRMA.

A new Resolution (see attached) has been created by our coverage counsel. The Resolution permits your Governing Body to designate the various categories of persons who the agency desires to "deem" to be employees for purposes of workers' compensation. It declares, on a blanket basis, that the designated categories of volunteers are deemed employees and those categories consist of Governing Body Members, persons performing voluntary service, persons on work study, interns, and other volunteers. In addition, those so designated persons also need to be listed under our Workers' Compensation Program (which includes paying an annual contribution amount) to enable coverage.

When using the sample Resolution provided, please do not make any changes other than the areas highlighted in yellow. **To ensure accurate and timely implementation of your Resolution, please return your Governing Body approved Workers' Compensation Resolution as soon as possible by fax or email.** A Microsoft Word version of the sample Resolution can be downloaded at <http://www.sdrma.org/program-coverages/workers-compensation-program>. If your agency has any questions please contact Ellen Doughty, Chief Member Services Officer, at 800.537.7790 or edoughty@sdrrma.org.

Sincerely,
Special District Risk Management Authority



Gregory S. Hall, ARM
Chief Executive Officer

Enclosures: Sample Resolution for Covering Governing Body and/or Volunteers

RESOLUTION No. 2017-002

RESOLUTION OF THE GOVERNING BODY OF
THE CRESCENT CITY HARBOR DISTRICT (CCHD),
DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL
BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF
PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN
INDIVIDUALS WHILE PROVIDING THEIR SERVICES

WHEREAS, the C.C.H.D. utilizes the services of Governing Body Members and Volunteers; and

WHEREAS, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

WHEREAS, the Governing Body wishes to extend Workers' Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark in the box to the left of the descriptions:

- All Members of the Governing Body of the C.C.H.D. as presently or hereafter constituted and/or
- All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
- Individuals on Work-study programs
- Interns
- Other Volunteers
- _____
[designate]

NOW, THEREFORE, BE IT RESOLVED, that such persons coming within the categories specified above, including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of the C.C.H.D. for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Governing Body Members and other designated individuals will not be considered an employee of the C.C.H.D. for any purpose other than for such Workers' Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Governing Body Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of the Crescent City Harbor District.

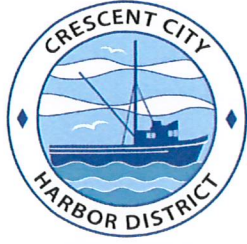
PASSED, APPROVED AND ADOPTED this _____ by the following vote:

AYES:
NOES:
ABSENT:

Ron A. Phillips, President of the Board
Crescent City Harbor District

Pat A. Bailey, Secretary of the Board
Crescent City Harbor District

APPROVED AS TO FORM:



December 19, 2017

Agenda Item #4: Discussion of Harbor Debt situation, report on conversations regarding options for addressing debt challenges and options for Harbor fundraising. Discuss and direct staff accordingly

Background: Discussion of Harbor District Debt situation, possible remedies and strategies for addressing the debt challenge.

Recommendation: Discuss, decide and direct staff to proceed accordingly.
