



Board of Harbor Commissioners of the Crescent City Harbor District

James Ramsey, President

Scott R. J. Feller, Secretary

Patrick A. Bailey, Commissioner

Ronald A. Phillips, Commissioner

Wes White, Commissioner

MINUTES

Board of Harbor Commissioners of the Crescent City Harbor District Regular Meeting, Tuesday, April 5, 2016, 5:30 P.M.

COMMISSIONERS PRESENT:

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

COMMISSIONERS ABSENT:

OTHERS PRESENT:

Charlie Helms, CEO/Harbormaster
Nicole Burshem, PS Business
Scott Foas

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 at 5:30 p.m.

Pledge of Allegiance

Commissioner Bailey led the Pledge.

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 March 15, 2016 Harbor Commission Meeting**
- B) Approval of the minutes of the March 15, 2016 Harbor Commission Meeting**

Discussion was held in regards to the Consent Agenda. Commissioner Phillips asked in regards to CAL ORE Air Ambulance charge in the amount of \$915.00. Mr. Helms reported that is for the Annual membership. Commissioner Phillips asked in regards to payment to Buddy Williams in the amount of \$320.52. Mr. Helms reported there was six refund payments made including Buddy Williams. There were a number of people who made advanced payments and are no longer here. Commissioner White presented some errors with the minutes.

ON A MOTION BY COMMISSIONER WHITE, SECONDED BY COMMISSIONER FELLER, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, WITH COMMISSIONER PHILLIPS AND PRESIDENT WHITE ABSTAINED, THE CRESCENT CITY HARBOR COMMISSION APPROVED THE WARRANT LIST AND MINUTES, AS PRESENTED.

- 2. Presentation by Debbie Lewis, proprietor of the Crescent City Crab Shack. On plans to expand her business. Take action as necessary and appropriate**

Discussion was held in regards to expand the Crescent City Crab Shack. MR. Helms reported Ms. Lewis was asking to upgrade and expand her business. Ms. Lewis was present to discuss and answer any questions of the commissioners. Ms. Lewis stated she was not asking to expand, but to put in an ADA compliant doorway. Ms. Lewis noted she would like to have a public doorway so customers could come in and see the display cases. She will also have new products. Commissioner Phillips asked in regards to the compliance of bathrooms if sales are permitted. Mr. Helms commented it would have to be permitted by the County. Ms. Lewis stated she spoke with the County and bathrooms were required only if people were in for a certain amount of time. Commissioner White asked in regards to replacement of outdated windows. Ms. Lewis reported yes, that would have to be done. Commissioner White asked in regards to the cost and who will be paying. Ms. Lewis reported the Crab shack would be paying for most it, but would like to request the Harbor help with some of the expenses. Commissioner White asked in regards to how much the repairs would be. Ms. Lewis commented she has not received the estimate, but the engineering fee will be approximately \$500.00 and to include the cost of a new door. Ms. Lewis noted she is not here for approval of expenses, but just approval to proceed in gathering the proper information. President Ramsey asked in regards to not being able to have access for anyone coming into the building. Ms. Lewis noted it was due to the doorway not being up to code. Commissioner Bailey noted he wasn't aware that was the only issue. Commissioner Feller commented the issue was if people were to sit down, then it would require other maintenance. Commissioner Phillips asked if staff was to be directed to move

forward. Mr. Helms stated he believes so. He would like to get together with Ms. Lewis to find out what is truly needed and necessary. Commissioner White suggested to Ms. Lewis to come back with estimates and a report of increased revenue.

ON A MOTION BY COMMISSIONER PHILLIPS, SECONDED COMMISSIONER BAILEY, AND UNANIMOUSLY CARRIED ON A POLLED VOTE THE CRESCENT CITY HARBOR COMMISSION APPROVED DEBBIE LEWIS TO MOVE FORWARD AND REPLACE THE DOORWAY.

- 3. Presentation by Mr. Scott Foas, Sounds of the Surf Entertainment Group, presenting proposed plans for entertainment at harbor during Independence Day weekend, Sea Cruise weekend, and other potential opportunities.** Take action as necessary and appropriate.

This item was removed from the agenda due to Scot Foas not being present at this time.

- 4. Presentation of Hemmingsen Contracting Company Close Out No Cost Change Order on Starfish Way Coastal Trail project.** Review and direct staff to take action as necessary and appropriate

Discussion was held in regards to Hemmingsen Contracting Company. Mr. Helms commented a copy of the Hemmingsen contract was attached to the agenda packet for review. This is to address the sinkhole and unwanted water retention on Anchor way and Starfish Way. Mr. Helms noted Jon Olson was present to provide additional information. Mr. Olson reported they were 177 days over on completion of Starfish Way Trail. Stover Engineering is proposing to make some improvements and maintenance to compensate for that. Commissioner Phillips asked in regards to how much would the project cost. Mr. Olsen noted the rough estimate would be around \$60,000.00. Commissioner Phillips asked in regards to the engineering plans. Mr. Olsen stated he feels they could do an adequate job with the information they have. Mr. Olson noted there has been additional erosion and they have agreed to do all those repairs as well. Commissioner Phillips asked if that was the extra \$17,000.00. Mr. Olson stated that was included into the \$60,000.00 estimate. Commissioner White asked in regards to the reason for the sinkhole or the other repairs. Mr. Olson reported they do not have a reason at this time for the sinkhole and Anchor way project is the big puddle that needs repairs. Commissioner Phillips asked in regards to the dip past John's Creek is added to the repair list. Mr. Olsen stated he would take a look into adding that.

ON A MOTION BY COMMISSIONER PHILLIPS, SECONDED BY COMMISSIONER WHITE, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, THE CRESCENT CITY HARBOR COMMISSION APPROVE THE HEMMINGSEN CONTRACTING COMPANY CLOSE OUT NO COST CHANGE ORDER ON STARFISH WAY COASTAL TRAIL PROJECT AND SINKHOLE, AS PRESENTED

- 5. Presentation of lease for the new Englund Marine facility at 191 Citizens Dock Road.** Review and direct staff to take action as necessary and appropriate

Discussion was held in regards to Englund Marine facility. Mr. Helms reported the harbor council has taken the direction of the lease committee on percentage rent and is updating the existing lease to modern terms. Mr. Helms recommends approving those actions. Commissioner Feller asked if the tentative lease is to be approved and if it were to be approved by council as well. Mr. Helms stated yes to both commissioner Feller questions.

ON A MOTION BY COMMISSIONER WHITE, SECONDED BY COMMISSIONER BAILEY, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, THE CRESCENT CITY HARBOR COMMISSION APPROVED THE LEASE FOR THE NEW ENGLUND MARINE FACILITY AT 191 CITIZENS DOCK ROAD, AS PRESENTED.

6. **Consideration of Resolution 2016-002, RESOLUTION OF THE BOARD OF HARBOR COMMISSIONERS OF THE CRESCENT CITY HARBOR DISTRICT DESIGNATING THE DISTRICT CHIEF EXECUTIVE OFFICER AS PURCHASING AGENT AND ESTABLISHING THE POWERS OF THAT OFFICE.** Take action as necessary and appropriate.

Discussion was held in regards to Resolution 2016-002. Mr. Helms recommended approving the purchasing policy to conform with California standards. Commissioner White asked in regards to the reasoning behind this action. Mr. Helms stated some of the numbers are outdated according to legal council. Commissioner White reported a typo on item number four that needed to change to the wording from Vice Chair to Secretary.

ON A MOTION BY COMMISSIONER FELLER, SECONDED BY COMMISSIONER BAILEY, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, THE CRESCENT CITY HARBOR COMMISSION APPROVED RESOLUTION 2016-002, RESOLUTION OF THE BOARD OF HARBOR COMMISSIONERS OF THE CRESCENT CITY HARBOR DISTRICT DESIGNATING THE DISTRICT CHIEF EXECUTIVE OFFICER AS PURCHASING AGENT AND ESTABLISHING THE POWERS OF THAT OFFICE, AS PRESENTED.

7. **Solar Energy recommendations for Crescent City Harbor District.** Review and direct staff to take appropriate action

Discussion was held in regards to Solar Energy. Mr. Helms reported Lane Tavasci investigated many options for Solar Power and is here to share his results with the Commission. Mr. Tavasci passed out an overview of the solar options. Mr. Tavasci reported on the different findings and comparisons of the top 3 competitors. Mr. Tavasci recommended after all his research to go with Trinergy LLC. Commissioner White asked in regards to where the 6% came from. Mr. Tavasci stated those numbers came from his research through Pacific Power. Commissioner Feller asked in regards to the 6% being every year or within one year. Mr. Tavasci stated it was just the First year. Mr. Tavasci reported Trinergy will put the system in at no charge, value of the system is 1.7 million dollars, 1,790 panels will be installed on rooftops, Trinergy will have an engineer look at the roof, and if the roof is not up to code they will pay for the repairs to bring them up to code. Commissioner Bailey

asked in regards to whose responsibility it will be for damages to the roof after installation of panels. Mr. Brown reported the company who purchases the Solar panels for you would have insurance to fix any damages that may occur to the rooftops. Commissioner White asked in regards to what happens to replacement of panels 7,10,15 years from now. Mr. Brown commented that's what the inspection of the rooftops is for, to make sure they will last for 20 years. Commissioner White asked in regards to that being stated in the Contract. Mr. Tavasci noted it is on the first page of the Contract. Commissioner White asked in regards to what happens with the equipment in 20 years. MR. Tavasci stated the Harbor would have the option to buy the system. Mr. Farrow reported after the end of 20 years you could release the system back to Trinergy, renew the purchase agreement, or buy the system. Commissioner Feller asked in regards to the 1.5 escalators. Mr. farrow noted Pacific Power will be at a 22% rate increase over the next 20 years. Commissioner Feller suggested the host be changed from CCHD to Crescent City Harbor District and be signed by President and Secretary instead of President and Vice President. Commissioner Feller asked in regards to what Trinergy meant by Carport. Mr. Tavasci reported it is a structure built over the building to support the panels. Commissioner Bailey asked in regards to having enough cubic feet to power the buildings. Mr. Farrow reported with the specs. Provided Trinergy feels they will be able to bring 100% of Harbor's Power. Commissioner Phillips recommended taking 170 Anchor Way off the list. Commissioner Phillips recommended a kiosk to show the public how the Solar Power will work. Mr. Farrow noted there would be a display with a panel and working parts to show how it will generate electricity. Commissioner Phillips asked in regards to the MOU going to the Attorney. Mr. Tavasci noted that it has. Commissioner White suggested tabling this matter until next meeting, so the Commissioners could review the Memo of Understanding. Kevin Hendrick introduced himself and advised the Harbor he will offer his services ProBono to find the right deal. Commissioner Feller agreed with Commissioner White and would like to table this until next meeting to meet with Mr. Hendrick about looking over the costs. Commissioner White asked din regards to what ReNewAll does. Mr. Hendrick commented ReNewAll finds the Financing for the best deal for Solar Power. Commissioner White asked in regards to ReNewAll being Specific to Solar Power. Mr. Hendricks reported the business started out focusing on Solar Power, but he was hired on for a special project. Commissioner Phillips asked in regards to if the Harbor went with ReNewAll to finance the Solar Panels and they stop working, which gets contacted to fix them. Mr. Hendricks stated there would be an agreement with a contractor to fix it. Jessica Mercado introduced herself and thanked the Commissioners for the opportunity and their time to pursue this project. Ms. Mercado reported the project was started back in March to bring the Community Solar and provide an adequate service. Commissioner Phillips asked in regards to the daylight hours. Mr. Hendrick reported there was data to support that here is sufficient enough amount of sunlight to make this project work. Mr. Brown commented the largest building with Solar is Wal-Mart. Mr. Tavasci noted there are no fund sbeing paid by the Harbor Commission to get this started. Commissioner Phillips asked din regards to the time frame from agreement to construction. Mr. Farrow reported the next step would be approval from He County and Coastal Commission. Mr. Tavasci noted if we place the panels on the roof we won't have to go through Coastal commission and the project should be done by September 30th.

ON A MOTION BY COMMISSIONER FELLER, SECONDED BY COMMISSIONER WHITE, AND UNANIMOUSLY CARRIED ON A POLLED VOTE WITH COMMISSIONER PHILLIPS AGAINST, THE CRESCENT CITY HARBOR COMMISSION APPROVED TO TABLE THIS MATTER UNTIL NEXT MEETING TO GO OVER THE MOU AND SPEAK WITH KEVIN HENDRICKS IN REGARDS TO THE FUNDING COSTS.

8. **Presentation on development options for Starfish Way area.** Review options and take appropriate action

This item was removed due lack of information and data.

9. **Presentation of the final version of the 2015-2016 Audit.** Review and comment as appropriate

Discussion was held in regards to final version of 2015-16 Audit. Mr. Helms commented the Audit is the same as presented at the last meeting with the addition of the management discussion. Commissioner White asked if the amount of debt write off was increased. Mr. Helms stated yes it had.

ON A MOTION BY COMMISSIONER WHITE, SECONDED BY COMMISSIONER FELLER, AND UNANIMOUSLY CARRIED ON A POLLED VOTE, THE CRESCENT CITY HARBOR COMMISSION APPROVED THE FINAL VERSION OF THE 2015-2016 AUDIT.

10. **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

Chamber of commerce – Commissioner White commented the Visitors Bureau has a display for the capital building and ours is right next the governors office. The display hasn't been updated for many years. Commissioner Phillips commented it has been pasted back up many times. Commissioner White commented it is dated and they have a vendor approved to fix. Commissioner White commented there was an executive meeting, but he was unable to attend.

Tri-agency – Commissioner White commented we are moving forward with the USDA with hope that it can be resolved shortly.

IGRC – None

Harbor safety committee – None

Ordinance adhoc committee – None

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

Mr. Helms reported on Revenue Generation Focus, Cost Reduction Focus, Citizens Dick Fender Piles, Inner Boat Basin Electric and Eaton Pedestals, Close Out Status of Federal and State Projects, CCHD Dredging Update, Fisherman's Benefit, Starfish Way Trail, Harbor Staff Update, F/V Linda Dawn, USCG Station

Security Fencing Project, Dungeness Crab Task Force, and Harbor Marketing and Promotion.

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

The following Commissioners commented on the following: Commissioner White asked for a report on the receivables at the next meeting. Commissioner Feller thanked everyone for the Fisherman's Benefit. Commissioner Phillips appreciates all the hard work as well. President Ramsey thanked Mr. Tavasci for all his work on the Solar Project.

13. **Adjournment**

There being no further business to come before the Commission, President White adjourned the meeting at 7:30 p.m., until the next regularly scheduled meeting on April 19, 2016 at 5:30 p.m.

James Ramsey, President

Scott Feller, Secretary

Approved this _____ day
of _____, 2016.
Possession