

Commissioner

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

MINUTES

Board of Harbor Commissioners of the Crescent City Harbor District Regular Meeting, Tuesday, June 2, 2015, 6:30 P.M.

COMMISSIONERS PRESENT:

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

COMMISSIONERS ABSENT:

None

OTHERS PRESENT:

Charlie Helms, CEO/Harbormaster
Nicole Burshem, PS Business
Lane Tavasci, Deputy Harbormaster

Karen Phillips, PS Business
Wilma Madden, Harbor

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

President White opened the meeting in regular session at 6:30 p.m.

Pledge of Allegiance.

The pledge was led by Karen Phillips.

Public Comment.

The following person(s) addressed the Commission: no public comment

1. **Consent agenda.**

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

A) Approval of the warrant list since May 19, 2015.

B) Approval of the minutes of the regular meeting of May 19, 2015.

No items were pulled from the consent agenda for separate action. However, Commissioners discussed the following items: Commissioner Phillips asked about warrant NO. 279445 dated 4/29/15 1IBB electrical problems: H-Dock.

Commissioner Feller entered the meeting at 6:32 p.m.

Commissioner Phillips commented on warrant NO. 9962 dated 3/31/2015 in the amount of \$4210.00 for engineering, warrant NO. 10191 dated 5/11/2015; President White commented on warrant NO. 9957 dated 3/31/15 for waterline/corrosion. President White stated that in minutes from last meeting on page 3, item 3 the whole line shall be stricken out and on the dredge report the word "that" needs to be added after "Commissioner Ramsey noted...."

ON A MOTION BY COMMISSIONER PHILLIPS, SECONDED BY COMMISSIONER BAILEY, AND UNANIMOUSLY CARRIED A POLLED VOTE, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS, APPROVED AND ADOPTED THE CONSENT AGENDA, CONSISTING OF ITEMS 1. A-B WITH CORRECTION TO THE MINUTES AS NOTED ABOVE.

1. **Discussion and consideration of approving an amended employment agreement for Wilma Madden, Administrative Assistant.** Take action as necessary and appropriate

Discussion was held regarding the amended employment agreement. Wilma Madden's employment agreement has expired and the amendment extends the terms of the original agreement. Commissioner Phillips commented on the old terms and wanted to know about the pay increase. Mr. Helms noted that Wilma has taken on more responsibility and she has stepped up and taken the lead on many projects. President White commented on the hours of work listed in the agreement and suggested on taking out the language that hours of work may vary. Mr. Helms noted it was in the original agreement. Ms. Madden noted that the language doesn't need to be in the amendment, but she would speak with Counsel Black to make sure there won't be any problems with taking it out.

ON A MOTION BY COMMISSIONER BAILEY, SECONDED BY COMMISSIONER RAMSEY, AND UNANIMOUSLY CARRIED A POLLED VOTE, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS, APPROVED AND ADOPTED THE AMENDED EMPLOYMENT AGREEMENT FOR WILMA MADDEN, ADMINISTRATIVE ASSISTANT, WITH VARYING HOURS LANGUAGE BEING REMOVED.

2. **Discussion and consideration of approving the professional services agreement for PS Business Services and Nicole Burshem.** Take action as necessary and appropriate

Discussion was held regarding the service agreement. President White asked if the pay rate was the same. Staff noted it was the same rate as the previous contract. President

White commented on facilities, should this be changed? Staff noted that if there was a special meeting that this is relevant and should remain the same.

ON A MOTION BY COMMISSIONER FELLER, SECONDED BY COMMISSIONER RAMSEY, AND UNANIMOUSLY CARRIED A POLLED VOTE, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS, APPROVED AND ADOPTED THE PROFESSIONAL SERVICES AGREEMENT FOR NICOLE BURSHEM DBA PS BUSINESS SERVICES, AS PRESENTED.

3. Discussion and consideration of approving the Black & Rice agreement for serving as Harbor Counsel. Take action as necessary and appropriate.

Discussion was held regarding the agreement with Black & Rice. President White commented on the overall rate change. Mr. Helms noted Black & Rice rates did increase, but have not previously changed in the last 5 years. President White inquired about the termination of notice clause.

ON A MOTION BY COMMISSIONER FELLER, SECONDED BY COMMISSIONER RAMSEY, AND CARRIED A THREE-FIFTH POLLED VOTE, WITH COMMISSIONERS PHILLIPS AND WHITE ABSTAINING, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS, APPROVED AND ADOPTED THE BLACK & RICE AGREEMENT FOR HARBOR COUNSEL, AS PRESENTED.

4. Discussion and consideration of a Proclamation honoring Karen Phillips. Take action as necessary and appropriate

Discussion was held regarding Karen Phillips' service to the commission. President White read and presented it to Karen Phillips.

ON A MOTION BY COMMISSIONER PHILLIPS, SECONDED BY COMMISSIONER FELLER, AND UNANIMOUSLY CARRIED A POLLED VOTE, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS, APPROVED THE PROCLAMATION OF HONORING KAREN PHILLIPS.

5. Committee Reports. Reports from Board committees.

The following committee reports were made:

Financial – no report

Budget Committee – no report

Design Oversight – no report

Dredge – not report

Events – no report

Ordinance and Policy – no report

Lease Committee – no report

Landlord Tenant Committee – no report

Park Model Construction – no report

Real Estate Policy/Lease Committee – no report
North Coast Tsunami Center Committee – no report
Dutra Dispute Resolution Committee – no report
Employee Negotiations – no report
Insurance Committee – no report
Zoning and Land Use – no report
Strategic planning committee – no report
Maintenance and Repair – no report
IGRC – no report
Chamber – no report
Port Safety – no report
Land Use Plan – no report
Personnel – no report

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

The CEO's report included the following topics: Helms reported on Revenue Generation Focus; Cost Reduction; CCHD dredging update; May 19, 2015 update on the French hill project; May 5, 2015 update on removal of dredged materials from the harbor dredge pond; close out status of federal and state projects; harbor staff update; CCHD current project update; CCHD maintenance project updates; public events involving CCHD-USCG auxiliary lifejacket program-harbor safety meeting; social media marketing. In addition the following topics were discussed: the strategic planning committee will consider getting the leases ready for locations within the Harbor to be developed; Maples has agreed to do an inventory of the bolts that they put in wrong; and Harbor staff will be accompanying Maples in their inventory. The bolts and labor are being paid for by Maples; dredging – there is a weekly conference call with the Army Corps and staff. Staff noted that they have agreed that this issue is their responsibility; Ms. Suksi is preparing a massive report regarding the FEMA memorandum and the Army Corps misreading of the memo. The appeal will be sent in soon to clarify the earlier documentation submitted; safety of staff and visitors in the harbor is important and staff is working on the presentation of the materials and suggestions to make the Harbor a better place, there is more input and discussion occurring; the Technical Advisory Committee meeting is to be held Thursday for the Starfish Way Trail, staff will be presenting the materials at that meeting; waterline of D Dock was tested and it went well; Counsel Black reported that the attorney for Porcini has had health issues and he will be getting back to staff. Staff was concerned that the tenant had not seen the correspondence; kudos from the US Coast Guard were received; Facebook numbers are continuing to grow; President White asked about the rates and staff noted there was a suggested weekly rate and weather rate for sailboats, that will come back through the lease committee; Commissioner Bailey noted that Alber Seafood is installing a special shrimp freezing system; Commissioner Phillips noted that there were some folks looking for the deli, and social media is working; a food cart ordinance is available with what the Harbor and County already have; and RHS has food handling classes online.

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 to report to the Board on a certain matter: Commissioner Bailey commented on the new freezer system at Alber's and that he would like to see that all the projects get taken care of; Commissioner Ramsey commented on the restaurant sign will be put up by June 22nd; President White commented that signs should be put up on Harbor property for the 4th of July to show the potential business opportunities in the Harbor.

8. Adjournment to the next Regular Meeting scheduled on Tuesday, June 16, 2015 at 6:30 P.M. at the Harbor District Office, 101 Citizens' Dock Road, Crescent City, California.

There being no further business to come before the Commission, President White adjourned the meeting at 7:27 p.m., until the next regularly scheduled meeting on June 16, 2015.

Wes White, President

Scott Feller, Secretary

Approved this _____ day
of _____, 2015.