



<b>Regular Meeting Minutes of the Board of Harbor Commissioners of the Crescent City Harbor District</b>	
Harbor District Office, 101 Citizens Dock Road Crescent City, CA 95531	November 15, 2016 5:30 p.m.

**Call to Order**

President Ramsey called the meeting to order in open session at 5:32 p.m.

**Roll Call**

Present were Commissioner Bailey, Secretary Feller, and President Ramsey. Staff included Finance Director Fansler, Deputy Harbormaster Tavasci, and Harbormaster Helms.

**Pledge of Allegiance**

The Pledge of Allegiance was led by Secretary Feller .

**Public Comment**

President Ramsey asked for public comment and received none.

*Secretary Feller requested that the Friends of the Harbor District Meeting items be moved to the top of the agenda so that he could vote on them prior to his leaving at 6:00 p.m.*

*Commissioner Phillips arrived at 5:34 p.m.*

**Friends of the Crescent City Harbor**

President Ramsey called the Friends of the Harbor District Meeting to order at 5:35 p.m.

- 1) Elect the following officers for the remainder of the current fiscal year through June 30, 2017.  
–President, Vice President, Secretary, & Treasurer**

**Action:** On a nomination by Mr. Phillips and carried on a 4-0 polled vote with Mr. White absent, Mr. Ramsey was elected President, Mr. Feller was elected Secretary, Mr. Phillips was elected Treasurer, and Mr. Bailey was elected Vice President.

- 2) Discuss the mission, vision, and goals of the Friends of the Crescent City Harbor District.**

Harbormaster Helms requested that this item be tabled until the next meeting.

**Action:** On a motion by Treasurer Phillips, seconded by Vice President Bailey, and carried unanimously with White absent, the Friends of the Crescent City Harbor tabled item #2 until the following meeting.

*President Ramsey adjourned the meeting of the Friends of Crescent City Harbor at 5:39 p.m.*

President Ramsey reconvened the meeting of the Crescent City Harbor District at 5:40 p.m.

**Business Items**

**1. Consent Agenda**

- A) Approval of the warrant list since the November 1, 2016 Harbor Commission Regular Meeting
- B) Approval of the minutes of the November 1, 2016 Harbor Commission Regular Meeting

Commissioner Phillips moved to approve and Secretary Feller seconded.

Secretary Feller noted that he did not recall dues to the Special District Association being as high previously. Harbormaster Helms noted that dues do increase each year and gave a brief synopsis of the benefits of membership.

**Action:** On a motion by Commissioner Phillips, seconded by Secretary Feller, and carried on a 4-0 polled vote with Commissioner White absent, the Board of Harbor Commissioners of the Crescent City Harbor District voted to approve consent calendar items A through B as presented.

**2. Review and approve Resolution No: 2016-004, a Resolution of the Crescent City Harbor District authorizing Finance Director Traci Fansler to prosecute Small Claims cases on behalf of the Harbor District**

Harbormaster Helms stated that the Resolution was created by Counsel Luna; additionally that there was a misprint and the resolution number should state 2016-007, not 2016-004.

**Action:** On a motion by Commissioner Phillips, seconded by Commissioner Bailey, and carried on a 4-0 polled vote with Commissioner White absent the Board of Harbor Commissioners of the Crescent City Harbor District adopted Resolution No. 2016-007 A RESOLUTION OF THE CRESCENT CITY HARBOR DISTRICT AUTHORIZING FINANCE DIRECTOR TRACI FANSLER TO PROSECUTE SMALL CLAIMS CASES ON BEHALF OF THE HARBOR DISTRICT

**3. Presentation by Lessee for leasehold improvements and lease extension of 160 Anchor Way property**

Harbormaster Helms introduced Ms. Debbie Lewis, property proprietor, who approached the podium. Ms. Lewis noted that she handed out engineering drawings and the concrete bid for the improvements to the Commissioners. Commissioner Phillips asked if the improvements would be done at her own expense and she affirmed that they would. Ms. Lewis additionally requested that due to the expense of the improvements and the value that they add that she would like to request a lease extension to an 8 year lease (a four year extension over the current lease). Discussion ensued regarding the details of the improvements and the extension.

Secretary Feller moved to approve and Commissioner Bailey seconded.

Some discussion ensued about the proper steps to accept both requests. It was decided that they could both be acted on this evening and the lease would only need to be signed after it was revised to include the new language.

**Action:** On a motion by Secretary Feller, seconded by Commissioner Bailey, and carried on a 4-0 polled vote with Commissioner White absent, the Board of Harbor Commissioners of the Crescent City Harbor District approved a lease extension of 160 Anchor Way to a total of 8 years.

**Action:** On a motion by Secretary Feller, seconded by Commissioner Bailey, and carried on a 4-0 polled vote with Commissioner White absent, the Board of Harbor Commissioners of the Crescent City Harbor District approved the leasehold improvements to 160 Anchor Way as presented in the engineers drawings.

#### **4. Presentation of solar power project progress**

Deputy Harbormaster Tavasci stated that he had received information from Renewable Energy Capital ("R.E.C.") this afternoon in regards to their Humboldt project for review including specifications; they have also begun the roofing and electrical engineering for that project. Tavasci noted that he has had numerous conversations with their representative, Alex Lemus, over the previous week. Tavasci additionally received an email from Pacific Power ("PPL") which confirmed that third-party ownership is acceptable to them and Mr. Lemus was pleased with that information. It is planned that the inspectors for the Humboldt project will visit Crescent City Harbor this week to evaluate the roofs and electrical systems.

Discussion continued to include a comparison of R.E.C. with Trinergy and it was confirmed that no decision had yet been formally made between the two. Tavasci again offered that R.E.C. has provided references and has continued to be responsive. Commissioner Phillips requested a synopsis in place of a large packet of information with information on the two companies; Secretary Feller requested the details. Deputy Harbormaster Tavasci stated that he will provide both through a drop box email.

#### **5. Discussion concerning attached document. No final action to be taken.**

Harbormaster Helms asked for input from the Commissioners to aid staff in understanding their desires for the fee schedule. Secretary Feller noted that he would like to see a comparison against 4-5 additional harbors. Helms noted that staff has that information and that CCHD is competitive against all except Brookings' annual dock fee. Commissioner Bailey recalled that information was reviewed when these rates were originally set.

Helms stated that he had met with Brookings' new Port Director today to which some discussion occurred about the Port Director's prior experience.

Secretary Feller requested that staff review conditions placed on CCHD's fees as he recalled that at least one loan, perhaps the USDA, required that the rates be within a certain percentage based on a rate survey. Other Commissioners recalled that requirement and subsequent action which deterred some boats from remaining.

Commissioner Phillips questioned the fax rate and clerical fee for those proposing to do business with the Harbor. Commissioner Bailed opined that the fax rate is industry standard and Helms noted that both fees were inherited; he believes the clerical fee is due to the cost of constructing lease agreements.

*Secretary Feller left the meeting at 6:03 p.m.*

Additional discussion surrounded the clerical fee charge and it was agreed upon that the addition of wording confining it to a land lease and based on complexity of work needed would be sufficient.

Commissioner Bailey reviewed and voiced approval of many of the proposed additional fees; Harbormaster Helms stated that many were borrowed from the examples of other harbors. Helms also reminded the Commissioners that the Harbor would be taking over the RV Park mid-year, and thus inclusion of related fees was important. Staff and the Commission discussed renovating the shower and laundry facility at the RV Park and proposed including a shower and laundry fee.

Commissioner Bailey also asked if food trucks are included in the staff proposal by staff and it was confirmed that they were; he does not believe the community is large enough to support food trucks yet but the community seems to think so. Several of the local restaurateurs were mentioned who have the current capability. Bailey opined that \$25 is reasonable and that with somewhat different wording, tents could be included. President Ramsey offered that there should be a reduction in fees for 3 days or more and noted that there was no fee included for use of electricity. Commissioner Phillips offered a fair price as \$20 per day plus \$5 if electricity is needed and asked that staff check with the Fairgrounds for their daily rate.

Harbormaster Helms noted that Deputy Harbormaster Tavasci had discovered a gap in hours on the proposal for overtime rates for staff; the proposed fee for this is now competitive to other harbors and that at the current rate the Harbor loses money.

Harbormaster Helms also requested that the Commissioners weigh in with their thoughts on a \$30 per quarter fee for space on the inner boat basin wayfinding signs. Commissioner Phillips opined that once the sign was paid for there should not be an additional fee as it is the Harbor's obligation to its clients to provide advertising. Helms reminded the Commissioners of advertising already provided including Facebook, negotiating radio advertising at a discount, etc. to promote the Harbor businesses. Commissioner Phillips requested that staff pose a question on Facebook requesting visitor impressions of advertising. A discussion took place around the placement of several signs in various areas to increase mobility of visitors around the Harbor while reducing sign clutter.

Harbormaster Helms offered that the travel lift is dying and is becoming a maintenance hog. Brookings is going to lease-to-own one. Helms will check pricing but they are very expensive. He noted that due to the lack of dredging there is not enough water at Ted's dock to pull someone from there and so he will be exploring options.

Helms asked if the Commission would like to consider a reduction of annual slip rates to be more competitive with Brookings and noted that he does not think that matching Brookings is feasible; the Harbor would have to lease twice as many slips to get flush again. The Commissioners offered that there is more which needs to be investigated such as permits in Oregon, what is allowed in each dock, etc. Helms said that he believes strongly in not having transfer of goods because it keeps sea lions out of the docks and the damage they cause is costly; he will investigate what it costs to operate in CA compared to operating in OR and provide that information.

## **6. Commissioner Reports**

Commissioner Phillips noted there is a meeting on November 16th for Marine Safety and asked Commissioner Bailey to fill his spot. The Commissioners who attend the other meetings were absent and therefore there was no report provided. President Ramsey noted that Senator McGuire will be having a town hall meeting at Joe Hamilton on the 30<sup>th</sup> from 6-8 p.m.

## **7. CEO Report**

Harbormaster Helms relayed that Bud Surls, the RV park design consultant, will conduct a site visit on November 17<sup>th</sup>. Former Harbormaster Richard Young, Deputy Harbormaster Tavasci, and Helms met last week to discuss the Land Use Plan. Staff called Colbourn because they could not get in touch with Quinton and discovered that he no longer works for them. Helms will go to Eureka to meet with the owner of Colbourn soon and Tavasci noted that Colburn will meet with Eaton on Monday.

Harbormaster Helms stated that he attended a meeting today in OR about Marine Protected Areas ("MPAs") and discovered that Oregon only has five, plus they are open to fishing certain species. Helms noted that he learned a lot and met with the CA MPA oversight group who believes that CA should be even more restrictive. There are additional items that are less restrictive and Helms learned a lot and spent time with the Harbors MPA people who believe it should be even stricter. As noted earlier he also met Brookings' new Port Director who was their Operations Director before; they have renovated the office and made some additional modifications under his new direction. Helms found him cooperative and knowledgeable. They are recovering from a period wrought with hostile meetings.

Helms noted that he had spoken with the Carpenters Union. The contract is up in 2018 and preliminary meetings will begin next summer to set ground rules.

Lastly, the Harbormaster noted that the process continues with removing the old tenant's items from the car wash. President Ramsey asked if there had been interest in the location and Helms replied that there were two interested parties, one of which seemed to be a good prospect.

**8. Board Comments**


Commissioner Phillips congratulated President Ramsey on his win as the top vote getter in the election; he also noted that he will be sorry to see Mr. Feller leave. Phillips noted that he will be gone from November 22<sup>nd</sup> to December 16<sup>th</sup>. Commissioner Bailey offered that he will also be gone from November 20<sup>th</sup> through the 26<sup>th</sup>. President Ramsey offered that he too will be absent from November 22<sup>nd</sup> through the following Sunday.

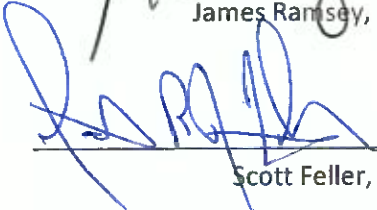
**9. Adjournment**

*The Board of Harbor Commissioners adjourned at 6:55 p.m. to the next scheduled meeting on Tuesday, December 6, 2016 at 5:30 P.M. at the Harbor District Office, 101 Citizens Dock Road, Crescent City, California.*

**Attest:**

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Kymmie Scott, Secretary to the Board

  
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James Ramsey, President

  
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Scott Feller, Secretary