

JAMES RAMSEY
President

SCOTT R. J. FELLER
Secretary

PATRICK A. BAILEY
Commissioner

RONALD A. PHILLIPS
Commissioner

WES WHITE
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

MINUTES

**Board of Harbor Commissioners of the Crescent City Harbor District
Special Meeting, June 09, 2016, 5:30 P.M.**

COMMISSIONERS PRESENT:

Patrick Bailey
Ron Phillips
Wes White
James Ramsey, President

COMMISSIONERS ABSENT:

Scott Feller, Secretary

OTHERS PRESENT:

Charlie Helms, CEO/Harbormaster
George Wilder, Tech Wild

Dorie Edsall

5:30 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 in open session at 5:30 p.m.

Public Comment prior to closed session.

The following person(s) addressed the Commission regarding the closed session items: none.

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

(1) CONFERENCE WITH REAL PROPERTY NEGOTIATIONS:

Pursuant to Government Code Section 54956.8 Property 159 Starfish Way, Crescent City, Agency Negotiator: Charlie Helms

(2) PURSUANT TO GOVERNMENT CODE SECTION 54956.9 (d) (4)

Anticipated Litigation.

(3) CONFERENCE WITH REAL PROPERTY NEGOTIATIONS:

Pursuant to Government Code Section 5456.8 Property 201 Citizens Dock Road, Crescent City, Agency Negotiator: Charles Helms.

(4) PURSUANT TO GOVERNMENT CODE SECTION 54957 (B):

Public Employee Performance Evaluation: Title: CEO/Harbormaster.

REPORT OUT OF CLOSED SESSION.

President Ramsey recessed the open session at 5:30 p.m. and the meeting was immediately convened in closed session to discuss the matters listed above. The closed session was adjourned at 6:30 p.m.

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

Chairman Ramsey reconvened the open session at 6:40 p.m. and announced that No action was taken in closed session.

Pledge of Allegiance.

The pledge was led by Commissioner Ramsey.

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 May 17, 2016.

B) Approval of the minutes of the regular meetings of May 17, 2016.

Requested to pull Item 2 – Solar Power Purchase Draft Agreement from the agenda.

Commissioners did discuss the following with regard to the consent agenda:

Del Norte Office warrant and why there are 3 zeros on that, Charlie will be following up with Traci Fansler.

It was brought to attention that the Recology bill is very high. Charlie commented that the plan is to move the dumpsters over by the maintenance shop and to get cameras to help keep the public from using them. Recology charges by the number of dumpsters.

Warrant list Page 2, has a refund issued to Lucky 50 Inc. Commissioner White wanted to know why this was. Charlie explained that they had paid in advance and left early. We give a lower rate for people who pay annually. We may need to look at our policy for this as people are getting a better rate then leaving early and the Harbor is then losing money. This will need to be added to the agenda for the next meeting.

Stover Engineering was brought to attention and what we are paying them to do for us; Charlie explained they are working on our water board and fenders permits. Wedgefords are who we get our launch fee envelopes from them,

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

- 2. Review Solar Power Purchase Draft Agreement.**
Requested by Commissioner Ramsey to remove from agenda.

- 3. Presentation on Draft Operating Budget proposal for FY 2016-17.**

Discussion was held regarding the proposed budget, July 19th meeting will have to approve a final Budget. Commissioner Phillips commented that Tri Agency City would like our budget to read up to \$6,000 for Tri-Agency until Tri agency budget comes up with a new budget. County has not approved a budget yet.

Commissioner White talked about advertising with the Visitor's Bureau, how much they contribute to the Harbor. The Harbor representatives are not allowed to vote due to not contributing to the Visitor's Center. There is no line item for the Visitor's Bureau at this time to vote will add to the 6020 line items. The Harbor is a big attraction to visitors.

Commissioner Phillips proposed that money be allowed (\$3,000) to the Visitor's Bureau to make the Harbor a contributing member. We will need to get more usage of the Visitor's Bureau if we contribute to their budget. Commissioners Ramsey and White did include up to \$6,000 for Visitor Bureau activities in the Advertising and Promotion line item.

Commissioner White pointed out that the outer boat basin utilities income has no change. Charlie said that he was unsure what to put on that line due to the uncertainty of everything going on in the inner boat basin utilities. Tried to build in what would be realistic, no change to the budget for IBB utilities...

Commissioner Phillips inquired about inflation and if was calculated into payroll, yes it is.

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 AND AUTHORIZED PROPOSED PRELIMINARY BUDGET AS PRESENTED.

- 4. Proposal from Coast Redwoods Art Gallery.** Affirm agreement to extent the lease for six months at a reduced rate of \$500 per month.

ON A MOTION BY COMMISSIONER PHILLIPS, SECONDED BY COMMISSIONER WHITE, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED AND AUTHORIZED THE EXTENTION OF THE LEASE FOR SIX MONTHS AT A REDUCED RATE OF \$500 PER MONTH.
Harbor Master requested to send letter to C.R.A.G confirming lease change.

- 5. Presentation of Clarifying Language for section 4.7.13 of Crescent City Harbor District Design Guidelines.**

Discussion was held regarding Clarifying language for Crescent City Harbor sign guidelines, it needs to be more specific on what is allowed. The signs need to be similar. Would like to limit the colors of the frames to black, blue and white.

Commissioner White brought up that it had previously been agreed that there would be signs that were on post with a cute fish on it pointing directions to where the shops are

located. The Harbor needs to invest the money into getting these fish signs as it was agreed upon. The signs guidelines design will be reviewed again in three (3) years.

ON A MOTION BY COMMISSIONER WHITE, SECONDED BY COMMISSIONER PHILLIPS, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, THE CRESCENT CITY HARBOR DISTRICT BOARD OF COMMISSIONERS APPROVED AND ADOPTED THE DESIGN FOR SIGNS IN THE HARBOR.

6. Proposal to update the Nortel Phone system.

Discussion was held regarding the trouble with the current Nortel telephone system. It is not functioning the way we need it to, and we are unable to reprogram contact information. Note: This system was purchased outright, without a Technical Support clause. George Wilder with Tech Wild; spoke about the best option for the new phone system. A Voice-Over internet system, running internet protocols in the building, it would use the existing internet we already have in place. It would cost \$2700 to replace the phone system. Charter is also, offering phone service at this time. However that leaves the Harbor vulnerable, if Charter system fails, which happens often. However, if we went with Charter and then had one line with Frontier we don't lose all our phones when Charter has problems. It would take about 4 weeks (give or take) to have the new phone system installed.

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 NEW PHONE SYSTEM.

7. Committee Reports. Reports from other standing and ad hoc committees.

The following reports were given:

Recology; will have a Chamber Mixer on Thursday, 5:30pm, June 16, 2016.

Visitor's Center Committee – Film Commissioner was there to advise that they have been funded. Commissioner White will try to get some brochures.

Tri-Agency – Nothing at this time

IGRC – Nothing at this time due to Commissioner Feller not in attendance.

Harbor Safety Committee- National parks is going to get 6-8 beach wheel chairs, Rich smoothed out some area to help with the beach access for the wheel chairs. Would be better to use South Beach then to open entrance up by the dredge pond, South Beach is a nicer area. Need to get have a CA Coastal permit to use the Beach south of the hotel on South Beach. We would like to figure something out with State parks, so that horseback riding with Lori can go further down the beach then ending at the hotel with her rides.

Commissioner Bailey suggested that in the future we could build a dock for fishing.

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

Including the topics listed on the written report in the agenda packet, the following items were discussed: Legal proceedings with Mr. Lopez, the owner of the Linda Dawn. It was discussed to let Mr. Lopez have 2 crab seasons to pay his debt off.

There was discussion about having tablets for the Harbor and commissioners to use in an effort to conserve on time a paper. Commissioner White said that he would like to have that added to the agenda for the next meeting.

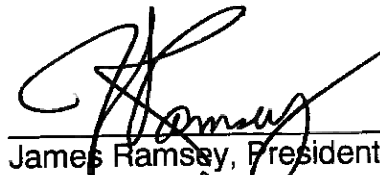
There was discussion around Little Hawk car wash and its financial situation; this will need to added be to the agenda for the next meeting.

9. 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: None

10. Adjournment to the next regular meeting scheduled on Tuesday, June 21, 2016 at 6:30 p.m.

There being no further business to come before the Commission, President Ramsey adjourned the meeting at 8:00 p.m., until the next regularly scheduled meeting on June 21, 2016.



James Ramsey, President



Scott Feller, Secretary

Approved this 6 day
of Dec., 2016.