

# Board Of Harbor Commissioners

## Crescent City Harbor District

June 21, 2022

Regular Harbor Commission Meeting



# Regular Meeting

## Board of Harbor Commissioners of the Crescent City Harbor District

Rick Shepherd, President Harry Adams, Secretary  
Wes White, Commissioner; Brian Stone, Commissioner; Gerhard Weber, Commissioner

### AGENDA

**Date:** Tuesday, June 21, 2022

**Time:** Open Session 2:00 p.m.  
Closed Session  
Additional Open Session Item Following Closed Session

**Place:** 101 Citizens Dock, Crescent City, CA 95531 and via Zoom Webinar

**PURSUANT TO AB 361, THE PUBLIC AND BOARD MAY PARTICIPATE IN THIS MEETING VIA TELECONFERENCE AS SOCIAL DISTANCING MEASURES ARE RECOMMENDED BY STATE OFFICIALS.**

#### Virtual Meeting Options

Link for Zoom Webinar: <https://us02web.zoom.us/j/82717545424?pwd=aExZeTRuL0VreFVEZGwweUR2TEpldz09>

Please enter passcode: 182536

## **Call to Order**

## **Roll Call**

## **Pledge of Allegiance**

## **Public Comment**

*This portion of the Agenda allows the public to comment to the Board on any issue not itemized on this Agenda, however, the Board may not take action or engage in discussion on any item that does not appear on the Agenda. Periods when public comments are allowed, Harbor Commissioners will allow attendees to submit questions and/or comments using the Zoom in-meeting chat function. The Harbor Commission asks that members of the public keep questions and comments succinct and relevant.*

## **REGULAR SESSION**

### **1. Consent Calendar**

*Consent Calendar items are considered routine and will be approved by one Motion, with no separate discussion prior to voting. The public, staff, or members of the Harbor Commission may request specific items be removed from the Consent Agenda for separate consideration or action.*

- a. Approval of the Meeting Minutes of the April 19th, 2022 Regular Meeting.**
- b. Approval of the Warrant List from May 12, 2022 through May 31, 2022.**
- c. Approval of the Warrant List from June 1, 2022 through June 14, 2022.**
- d. Approval of Resolution No. 2022-09 Making Findings and Determinations Under AB 361 for Continued Virtual Meetings.**

**2. Financial Reports**

- a. Account Balances, Accounts Receivable Report**

**3. New Business**

- a. Discuss and vote to approve Resolution 22-10 to commit to fund a share of the Tri-Agency Economic Development Authority Debt to USDA.**
- b. Review and vote to approve FY 2023 Budget.**
- c. Discuss and appoint one Harbor Commissioner to represent the Harbor District in the Economic Development Committee lead by County Supervisors.**

**4. Unfinished Business**

- a. Dredge Update**
- b. Long-term tenants Relocation Update**
- c. Solar/PPL Update**

**5. Communications and Reports**

- a. CEO / Harbormaster Report**
- b. Harbor Commissioner Reports**

**6. Adjourn to Closed Session**

## CLOSED SESSION

- a. CONFERENCE WITH REAL PROPERTY NEGOTIATOR  
(Gov. Code section 54956.8.)  
Property: 437 Vance Avenue, Crescent City, CA 95531  
District negotiator: CEO/Harbormaster  
Under negotiation: Price
  
- b. CONFERENCE WITH REAL PROPERTY NEGOTIATOR  
(Gov. Code section 54956.8.)  
Property: 457 Vance Avenue, Crescent City, CA 95531  
District negotiator: CEO/Harbormaster  
Under negotiation: Price
  
- c. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(Gov. Code section 54957(b)(1).)  
Title: CEO/Harbormaster

**7. Adjourn Closed Session**

**8. Report out of Closed Session**

**9. New Business Continued**

- d. Discuss and vote to approve bonus compensation for Harbormaster.**

**10. ADJOURNMENT**

*Adjournment of the Board of Harbor Commissioners will be until the next meeting scheduled for Tuesday, July 5, 2022, at 2 p.m. PDT. The Crescent City Harbor District complies with the Americans with Disabilities Act. Upon request, this agenda will be made available in appropriate alternative formats to person with disabilities, as required by Section 12132 of the Americans with Disabilities Act of 1990 (42 U.S.C. §12132). Any person with a disability who requires modification in order to participate in a meeting should direct such request to (707) 464-6174 at least 48 hours before the meeting, if possible.*



## **1. Consent Calendar**

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***Public Comment?***



<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	April 19, 2022 2:00 p.m.

## Board of Harbor Commissioners of the Crescent City Harbor District

### MINUTES

***Regular Meeting, Tuesday April 19, 2022 at 2:00 P.M.***

**CALL TO ORDER:** 2:00 PM

**ROLL CALL:**

<i>PRESENT:</i>	<i>President</i>	RICK SHEPHERD
	<i>Secretary</i>	HARRY ADAMS
	<i>Commissioner</i>	WES WHITE
	<i>Commissioner</i>	BRIAN STONE
	<i>Commissioner</i>	GERHARD WEBER

*ABSENT:* NONE

*QUORUM:* YES

**PLEDGE OF ALLEGIANCE:**

**PUBLIC COMMENT:**

Roger Gitlin addressed the Board regarding redevelopment of the Harbor's RV parks. He suggested that an advocate should be appointed to represent the interests of park residents who might be displaced.

A resident of Bayside RV Park, Christopher Johns, expressed concern that pro bono legal representation appeared to be unavailable for RV park tenants, based on his inquiries.

**CONSENT CALENDAR**

***(1A) Approval of the Warrant List from March 12, 2022 through April 14, 2022.***



The Board reviewed various entries on the warrant list, and received clarification from CEO/Harbormaster Tim Petrick. Commissioner White **moved** to approve the consent calendar. Secretary Adams **seconded** the motion. President Shepherd then opened up public comment on the agenda item. No members of the public commented. President Shepherd then moved the discussion back to the Board.

**POLLED VOTE** was called, **MOTION CARRIED.**

*Ayes:* WEBER, WHITE, STONE, ADAMS, SHEPHERD / *Nays:* NONE

*Absent:* NONE / *Abstain:* NONE

### **1) FINANCIAL REPORTS:**

#### ***(2A) Account Balances, A/R Reports, P & L Statements, and Cash Flow Statement***

The Board reviewed account balances. President Shepherd inquired concerning legal fees. CEO/Harbormaster Tim Petrick replied that the expiration of the COVID-19 eviction moratorium had allowed the Harbor's legal team to begin tenant evictions for nonpayment of rent and violations of park rules and regulations. However, many of the evictions were being contested, and so the evictions were costing approximately \$3,000 to \$5,000 in legal fees on average.

Commissioner White requested that future financial reports include a comparison of actual expenditures against budget allocations. Commissioner White also expressed concern that the Harbor was at risk of negative cash flow. If the Harbor had not received an unusual one-time grant award of \$487,000 from the state (to compensate for COVID-19 associated losses), the Harbor's cash flow would have been negative \$238,000 year-to-date. This illustrated the Harbor's precarious financial condition, and underscored the importance of the REC redevelopment project, and other future projects to increase the Harbor's revenue.

President Shepherd then opened up public comment. No members of the public commented. President Shepherd then moved the discussion to the next agenda item.

### **3) NEW BUSINESS**

#### ***(3A) Discuss Long-term tenant relocation plan.***

Alex Lemus, CEO of Renewable Energy Capital (REC), addressed RV Park residents who were concerned about being displaced as a result of redevelopment of Harbor properties. Mr. Lemus pledged that once he assumed possession of the RV parks, he would provide all residents who were in good standing with the Harbor, a forbearance period of 12 months, during which time eligible tenants would be protected from any rent increases or eviction proceedings. He explained that he wanted park residents to feel secure in their living arrangements, while efforts were made to identify suitable relocation plans for each resident. Mr. Lemus noted that each resident would be receiving a letter verifying their eligibility for the

12-month forbearance period. Residents who were not current on their rent payments, and residents found to have violated rules and terms of their rental agreements with the Harbor, would not be eligible for a forbearance. The 12-month forbearance would begin after the conclusion of the due diligence period prescribed in the ground lease agreement between REC and the Harbor.

Commissioner Weber expressed concern that some RV park residents might be at a disadvantage trying to negotiate a relocation plan with REC. Most residents would not be able to afford legal representation. Commissioner Weber explained that he wanted park residents to have a “level playing field” for negotiations, not because he believed that REC would act unfairly, but simply to keep the process beyond reproach. Commissioner Weber explained that the Board would be able to exercise a certain amount of oversight, because the final relocation plans required Board approval. However, it would not be feasible for the Harbor to provide negotiation assistance to park residents during the process of relocation plan development.

CEO/Harbormaster Tim Petrick replied that a consultant who specializes in relocation planning was preparing a fact sheet to inform RV park residents of their legal rights. The Board expressed its approval of this education effort.

President Shepherd then opened up public comment. Christopher Johns suggested that government funding might be available for legal aid. He mentioned that veterans qualified for free legal assistance in some circumstances, and programs for civilians might also be available.

President Shepherd pledged to investigate whether outside funding might be available for legal aid. He also pledged to bring up the subject during regular discussions between the Harbor and representatives at the county, state, and federal levels. As an example, he pledged that the subject would be discussed during an upcoming meeting with Jim Wood, a representative in the California State Assembly. President Shepherd then moved the discussion to the next agenda item.

***(3B) Presentation by Smith River Alliance on upcoming Elk Creek projects, and vote to approve Letter of Support from CCHD Board of Commissioners.***

Grant Werschull, Co-Executive Director of the Smith River Alliance (SRA), addressed the Board regarding SRA’s “Elk Valley Road Fish Passage and Sediment Reduction Design Project,” which proposed to replace culverts with bridges at vulnerable locations. Mr. Werschull explained that culvert replacements could prevent approximately 700 cubic yards of sediment from washing downstream into the Harbor.

Monica Scholey, SRA Program Coordinator, continued with a presentation that considered the potential impact from a large storm event. There would be the potential for culverts to fail completely, resulting in large maintenance and repair costs for the Harbor, loss of access routes along Elk Valley Road, and flood damage to many residents along Elk Creek.

Mr. Werschull and Ms. Scholey explained how the SRA plan aligned with the Harbor’s 10-Year Strategic Plan, and commitment to environmental stewardship. On that basis, they asked the Board to consider sending a letter of support for the SRA project that would help the SRA obtain grant funding.

Commissioner Stone asked for clarification on how much the Elk Valley project would cost. Ms. Scholey replied that the cost would be approximately \$2 million for six culvert replacements and associated mitigation work.

President Shepherd then opened up public comment. No members of the public commented. President Shepherd then moved the discussion back to the Board. Secretary Adams **moved** to send a letter of support for the SRA Elk Creek project. Commissioner Weber **seconded** the motion.

**POLLED VOTE** was called, **MOTION CARRIED.**

*Ayes:* WHITE, STONE, WEBER, ADAMS, SHEPHERD / *Nays:* NONE

*Absent:* NONE / *Abstain:* NONE

***(3C) Discuss and vote to approve proposal for purchase of new IT server for Crescent City Harbor District.***

Nathan, the Sales Manager for Infinite Consulting Services (ICS), provided an assessment of the Harbor's current IT server, and he explained the rationale for upgrading the equipment. One major concern was the age of the server, which was 8 years from the date of installation. After 7 years, Dell considered the server "end-of-life," and would no longer sell manufacturer provided support for the product. Manufacturers had found that after 7 years (on average), the likelihood of catastrophic failure increased significantly, which made it difficult to provide support to customers at a reasonable price. Another concern was the lack of available security patches, also due to the server's age.

Commissioner Stone inquired concerning the warranty that would be included with the server. Nathan replied that a 7-year warranty would be included with the purchase. The warranty would cover any hardware failure and provide next-day part replacement, with the labor cost also being covered.

Commissioner White **moved** to approve the purchase of a new IT server as proposed by ICS. Secretary Adams **seconded** the motion.

**POLLED VOTE** was called, **MOTION CARRIED.**

*Ayes:* WEBER, STONE, WHITE, ADAMS, SHEPHERD / *Nays:* NONE

*Absent:* NONE / *Abstain:* NONE

***(3D) Appoint Budget Review Ad Hoc Committee.***

President Shepherd appointed Commissioner White and Commissioner Stone to the Budget Review Ad Hoc Committee. President Shepherd then opened up public comment. No members of the public commented. President Shepherd then moved the discussion to the next agenda item.

**4) COMMUNICATIONS AND REPORTS**

***(5A) CEO/Harbormaster Report***

President Shepherd referred to the written bimonthly report prepared by the CEO/Harbormaster and submitted to the Board (see: <https://www.ccharbor.com/board-of-commissioners>). The Board accepted the report.

President Shepherd then opened up public comment. No members of the public commented. President Shepherd then moved the discussion to the next agenda item.

***(5B) Commissioner Reports.***

(a) Commissioner White: no report for this meeting.

(b) Commissioner Stone: no report for this meeting.

(c) Commissioner Weber: no report for this meeting.

(d) Secretary Adams: requested that the Harbor research lighting options for the flagpole installed in the inner boat basin. CEO/Harbormaster Petrick replied that he would look into possible options.

(e) President Shepherd: no report for this meeting

**6) ADJOURNMENT**

*ADJOURNMENT TO THE BOARD OF HARBOR COMMISSIONERS NEXT REGULAR MEETING SCHEDULED FOR TUESDAY, MAY 3, 2022 AT 2 P.M., VIA ZOOM WEB CONFERENCE AND IN-PERSON AT THE MAIN HARBOR OFFICE, LOCATED AT 101 CITIZENS DOCK ROAD.*

Approved this \_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Rick Shepherd, President

\_\_\_\_\_  
Harry Adams, Secretary

Crescent City Harbor District  
Check Detail  
May 2022

Type	Num	Date	Name	Item	Account	Original Amount
Check	ACH	05/02/2022	US BANK	CREDIT CARD PAYMENT	1040 · CCHD US BANK OPERATING 4766	-9,828.34
Check		05/17/2022	BRENDAN ANKERS	REFUND FOR CANCEL RESERVATION	1040 · CCHD US BANK OPERATING 4766	-561.50
Check		05/23/2022	KENNETH BRUCE DWELLEY	BAYSIDE PAYMENT	1047 · BAYSIDE RV PARK 1766	-4,190.50
Check		05/23/2022	ROBERT J. FRAZIER	BAYSIDE PAYMENT	1047 · BAYSIDE RV PARK 1766	-4,190.50
Bill Pmt -Check		05/24/2022	PRINCIPAL LIFE INS	EMPLOYEE LIFE INSURANCE	1040 · CCHD US BANK OPERATING 4766	0.00
Check	ACH	05/01/2022	VSP	EMPLOYEE VISION INSURANCE	1040 · CCHD US BANK OPERATING 4766	-61.65
Bill Pmt -Check	ACH	05/01/2022	AMERITAS LIFE INSURANCE CORP.	EMPLOYEE DENTAL INSURANCE	1040 · CCHD US BANK OPERATING 4766	-175.81
Bill Pmt -Check	ACH	05/01/2022	MOLO, INC.	APRIL PROCESSING FEES	1040 · CCHD US BANK OPERATING 4766	-1.19
Check	ACH	05/09/2022	CALPERS HEALTH	MONTHLY HEALTH EMPLOYEES	1040 · CCHD US BANK OPERATING 4766	-16,165.54
Check	ACH	05/09/2022	US BANK	CREDIT CARD PAYMENT	1040 · CCHD US BANK OPERATING 4766	-612.74
Check	ACH	05/13/2022	FRONTIER	INTERNET FOR REDWOOD	1045 · REDWOOD HARBOR VILLAGE 0707	-69.08
Check	ACH	05/16/2022	FRONTIER	PHONES FOR HARBOR	1040 · CCHD US BANK OPERATING 4766	-461.89
Check	ACH	05/16/2022	CALPERS RETIREMENT	EMPLOYEE RETIREMENT PAYMENT	1040 · CCHD US BANK OPERATING 4766	-3,444.18
Check	ACH	05/18/2022	DISH NETWORK	INTERNET FOR BAYSIDE	1047 · BAYSIDE RV PARK 1766	-926.58
Bill Pmt -Check	ACH	05/19/2022	SPECTRUM (CHARTER)	INTERNET FOR HARBOR	1040 · CCHD US BANK OPERATING 4766	-229.98
Bill Pmt -Check	ACH	05/23/2022	SPECTRUM (CHARTER)	CABLE FOR BAYSIDE	1047 · BAYSIDE RV PARK 1766	-190.65
Bill Pmt -Check	1422	05/02/2022	CCWATER	WATER FOR BAYSIDE	1047 · BAYSIDE RV PARK 1766	-1,871.82
Bill Pmt -Check	1423	05/02/2022	RECOLOGY DN	TRASH SERVICE FOR BAYSIDE	1047 · BAYSIDE RV PARK 1766	-2,299.28
Check	1424	05/02/2022	KENNETH BRUCE DWELLEY	PAYMENT FOR BAYSIDE	1047 · BAYSIDE RV PARK 1766	-4,190.50
Check	1425	05/02/2022	ROBERT J. FRAZIER	PAYMENT FOR BAYSIDE	1047 · BAYSIDE RV PARK 1766	-4,190.50

**Crescent City Harbor District**  
**Check Detail**  
May 2022

Bill Pmt -Check	1426	05/16/2022 MENDES SUPPLY CO	JANITORIAL SUPPLIES FOR BAYSIDE	1047 · BAYSIDE RV PARK 1766	-256.64
Bill Pmt -Check	1427	05/16/2022 SUBURBAN PROPANE	PROPANE FOR BAYSIDE	1047 · BAYSIDE RV PARK 1766	-408.99
Bill Pmt -Check	1428	05/16/2022 ROTO ROOTER INC	PLUMBING SERVICES FOR BAYSIDE	1047 · BAYSIDE RV PARK 1766	-130.00
Bill Pmt -Check	1429	05/16/2022 PACIFIC POWER	ELECTRIC FOR BAYSIDE	1047 · BAYSIDE RV PARK 1766	-4,397.51
Check	1430	05/16/2022 CLR LAUNDRY	LAUNDRY MACHINES	1047 · BAYSIDE RV PARK 1766	-320.00
Check	1431	05/16/2022 JAMES M. SMITH	REFUND OF HALF RENT DUE TO VACATING PROPERTY	1047 · BAYSIDE RV PARK 1766	-198.56
Bill Pmt -Check	2217	05/02/2022 CCWATER	WATER FOR REDWOOD	1045 · REDWOOD HARBOR VILLAGE 0707	-1,713.42
Bill Pmt -Check	2218	05/02/2022 SUBURBAN PROPANE	PROPANE FOR REDWOOD	1045 · REDWOOD HARBOR VILLAGE 0707	-119.92
Bill Pmt -Check	2219	05/02/2022 RECOLOGY DN	TRASH SERVICE FOR REDWOOD	1045 · REDWOOD HARBOR VILLAGE 0707	-2,589.63
Bill Pmt -Check	2220	05/16/2022 DISH NETWORK	CABLE SERVICE FOR REDWOOD	1045 · REDWOOD HARBOR VILLAGE 0707	-1,989.16
Bill Pmt -Check	2221	05/16/2022 PACIFIC POWER	ELECTRIC FOR REDWOOD	1045 · REDWOOD HARBOR VILLAGE 0707	-4,181.54
Check	2222	05/16/2022 CLR LAUNDRY	LAUNDRY MACHINES	1045 · REDWOOD HARBOR VILLAGE 0707	-240.00
Bill Pmt -Check	6392	05/02/2022 BEST BEST & KRIEGER, LLP	LEGAL SERVICES	1040 · CCHD US BANK OPERATING 4766	-21,848.20
Bill Pmt -Check	6393	05/02/2022 CCWATER	WATER FOR HARBOR	1040 · CCHD US BANK OPERATING 4766	-1,177.65
Bill Pmt -Check	6394	05/02/2022 R.A. KIRKLAND INC.	LANDSCAPPING SERVICES	1040 · CCHD US BANK OPERATING 4766	-5,833.33
Bill Pmt -Check	6395	05/02/2022 CRESCENT ACE HARDWARE	JANITORIAL SUPPLIES FOR HARBOR	1040 · CCHD US BANK OPERATING 4766	-266.21
Bill Pmt -Check	6396	05/02/2022 INFINITE CONSULTING SERVICES	IT SERVICES	1040 · CCHD US BANK OPERATING 4766	-27,686.13
Bill Pmt -Check	6397	05/02/2022 CRUSER MITCHELL	FASHION BLACKSMITH VS CCHD	1040 · CCHD US BANK OPERATING 4766	-11,670.50
Bill Pmt -Check	6398	05/02/2022 ACCOUNTEMPS	FINANCIAL ADVISOR	1040 · CCHD US BANK OPERATING 4766	-3,200.16
Bill Pmt -Check	6399	05/02/2022 AIRMED CARE NETWORK/CAL ORE	EMPLOYEE HEALTH BENEFITS/ AIR AMBULANCE	1040 · CCHD US BANK OPERATING 4766	-61.00

**Crescent City Harbor District**  
**Check Detail**  
May 2022

Bill Pmt -Check	6400	05/02/2022 FASTENAL	MAINTENANCE SUPPLIES	1040 · CCHD US BANK OPERATING 4766	-22.10
Bill Pmt -Check	6401	05/02/2022 KILLOPS LAND SURVEYING 1	LAND SURVEY FOR LEASES	1040 · CCHD US BANK OPERATING 4766	-2,360.00
Bill Pmt -Check	6402	05/02/2022 NATIONWIDE LEGAL, LLC	LEGAL FEES	1040 · CCHD US BANK OPERATING 4766	-47.90
Bill Pmt -Check	6403	05/02/2022 MM DIVING SERVICES	SUCTION HOSE	1040 · CCHD US BANK OPERATING 4766	-500.00
Bill Pmt -Check	6404	05/02/2022 NAPA	FUEL FILTER MOBILE CRANE REPAIR	1040 · CCHD US BANK OPERATING 4766	-102.49
Bill Pmt -Check	6405	05/02/2022 PACIFIC POWER	ELECTRICITY FOR HARBOR	1040 · CCHD US BANK OPERATING 4766	-3,020.06
Bill Pmt -Check	6406	05/02/2022 PROGRESSIVE INSURANCE	VEHICLE INSURANCE	1040 · CCHD US BANK OPERATING 4766	-770.76
Bill Pmt -Check	6407	05/02/2022 UMPQUA BANK	FORKLIFT PAYMENT	1040 · CCHD US BANK OPERATING 4766	-2,447.69
Bill Pmt -Check	6408	05/02/2022 LAI TRUST	CHEVY SIERRA PAYMENT	1040 · CCHD US BANK OPERATING 4766	-1,029.86
Bill Pmt -Check	6409	05/16/2022 ACCOUNTEMPS	FINANCIAL ADVISOR	1040 · CCHD US BANK OPERATING 4766	-8,678.40
Bill Pmt -Check	6410	05/16/2022 ARAMARK INC	UNIFORM CLEANING SERVICES	1040 · CCHD US BANK OPERATING 4766	-322.00
Bill Pmt -Check	6411	05/16/2022 ADVANCED SECURITY SYSTEMS CC	SECURITY SYSTEMS FOR HARBOR	1040 · CCHD US BANK OPERATING 4766	-328.50
Bill Pmt -Check	6412	05/16/2022 BEST BEST & KRIEGER, LLP	LEGAL SERVICES	1040 · CCHD US BANK OPERATING 4766	-1,457.50
Bill Pmt -Check	6413	05/16/2022 C RENNER PETROLEUM INC	FUEL FOR HARBOR VEHICLES	1040 · CCHD US BANK OPERATING 4766	-712.49
Bill Pmt -Check	6414	05/16/2022 INDUSTRIAL STEEL & SUPPLY	MAINTENANCE SUPPLIES	1040 · CCHD US BANK OPERATING 4766	-6,955.37
Bill Pmt -Check	6415	05/16/2022 MENDES SUPPLY CO	JANITORIAL SUPPLIES FOR HARBOR	1040 · CCHD US BANK OPERATING 4766	-116.89
Bill Pmt -Check	6416	05/16/2022 COUNTRY MEDIA INC	NEWSPAPER AD JOB LISTING	1040 · CCHD US BANK OPERATING 4766	-64.00
Bill Pmt -Check	6417	05/16/2022 THERMO FLUIDS INC	OIL DISPOSAL FOR HARBOR	1040 · CCHD US BANK OPERATING 4766	-274.52
Bill Pmt -Check	6418	05/16/2022 RECOLOGY DN	TRASH SERVICE FOR HARBOR	1040 · CCHD US BANK OPERATING 4766	-5,587.72
Bill Pmt -Check	6419	05/16/2022 JAMS, INC.	LEGAL DUTRA VS CCHD	1040 · CCHD US BANK OPERATING 4766	-7,941.66

**Crescent City Harbor District  
Check Detail  
May 2022**

Bill Pmt -Check	6420	05/16/2022 PORTER SCOTT	LEGAL DUTRA VS CCHD	1040 · CCHD US BANK OPERATING 4766	-2,288.90
Bill Pmt -Check	6421	05/16/2022 MIKE BAHR	GRANT WRITER	1040 · CCHD US BANK OPERATING 4766	-6,000.00
Bill Pmt -Check	6422	05/16/2022 US CELLULAR	SECURITY CELL PAYMENT	1040 · CCHD US BANK OPERATING 4766	-217.93
Bill Pmt -Check	6423	05/16/2022 QUILL	OFFICE SUPPLIES	1040 · CCHD US BANK OPERATING 4766	-413.67
Bill Pmt -Check	6424	05/16/2022 O'HAGAN/ MEYER	FASHION BLACKSMITH VS CCHD	1040 · CCHD US BANK OPERATING 4766	-4,116.00
Bill Pmt -Check	6425	05/16/2022 MOR-JON INC	PARTS FOR MOBILE CRANE REPAIR	1040 · CCHD US BANK OPERATING 4766	-39.70
Bill Pmt -Check	6426	05/16/2022 REDWOOD LEAVITT INS AGENCY	INSURANCE FOR HARBOR	1040 · CCHD US BANK OPERATING 4766	-19,800.00
Bill Pmt -Check	6427	05/16/2022 STREAMLINE	WEB MEMBERSHIP	1040 · CCHD US BANK OPERATING 4766	-200.00
Bill Pmt -Check	6428	05/16/2022 GEORGE'S AUTO INC	VEHICLE REPAIR PARTS	1040 · CCHD US BANK OPERATING 4766	-58.96
Bill Pmt -Check	6429	05/16/2022 INFINITE CONSULTING SERVICES	IT SERVICES	1040 · CCHD US BANK OPERATING 4766	-1,600.00
Bill Pmt -Check	6430	05/16/2022 D & R EQUIPMENT REPAIR LLC	FORKLIFT REPAIR FUEL PUMP	1040 · CCHD US BANK OPERATING 4766	-990.00
Bill Pmt -Check	6431	05/16/2022 ENGLUND MARINE	MAINTENANCE SUPPLIES	1040 · CCHD US BANK OPERATING 4766	-18.37
Bill Pmt -Check	6432	05/16/2022 EUREKA OXYGEN	WELDING SUPPLIES FOR MAINTENANCE	1040 · CCHD US BANK OPERATING 4766	-73.00
Bill Pmt -Check	6433	05/16/2022 ROTO ROOTER INC	PORTA POTTIES FOR SUMMER	1040 · CCHD US BANK OPERATING 4766	-418.81
Bill Pmt -Check	6434	05/16/2022 HOME DEPOT CREDIT SERVICES	JANITORIAL SUPPLIES FOR HARBOR	1040 · CCHD US BANK OPERATING 4766	-322.97
Bill Pmt -Check	6436	05/16/2022 PACIFIC AFFILIATES CONSULTING ENGINEERS	HYDROGRAPHIC SURVEY	1040 · CCHD US BANK OPERATING 4766	-10,600.00
Bill Pmt -Check	6437	05/16/2022 LAI TRUST	CHEVY SIERRA PAYMENT	1040 · CCHD US BANK OPERATING 4766	-1,044.45
Check	6438	05/16/2022 CARPENTERS LOCAL 751	UNION DUES FOR MAINTENANCE	1040 · CCHD US BANK OPERATING 4766	-100.00
				TOTAL	<hr/> 232,993.45



Type	Num	Date	Name	Item	Account	Original Amount
Check		6/14/2022	CARPENTERS LOCAL 751	UNION DUES	1040 - CCHD US BANK OPERATING 4766	-100
Check	ACH	6/1/2022	VSP	EMPLOYEE VISION	1045 - REDWOOD HARBOR VILLAGE 0707	-262.58
Bill Pmt -Check	ACH	6/1/2022	SPECTRUM (CHARTER)	INTERNET CCHD	1040 - CCHD US BANK OPERATING 4766	-229.98
Bill Pmt -Check	ACH	6/2/2022	AMERITAS LIFE INSURANCE CORP.	EMPLOYEE LIFE INSURANCE	1040 - CCHD US BANK OPERATING 4766	-659.28
Check	ACH	6/2/2022	GLOBAL PAYMENTS	CREDIT CARD CHARGES FOR CCHD	1040 - CCHD US BANK OPERATING 4766	-2182.04
Bill Pmt -Check	ACH	6/3/2022	UMPQUA BANK	FORKLIFT PAYMENT	1040 - CCHD US BANK OPERATING 4766	-2253.12
Check	ACH	6/3/2022	GLOBAL PAYMENTS	CREDIT CARD CHARGES FOR BAYSIDE	1047 - BAYSIDE RV PARK 1766	-417.77
Check	ACH	6/10/2022	CALPERS HEALTH	EMPLOYEE HEALTH BENEFITS	1040 - CCHD US BANK OPERATING 4766	-25337.99
Check	ACH	6/13/2022	FRONTIER	CCHD TELEPHONES PAYMENT	1040 - CCHD US BANK OPERATING 4766	-462.26
Check	1432	6/3/2022	KENNETH BRUCE DWELLEY	BAYSIDE PAYMENT	1047 - BAYSIDE RV PARK 1766	-4190.5
Check	1433	6/3/2022	ROBERT J. FRAZIER	BAYSIDE PAYMENT	1047 - BAYSIDE RV PARK 1766	-4190.5
Bill Pmt -Check	1434	6/3/2022	CCWATER	WATER FOR BAYSIDE	1047 - BAYSIDE RV PARK 1766	-1762.81
Bill Pmt -Check	1435	6/3/2022	CRESCENT ACE HARDWARE	JANITORIAL SUPPLIES	1047 - BAYSIDE RV PARK 1766	-249.46
Bill Pmt -Check	1436	6/3/2022	RECOLOGY DN	TRASH SERVICE FOR BAYSIDE	1047 - BAYSIDE RV PARK 1766	-2299.28
Bill Pmt -Check	1437	6/3/2022	SUBURBAN PROPANE	PROPANE FOR BAYSIDE	1047 - BAYSIDE RV PARK 1766	-522.86
Bill Pmt -Check	1438	6/3/2022	DN OFFICE	TONER FOR PRINTER	1047 - BAYSIDE RV PARK 1766	-242.9
Check	1439	6/10/2022	CLR LAUNDRY	LAUNDRY MACHINE	1047 - BAYSIDE RV PARK 1766	-493
Bill Pmt -Check	1440	6/10/2022	PACIFIC POWER	ELECTRIC FOR BAYSIDE	1047 - BAYSIDE RV PARK 1766	-4120.54
Check	2223	6/3/2022	ROXANNE KISSINGER	REFUND OF SECURITY DEPOSIT	1045 - REDWOOD HARBOR VILLAGE 0707	-200
Bill Pmt -Check	2224	6/3/2022	ADVANCED SECURITY SYSTEMS CC	SECURITY SYSTEM AT REDWOOD	1045 - REDWOOD HARBOR VILLAGE 0707	-107.39
Bill Pmt -Check	2225	6/3/2022	CCWATER	WATER FOR REDWOOD	1045 - REDWOOD HARBOR VILLAGE 0707	-1342.06
Bill Pmt -Check	2226	6/3/2022	CRESCENT ACE HARDWARE	JANITORIAL SUPPLIES	1045 - REDWOOD HARBOR VILLAGE 0707	-266.47
Bill Pmt -Check	2227	6/3/2022	RECOLOGY DN	TRASH SERVICE FOR REDWOOD	1045 - REDWOOD HARBOR VILLAGE 0707	-2583.48

Bill Pmt -Check	2228	6/3/2022 SUBURBAN PROPANE	PROPANE FOR REDWOOD	1045 · REDWOOD HARBOR VILLAGE 0707	-97.89
Check	2229	6/10/2022 CLR LAUNDRY	LAUNDRY MACHINES	1045 · REDWOOD HARBOR VILLAGE 0707	-411
Bill Pmt -Check	2230	6/10/2022 PACIFIC POWER	ELECTRIC FOR REDWOOD	1045 · REDWOOD HARBOR VILLAGE 0707	-3888.31
Bill Pmt -Check	6440	6/3/2022 TOPPER	INITIAL PAYMENT FOR SECURITY GATES	1040 · CCHD US BANK OPERATING 4766	-18110.03
Bill Pmt -Check	6441	6/3/2022 CCWATER	WATER FOR HARBOR	1040 · CCHD US BANK OPERATING 4766	-1455.01
Bill Pmt -Check	6442	6/3/2022 BEST BEST & KRIEGER, LLP	LEGAL FEES	1040 · CCHD US BANK OPERATING 4766	-28562.42
Bill Pmt -Check	6443	6/3/2022 EUREKA OXYGEN	WELDING SUPPLIES	1040 · CCHD US BANK OPERATING 4766	-721.5
Bill Pmt -Check	6444	6/3/2022 STREAMLINE	MEMBERSHIP FEE	1040 · CCHD US BANK OPERATING 4766	-200
Bill Pmt -Check	6445	6/3/2022 ACCOUNTEMP	FINANCIAL ADVISOR	1040 · CCHD US BANK OPERATING 4766	-13017.6
Bill Pmt -Check	6446	6/3/2022 XEROX	PRINTER PAYMENT	1040 · CCHD US BANK OPERATING 4766	-299.2
Bill Pmt -Check	6447	6/3/2022 GEOENGINEERS INC	DREDGE PROJECT MANAGER	1040 · CCHD US BANK OPERATING 4766	-318
Bill Pmt -Check	6448	6/3/2022 THERMO FLUIDS INC	OIL DISPERSMENT	1040 · CCHD US BANK OPERATING 4766	-201.92
Bill Pmt -Check	6449	6/3/2022 RECOLOGY DN	TRASH SERVICE FOR CCHD	1040 · CCHD US BANK OPERATING 4766	-10358.98
Bill Pmt -Check	6450	6/3/2022 SUBURBAN PROPANE	PROPANE FOR HARBOR	1040 · CCHD US BANK OPERATING 4766	-60
Bill Pmt -Check	6451	6/3/2022 ARAMARK INC	UNIFORM CLEANING	1040 · CCHD US BANK OPERATING 4766	-161
Bill Pmt -Check	6452	6/3/2022 GUZIWEST INSPECTION & CONSULTING	BUILDING ANALYSIS	1040 · CCHD US BANK OPERATING 4766	-3750
Bill Pmt -Check	6453	6/3/2022 CRESCENT ELECTRIC	FLAG POLE LIGHTS	1040 · CCHD US BANK OPERATING 4766	-2431.01
Bill Pmt -Check	6454	6/3/2022 JOBOT	COMPTROLLER PLACEMENT FEES	1040 · CCHD US BANK OPERATING 4766	-22500
Bill Pmt -Check	6455	6/3/2022 PORTER SCOTT	LEGAL FEES	1040 · CCHD US BANK OPERATING 4766	-415.5
Bill Pmt -Check	6456	6/3/2022 MIKE BAHR	GRANT PROPOSAL WRITER	1040 · CCHD US BANK OPERATING 4766	-6000
Bill Pmt -Check	6457	6/3/2022 CURRY EQUIPMENT	PARTS FOR MOWER	1040 · CCHD US BANK OPERATING 4766	-85.27
Bill Pmt -Check	6458	6/3/2022 D & R EQUIPMENT REPAIR LLC	FORKLIFT FUEL PUMP	1040 · CCHD US BANK OPERATING 4766	-385
Bill Pmt -Check	6459	6/3/2022 INFINITE CONSULTING SERVICES	IT SERVICES	1040 · CCHD US BANK OPERATING 4766	-5030.66
Bill Pmt -Check	6460	6/3/2022 US CELLULAR	SECURITY CELLPHONE	1040 · CCHD US BANK OPERATING 4766	-224.33

Bill Pmt -Check	6461	6/3/2022 C RENNER PETROLEUM INC	FUEL FOR HARBOR VEHICLES	1040 · CCHD US BANK OPERATING 4766	-1533.61
Bill Pmt -Check	6462	6/3/2022 MENDES SUPPLY CO	JANITORIAL SUPPLIES	1040 · CCHD US BANK OPERATING 4766	-528.04
Bill Pmt -Check	6463	6/3/2022 MARINE LEIN SALE, INC	LEIN BOAT PAYMENT	1040 · CCHD US BANK OPERATING 4766	-180
Bill Pmt -Check	6464	6/3/2022 INDUSTRIAL STEEL & SUPPLY	PARTS FOR THE MAIN DOCK	1040 · CCHD US BANK OPERATING 4766	-72.97
Bill Pmt -Check	6465	6/3/2022 GEORGE'S AUTO INC	PARTS FOR VEHICLES	1040 · CCHD US BANK OPERATING 4766	-128.35
Bill Pmt -Check	6466	6/3/2022 AIRMED CARE NETWORK/CAL ORE	EMPLOYEE MEMBERSHIP FEE	1040 · CCHD US BANK OPERATING 4766	-54
Check	6467	6/3/2022 BRENDAN ANKERS	REFUND FOR MOORAGE UNABLE TO BE HERE	1040 · CCHD US BANK OPERATING 4766	-561.5
Bill Pmt -Check	6468	6/3/2022 CRESCENT ACE HARDWARE	JANITORIAL SUPPLIES	1040 · CCHD US BANK OPERATING 4766	-651.31
Bill Pmt -Check	6469	6/3/2022 ADVANCED SECURITY SYSTEMS CC	GIFT SHOP SECURITY SYSTEM	1040 · CCHD US BANK OPERATING 4766	-223.85
Bill Pmt -Check	6470	6/3/2022 PROGRESSIVE INSURANCE	HARBOR VEHICLE INSURANCE	1040 · CCHD US BANK OPERATING 4766	-1434.64
Check	6471	6/8/2022 SEA OF DREAMS LEARNING CENTER	YOUNG ENTREPRENEURS PAYMENT	1040 · CCHD US BANK OPERATING 4766	-200
Bill Pmt -Check	6472	6/10/2022 ACCOUNTEMP	FINANCIAL ADVISOR	1040 · CCHD US BANK OPERATING 4766	-8678.4
Bill Pmt -Check	6473	6/10/2022 COUNTRY MEDIA INC	NEWSPAPER JOB LISTING	1040 · CCHD US BANK OPERATING 4766	-140.18
Bill Pmt -Check	6474	6/10/2022 CRESCENT ELECTRIC	ELECTRICAL REPAIRS	1040 · CCHD US BANK OPERATING 4766	-6215.42
Bill Pmt -Check	6475	6/10/2022 EMILY CATER	JANITORIAL SERVICES	1040 · CCHD US BANK OPERATING 4766	-180
Bill Pmt -Check	6476	6/10/2022 ENGLUND MARINE	MAINTENANCE PARTS FOR REPAIRS	1040 · CCHD US BANK OPERATING 4766	-189.6
Bill Pmt -Check	6477	6/10/2022 INFINITE CONSULTING SERVICES	IT SERVICES	1040 · CCHD US BANK OPERATING 4766	-203.88
Bill Pmt -Check	6478	6/10/2022 MENDES SUPPLY CO	JANITORIAL SUPPLIES	1040 · CCHD US BANK OPERATING 4766	-280.11
Bill Pmt -Check	6479	6/10/2022 NORTHCOAST HEALTH SCREENING	SCREENING FOR NEW EMPLOYEE	1040 · CCHD US BANK OPERATING 4766	-45
Bill Pmt -Check	6480	6/10/2022 QUILL	OFFICE SUPPLIES	1040 · CCHD US BANK OPERATING 4766	-78.22
Bill Pmt -Check	6481	6/10/2022 R.A. KIRKLAND INC.	LAWN CARE SERVICES	1040 · CCHD US BANK OPERATING 4766	-5833.33
Bill Pmt -Check	6482	6/10/2022 ROTO ROOTER INC	PORTA POTTIES PAYMENT	1040 · CCHD US BANK OPERATING 4766	-461.41
Bill Pmt -Check	6483	6/10/2022 SOUTH COAST SHOPPER	NEWSPAPER AD IN BROOKINGS	1040 · CCHD US BANK OPERATING 4766	-63
				TOTAL	201097.72

**RESOLUTION NO. 2022-09**

**A RESOLUTION OF THE BOARD OF HARBOR  
COMMISSIONERS OF THE CRESCENT CITY HARBOR  
DISTRICT MAKING FINDINGS AND DETERMINATIONS  
UNDER AB 361 FOR CONTINUED VIRTUAL MEETINGS**

**WHEREAS**, the Crescent City Harbor District (“District”) is committed to preserving and nurturing public access and participation in meetings of the Board of Harbor Commissioners (“Board”); and

**WHEREAS**, all meetings of District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963)(the “Brown Act”), so that any member of the public may attend, participate, and watch the District Board meetings or any meetings where District legislative bodies conduct their business; and

**WHEREAS**, starting in March 2020, in response to the spread of COVID-19 in the State of California, the Governor issued a number of executive orders aimed at containing the COVID-19 virus; and

**WHEREAS**, among other things, these orders waived certain requirements of the Brown Act to allow legislative bodies to meet virtually; and

**WHEREAS**, on September 16, 2021 the Governor signed Assembly Bill 361 (“AB361”)(in effect as of October 1, 2021), which allows legislative bodies to meet virtually provided there is a state of emergency, and either: (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

**WHEREAS**, the California Health Officer issued an order on December 22, 2021 that the recent emergency of the Omicron variant has further emphasized the importance of prevention efforts;

**WHEREAS**, social distancing is form of prevention that allows for the participation of the community, staff, presenters, and legislative body members in a safe environment, with no risk of contagion and it is recommended that legislative bodies continue to implement 100% of remote meetings; and

**WHEREAS**, on January 4, 2022, the Board adopted Resolution 2022-01 authorizing remote teleconference meetings of the Crescent City Harbor District; and

**WHEREAS**, on February 1, 2022, the Board adopted Resolution 2022-02 authorizing the extension of remote teleconference meetings of the Crescent City Harbor District; and

**WHEREAS**, on March 1, 2022, the Board adopted Resolution 2022-03 authorizing the extension of remote teleconference meetings of the Crescent City Harbor District; and

**WHEREAS**, on April 5, 2022, the Board adopted Resolution 2022-04 authorizing the extension of remote teleconference meetings of the Crescent City Harbor District; and

**WHEREAS**, on May 3, 2022, the Board adopted Resolution 2022-07 authorizing the extension of remote teleconference meetings of the Crescent City Harbor District; and

**WHEREAS**, the Board has reconsidered the circumstances of the state of emergency and finds that state officials continue to recommend measures to promote social distancing; and

**WHEREAS**, the Board desires that the District shall continue to hold virtual meetings pursuant to AB 361 and Government Code section 54953(e).

**NOW, THEREFORE, THE BOARD OF HARBOR COMMISSIONERS OF THE CRESCENT CITY HARBOR DISTRICT DOES HEREBY RESOLVE AND FIND AS FOLLOWS:**

**Section 1.** The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

**Section 2.** The Board of Harbor Commissioners of the Crescent City Harbor District shall be authorized to continue to meet virtually in accordance with Government Code section 54953(e) and without compliance with section 54953(b)(3).

**Section 3.** This Resolution does not prevent or prohibit the Board from holding hybrid meetings (containing both virtual and in-person components) or from meeting in-person, provided such meetings comply with AB 361 and with all state and local health orders.

**Section 4.** The Board shall take action to renew this Resolution every 30 days for as long as any state or local officials continue to recommend any measures to promote social distancing, but the Board may terminate the Resolution at any time. In the event that more than 30 days pass between regular Board meetings, the Board shall take action to renew this Resolution prior to taking any action or engaging in any deliberation or discussion in a virtual meeting; renewal of this Resolution may occur either at the beginning of the next regular meeting or at a special meeting called for such purposes. In the event this Resolution has lapsed, and the Board has not terminated it, the Board shall be authorized to, and shall, make any required findings in order to meet virtually under AB 361.

**Section 5.** If any provision of this Resolution or the application of any such provision to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The Board declares that the Board would have adopted this Resolution irrespective of the invalidity of any particular portion of this Resolution.

**Section 6.** This Resolution shall take effect immediately upon its adoption.

APPROVED, ADOPTED AND SIGNED this 21st day of June 2022.

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Rick Shepherd, President  
Board of Harbor Commissioners  
Crescent City Harbor District

ATTEST:

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Mike Rademaker, Clerk  
Board of Harbor Commissioners  
Crescent City Harbor District

AYES:

NOES:

ABSENT:

ABSTAIN:



## **2. Financial Reports**

### **a. Account Balances, Accounts Receivable Report**

***Public Comment?***

**BANK BALANCES AS OF 5.31.22****BANK BALANCES AS OF 6.13.22****DIFFERENCE**

CCHD OPERATING	\$196,189.82	CCHD OPERATING	\$164,097.29	-\$32,092.53
CCHD SAVINGS	\$30,021.29	CCHD SAVINGS	\$30,021.29	\$0.00
REDWOOD HARBOR	\$2,696.15	REDWOOD HARBOR	\$12,457.13	\$9,760.98
BAYSIDE RV PARK	\$11,924.35	BAYSIDE RV PARK	\$16,381.80	\$4,457.45
LAIF ACCOUNT	\$1,697,710.65	LAIF ACCOUNT	\$1,697,710.65	\$0.00
<b>TOTALS</b>	<b>\$1,938,542.26</b>	<b>TOTALS</b>		<b>-\$17,874.10</b>



**CCHD AR AS OF 06-16-2022**

<b>ID</b>	<b>TOTAL</b>	<b>Current</b>	<b>1 - 30</b>	<b>31 - 60</b>	<b>61 - 90</b>	<b>&gt; 90</b>
AW	\$ 243.60	\$ 178.71	\$ 64.89	\$ -	\$ -	\$ -
AM	\$ 146.44	\$ 53.83	\$ 92.61	\$ -	\$ -	\$ -
AW	\$ 1,637.07	\$ 295.65	\$ 1,114.92	\$ 126.50	\$ 100.00	\$ -
AL	\$ 2,523.22	\$ 2,523.22	\$ -	\$ -	\$ -	\$ -
BA	\$ 453.18	\$ 93.87	\$ 104.41	\$ 128.40	\$ 126.50	\$ -
AE	\$ 284.80	\$ 209.80	\$ 75.00	\$ -	\$ -	\$ -
AE	\$ 76.78	\$ 76.78	\$ -	\$ -	\$ -	\$ -
BJ	\$ 315.00	\$ 315.00	\$ -	\$ -	\$ -	\$ -
BP	\$ 23.66	\$ 23.66	\$ -	\$ -	\$ -	\$ -
BP	\$ 30.00	\$ 30.00	\$ -	\$ -	\$ -	\$ -
BB	\$ 430.00	\$ -	\$ 430.00	\$ -	\$ -	\$ -
BO	\$ 155.20	\$ 155.20	\$ -	\$ -	\$ -	\$ -
BM	\$ 34.89	\$ 29.70	\$ 5.19	\$ -	\$ -	\$ -
BC	\$ 385.00	\$ -	\$ 385.00	\$ -	\$ -	\$ -
BB	\$ 311.04	\$ 311.04	\$ -	\$ -	\$ -	\$ -
CP	\$ 574.33	\$ 574.33	\$ -	\$ -	\$ -	\$ -
CB	\$ 329.50	\$ 29.50	\$ -	\$ 300.00	\$ -	\$ -
CB	\$ 78.25	\$ 25.79	\$ 52.46	\$ -	\$ -	\$ -
CC	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -
CW	\$ 2,532.62	\$ 2,532.62	\$ -	\$ -	\$ -	\$ -
CM	\$ (385.00)	\$ -	\$ (385.00)	\$ -	\$ -	\$ -
CV	\$ 5.00	\$ -	\$ 5.00	\$ -	\$ -	\$ -
CN	\$ 130.70	\$ 130.70	\$ -	\$ -	\$ -	\$ -
CJ	\$ (385.00)	\$ -	\$ (385.00)	\$ -	\$ -	\$ -
CR	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -
CM	\$ 1,405.00	\$ 1,197.67	\$ 107.33	\$ -	\$ 100.00	\$ -
DT	\$ 266.41	\$ 96.57	\$ 169.84	\$ -	\$ -	\$ -
DY	\$ 1,230.00	\$ 1,230.00	\$ -	\$ -	\$ -	\$ -
DH	\$ 285.00	\$ -	\$ 285.00	\$ -	\$ -	\$ -
DD	\$ 146.77	\$ 146.77	\$ -	\$ -	\$ -	\$ -
DH	\$ 24.64	\$ 24.64	\$ -	\$ -	\$ -	\$ -
DW	\$ 7.14	\$ 7.14	\$ -	\$ -	\$ -	\$ -
DG	\$ 7.28	\$ 7.28	\$ -	\$ -	\$ -	\$ -
DS	\$ 75.00	\$ 75.00	\$ -	\$ -	\$ -	\$ -
ES	\$ 986.62	\$ -	\$ -	\$ -	\$ 186.62	\$ 800.00
EH	\$ 145.90	\$ 55.90	\$ 30.00	\$ -	\$ 30.00	\$ 30.00
FG	\$ 113.26	\$ 113.26	\$ -	\$ -	\$ -	\$ -
FC	\$ 3,250.00	\$ 3,250.00	\$ -	\$ -	\$ -	\$ -
FL	\$ 1,867.21	\$ 1,392.21	\$ -	\$ 475.00	\$ -	\$ -
FT	\$ 400.00	\$ -	\$ 400.00	\$ -	\$ -	\$ -
FD	\$ 0.42	\$ 0.42	\$ -	\$ -	\$ -	\$ -
FZ	\$ 0.70	\$ 0.70	\$ -	\$ -	\$ -	\$ -
FS	\$ 12.88	\$ 12.88	\$ -	\$ -	\$ -	\$ -
GN	\$ (450.00)	\$ -	\$ (450.00)	\$ -	\$ -	\$ -
GH	\$ 6,230.89	\$ 4,592.00	\$ 1,638.89	\$ -	\$ -	\$ -
HA	\$ 0.59	\$ -	\$ 0.59	\$ -	\$ -	\$ -
JE	\$ 85.45	\$ 55.45	\$ -	\$ -	\$ 30.00	\$ -
JH	\$ 2,612.13	\$ 70.68	\$ 21.45	\$ -	\$ 2,520.00	\$ -
JB	\$ 74.98	\$ 25.74	\$ -	\$ 49.24	\$ -	\$ -
JM	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -
JH	\$ 69.23	\$ 43.31	\$ 25.92	\$ -	\$ -	\$ -
JH	\$ 48.58	\$ 48.58	\$ -	\$ -	\$ -	\$ -
JM	\$ 450.00	\$ -	\$ 450.00	\$ -	\$ -	\$ -
JL	\$ 385.00	\$ -	\$ 385.00	\$ -	\$ -	\$ -
JS	\$ 71.00	\$ -	\$ -	\$ -	\$ 71.00	\$ -
JP	\$ 3.36	\$ 3.36	\$ -	\$ -	\$ -	\$ -

**CCHD AR AS OF 06-16-2022**

ID	TOTAL	Current	1 - 30	31 - 60	61 - 90	> 90
JM	\$ 150.00	\$ -	\$ 150.00	\$ -	\$ -	\$ -
JP	\$ (1,908.60)	\$ -	\$ (1,908.60)	\$ -	\$ -	\$ -
JB	\$ 903.30	\$ 523.30	\$ 380.00	\$ -	\$ -	\$ -
JM	\$ 181.94	\$ 151.94	\$ 30.00	\$ -	\$ -	\$ -
JB	\$ 104.62	\$ 104.62	\$ -	\$ -	\$ -	\$ -
JB	\$ 127.58	\$ 127.58	\$ -	\$ -	\$ -	\$ -
JH	\$ 5.00	\$ -	\$ 5.00	\$ -	\$ -	\$ -
JJ	\$ 130.00	\$ -	\$ -	\$ 130.00	\$ -	\$ -
JM	\$ 108.00	\$ 108.00	\$ -	\$ -	\$ -	\$ -
JF	\$ 12.60	\$ 12.60	\$ -	\$ -	\$ -	\$ -
KS	\$ 430.00	\$ -	\$ 430.00	\$ -	\$ -	\$ -
KG	\$ 840.87	\$ -	\$ 840.87	\$ -	\$ -	\$ -
KW	\$ 400.00	\$ -	\$ 400.00	\$ -	\$ -	\$ -
KI	\$ 2.52	\$ 2.52	\$ -	\$ -	\$ -	\$ -
LC	\$ 37.24	\$ 37.24	\$ -	\$ -	\$ -	\$ -
LP	\$ 1,362.10	\$ 752.54	\$ 39.56	\$ 570.00	\$ -	\$ -
LS	\$ 2.24	\$ 2.24	\$ -	\$ -	\$ -	\$ -
LB	\$ (120.00)	\$ -	\$ (120.00)	\$ -	\$ -	\$ -
MW	\$ 450.00	\$ -	\$ 450.00	\$ -	\$ -	\$ -
MH	\$ 285.00	\$ 285.00	\$ -	\$ -	\$ -	\$ -
ML	\$ 229.04	\$ 127.37	\$ 101.67	\$ -	\$ -	\$ -
MR	\$ 5.18	\$ 5.18	\$ -	\$ -	\$ -	\$ -
MF	\$ (77.58)	\$ -	\$ -	\$ -	\$ (77.58)	\$ -
MR	\$ 971.10	\$ 161.64	\$ 112.08	\$ 34.94	\$ 132.94	\$ 529.50
MC	\$ 150.00	\$ -	\$ 150.00	\$ -	\$ -	\$ -
MS	\$ 986.00	\$ 986.00	\$ -	\$ -	\$ -	\$ -
MD	\$ 560.00	\$ 560.00	\$ -	\$ -	\$ -	\$ -
MS	\$ 11.06	\$ 11.06	\$ -	\$ -	\$ -	\$ -
NB	\$ 304.15	\$ 81.13	\$ 223.02	\$ -	\$ -	\$ -
NA	\$ 385.00	\$ -	\$ 385.00	\$ -	\$ -	\$ -
OF	\$ (25.00)	\$ -	\$ (25.00)	\$ -	\$ -	\$ -
OC	\$ 1,337.80	\$ -	\$ 1,337.80	\$ -	\$ -	\$ -
PC	\$ 5,090.30	\$ 3,144.00	\$ 57.22	\$ 1,572.00	\$ -	\$ 317.08
PC	\$ 8,401.66	\$ 4,200.83	\$ 4,200.83	\$ -	\$ -	\$ -
RF	\$ (0.24)	\$ -	\$ (0.24)	\$ -	\$ -	\$ -
RA	\$ (86.68)	\$ -	\$ (86.68)	\$ -	\$ -	\$ -
RL	\$ 18.62	\$ 18.62	\$ -	\$ -	\$ -	\$ -
RW	\$ 191.16	\$ 41.16	\$ 150.00	\$ -	\$ -	\$ -
RC	\$ 64.54	\$ 64.54	\$ -	\$ -	\$ -	\$ -
RS	\$ 6.30	\$ 6.30	\$ -	\$ -	\$ -	\$ -
RM	\$ 5.74	\$ 5.74	\$ -	\$ -	\$ -	\$ -
RA	\$ 7.14	\$ 7.14	\$ -	\$ -	\$ -	\$ -
SC	\$ 10,168.35	\$ -	\$ -	\$ 1,136.35	\$ 2,452.00	\$ 6,580.00
SH	\$ 2,750.00	\$ 2,750.00	\$ -	\$ -	\$ -	\$ -
SC	\$ (16.25)	\$ -	\$ (16.25)	\$ -	\$ -	\$ -
SK	\$ 800.00	\$ -	\$ 400.00	\$ 400.00	\$ -	\$ -
SB	\$ 27.36	\$ 25.59	\$ 1.77	\$ -	\$ -	\$ -
SI	\$ 12.46	\$ 12.46	\$ -	\$ -	\$ -	\$ -
TG	\$ 727.40	\$ 35.38	\$ -	\$ 34.86	\$ 179.91	\$ 477.25
TL	\$ 70.00	\$ 70.00	\$ -	\$ -	\$ -	\$ -
TS	\$ 400.00	\$ -	\$ 400.00	\$ -	\$ -	\$ -
TP	\$ 63.28	\$ 63.28	\$ -	\$ -	\$ -	\$ -
TL	\$ 39.49	\$ 8.82	\$ 30.67	\$ -	\$ -	\$ -
TM	\$ 2,581.08	\$ -	\$ -	\$ 2,581.08	\$ -	\$ -
VO	\$ 2,173.98	\$ 176.70	\$ 655.63	\$ 44.46	\$ 142.32	\$ 1,154.87
VG	\$ (153.00)	\$ -	\$ -	\$ (153.00)	\$ -	\$ -

**CCHD AR AS OF 06-16-2022**

<b>ID</b>	<b>TOTAL</b>	<b>Current</b>	<b>1 - 30</b>	<b>31 - 60</b>	<b>61 - 90</b>	<b>&gt; 90</b>
WT	\$ (121.90)	\$ -	\$ -	\$ (121.90)	\$ -	\$ -
WM	\$ 106.54	\$ 106.54	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 74,404.21</b>	<b>\$ 36,316.02</b>	<b>\$ 14,897.85</b>	<b>\$ 7,307.93</b>	<b>\$ 5,993.71</b>	<b>\$ 9,888.70</b>



### **3. New Business**

- a. Discuss and vote to approve Resolution 22-10 to commit to fund a share of the Tri-Agency Economic Development Authority Debt to USDA.**

***Public Comment?***

**RESOLUTION NO. 2022-10**

**A Resolution of the Crescent City Harbor Commissioners Committing to Fund a Share of the Tri-Agency Economic Development Authority Debt to USDA**

**WHEREAS**, the Crescent City Harbor is one of three member agencies of the Tri-Agency Economic Development Authority (“Tri-Agency”), a joint powers agency organized under Government Code Section 6500 *et seq*, along with the County of Del Norte and the City of Crescent City; and

**WHEREAS**, Tri-Agency borrowed \$400,000 from USDA in 1997 to operate an intermediary relending program. In 2011 it defaulted on the loan. The debt currently stands at \$288,891.31;

**WHEREAS**, Tri-Agency has tried numerous times to come to a settlement with USDA to pay less than the full amount owed and has been rejected each time; and

**WHEREAS**, in order to secure a repayment compromise with USDA that would stop the accrual of interest and allow repayment in full over five years, Tri-Agency must show USDA a dedicated revenue source from which it will make payments; and

**WHEREAS**, Tri-Agency has not had a regular source of program income since 2011, when the member agencies stopped funding Tri-Agency;

**WHEREAS**, when the member agencies were making contributions, each agency contributed shares in the following proportions:

Del Norte County: 62 percent  
Crescent City: 30 percent  
Crescent City Harbor: 8 percent

**WHEREAS**, the member agencies desire to provide funding to Tri-Agency in the same proportions as they did in the past in order to allow repayment of the debt within 5 years; and

**WHEREAS**, In order to pay the debt within five years, each agency must contribute each year:

Del Norte County: \$35,000.  
Crescent City: \$18,000.  
Crescent City Harbor: \$5,000.

**NOW, THEREFORE, BE IT RESOLVED** that the Crescent City Harbor Commissioners expresses its commitment to contribute \$5,000 each year for five years to Tri-Agency to be used exclusively to repay its debt to USDA.

APPROVED AND ADOPTED this 21th day of June, 2022.

AYES:  
NOES:  
ABSTENTIONS:  
ABSENT:

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Rick Shepherd, President  
Board of Harbor Commissioners  
Crescent City Harbor District

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Harry Adams, Secretary  
Board of Harbor Commissioners  
Crescent City Harbor District



### **3. New Business**

- b. Review and vote to approve FY 2023 Budget.**

***Public Comment?***

## CCHD BUDGET SUMMARY

The CCHD appears to be operating at a break-even basis with an expected loss after factoring in depreciation for FY 2021-2022. Del Norte County tax proceeds and occupancy tax greatly benefit the CCHD and have become an essential source of funding.

The CCHD actions of aggressively pursuing government and private grants, executing new leases, transferring RV park operations, evaluating service fees, diversifying revenue streams, pursuing development opportunities to enhance and expand services for commercial fishing and recreational opportunities, creating a professional leadership team, and strengthening community support will enable the CCHD to address current and future financial challenges.

**ESTIMATED INCOME: FY2022-2023:** The Crescent City Harbor District (CCHD) forecasts a total budget of \$5,918,731 for Fiscal Year July 1, 2022, through June 30, 2023. Total revenue includes receiving \$3,000,000 in grant proceeds with an assumption, 10% of grant proceeds will be applied towards administrative and payroll expenses related to project management.

Operational revenue from commercial leases, moorage and harbor services is forecasted at \$2,106,931. This represents an expected increase of \$260,406 from FY 2021-2022.

Commercial tenant leases and concessions, including utility charges, are forecasted at \$661,975, representing 11.18% of revenue. This forecast may need to be adjusted if the transfer of operations to the developer are delayed. However, it is expected residential rents, especially during the summer months, would make up any lost revenue.

Del Norte tax proceeds are projected to increase slightly to \$810,000 for FY 2022-2023, from \$765,759. Tax proceeds represent 13.69% of total revenue.

The CCHD is aggressively pursuing outside grant funding in excess of \$21,500,000. Year one draw down of funds could exceed \$5,500,000. CCHD is conservatively estimating receiving \$3,000,000 in grant funding during FY 2022-2023.

**DIRECT OPERATING EXPENSES:** Not including payroll, operating expenses are estimated to consume 17.71% of total revenue at \$1,048,065. Payroll expenses are expected to represent 20.93% of total revenue. Payroll expenses have primarily increased from adding a full-time Comptroller to manage accounting and corporate compliance. This increase is directly offset by a reduction in professional services.

**PROFESSIONAL SERVICES & CONSULTING:** Services provided by attorneys and consultants are expected to be \$379,000 for FY 2022-23. Legal fees, estimated at \$232,000 consume most of this expense category. Legal fees are expected to decrease as RV park operations are transferred to the developer. Recruitment expenses will decrease as the Comptroller position has finally been filled.



**LOAN OBLIGATIONS:** The CCHD will need to make \$261,000 in loan payments to the USDA to satisfy loan requirements. Payments totaling \$20,560 are also required for the harbor's financed forklift and related equipment purchase.

Capital expenditures of \$2,700,000 in direct harbor improvements are expected to be made from grant proceeds. The CCHD will make payments totaling \$100,572 to complete FY 2022-23 Bayside lease buyout payment obligations.

**METHODS USED:** Forecasts have been made based on available data and staff interviews. Adjustments after year-end, as operations are transferred to the developer, and once grants are awarded will likely need to be made.

**MOVING FORWARD:** Monthly reports showing actual to budget amounts will be provided. Budget review will be completed at least every quarter.

Prepared By  
Thomas Zickgraf, Comptroller  
Crescent City Harbor District  
06-17-2022

**CRESCENT CITY HARBOR DISTRICT  
2022-2023 BUDGET WORKSHEET**

<b>ACCOUNT</b>	<b>2023 BUDGET</b>	<b>% REVENUE</b>	<b>2022 ESTIMATE</b>	<b>DIFFERENCE</b>
Lease: Developer Bayside	\$ 400,000	6.76%	\$ 291,431	\$ 108,569
Lease: Developer Overflow-lot	\$ 49,956	0.84%	\$ -	\$ 49,956
Lease: Developer RHV-RV	\$ 420,000	7.10%	\$ 370,909	\$ 49,091
Leases & Concessions: Commercial Tenants	\$ 575,000	9.71%	\$ 567,716	\$ 7,284
<b>TOTAL: LEASE INCOME</b>	<b>\$ 1,444,956</b>	<b>24.41%</b>	<b>\$ 1,230,056</b>	<b>\$ 214,900</b>
Operations: New Fees & Services	\$ 6,000	0.10%	\$ -	\$ 6,000
Operations: Harbor Services	\$ 12,575	0.21%	\$ 11,359	\$ 1,216
Operations: Launch Ramp Fees	\$ 16,000	0.27%	\$ 16,409	\$ (409)
Operations: Live-a-board fees	\$ 7,000	0.12%	\$ 7,200	\$ (200)
Operations: Marina Fees, Sales & Gift Shop	\$ 24,000	0.41%	\$ 41,236	\$ (17,236)
Operations: Moorage Income	\$ 525,000	8.87%	\$ 523,064	\$ 1,936
Operations: Poundage Fees	\$ 20,000	0.34%	\$ 15,735	\$ 4,265
Operations: Utility Reimbursement Income	\$ 50,000	0.84%	\$ -	\$ 50,000
Operations: Work dock Income	\$ 1,400	0.02%	\$ 1,466	\$ (66)
<b>TOTAL: MOORAGE, SERVICES &amp; FEES</b>	<b>\$ 661,975</b>	<b>11.18%</b>	<b>\$ 616,469</b>	<b>\$ 45,506</b>
Revenue: Tax Proceeds Del Norte	\$ 550,000	9.29%	\$ 507,972	\$ 42,028
Revenue: Tax Proceeds TOT	\$ 260,000	4.39%	\$ 257,787	\$ 2,213
<b>TOTAL: TAX PROCEEDS</b>	<b>\$ 810,000</b>	<b>13.69%</b>	<b>\$ 765,759</b>	<b>\$ 44,241</b>
Revenue: Grants Admin & PM	\$ 300,000	5.07%	\$ -	\$ 300,000
Revenue: Grants Capital Projects	\$ 2,700,000	45.62%	\$ 486,000	\$ 2,214,000
<b>TOTAL GRANT PROCEEDS</b>	<b>\$ 3,000,000</b>	<b>50.69%</b>	<b>\$ 486,000</b>	<b>\$ 2,514,000</b>
Revenue: Interest Income	\$ 1,800	0.03%	\$ 1,800	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 5,918,731</b>	<b>100.00%</b>	<b>\$ 3,100,084</b>	<b>\$ 2,818,647</b>
<b>ACCOUNT</b>	<b>2023 BUDGET</b>	<b>% REVENUE</b>	<b>2022 ESTIMATE</b>	<b>DIFFERENCE</b>
Expenses: Contributions & Support	\$ 20,000	0.34%	\$ 6,545	\$ 13,455
Expenses: Fuel	\$ 30,000	0.51%	\$ 23,609	\$ 6,391
Expenses: Insurance	\$ 120,000	2.03%	\$ 183,550	\$ (63,550)
Expenses: Office	\$ 67,740	1.14%	\$ 61,610	\$ 6,130
Expenses: Outside Services	\$ 120,000	2.03%	\$ 117,818	\$ 2,182
Expenses: Permits & Testing	\$ 30,000	0.51%	\$ 20,137	\$ 9,863
Expenses: Promotions & Advertising	\$ 7,500	0.13%	\$ 7,210	\$ 290
Expenses: Repairs & Maintenance	\$ 84,600	1.43%	\$ 86,040	\$ (1,440)
Expenses: Supplies	\$ 75,000	1.27%	\$ 85,091	\$ (10,091)

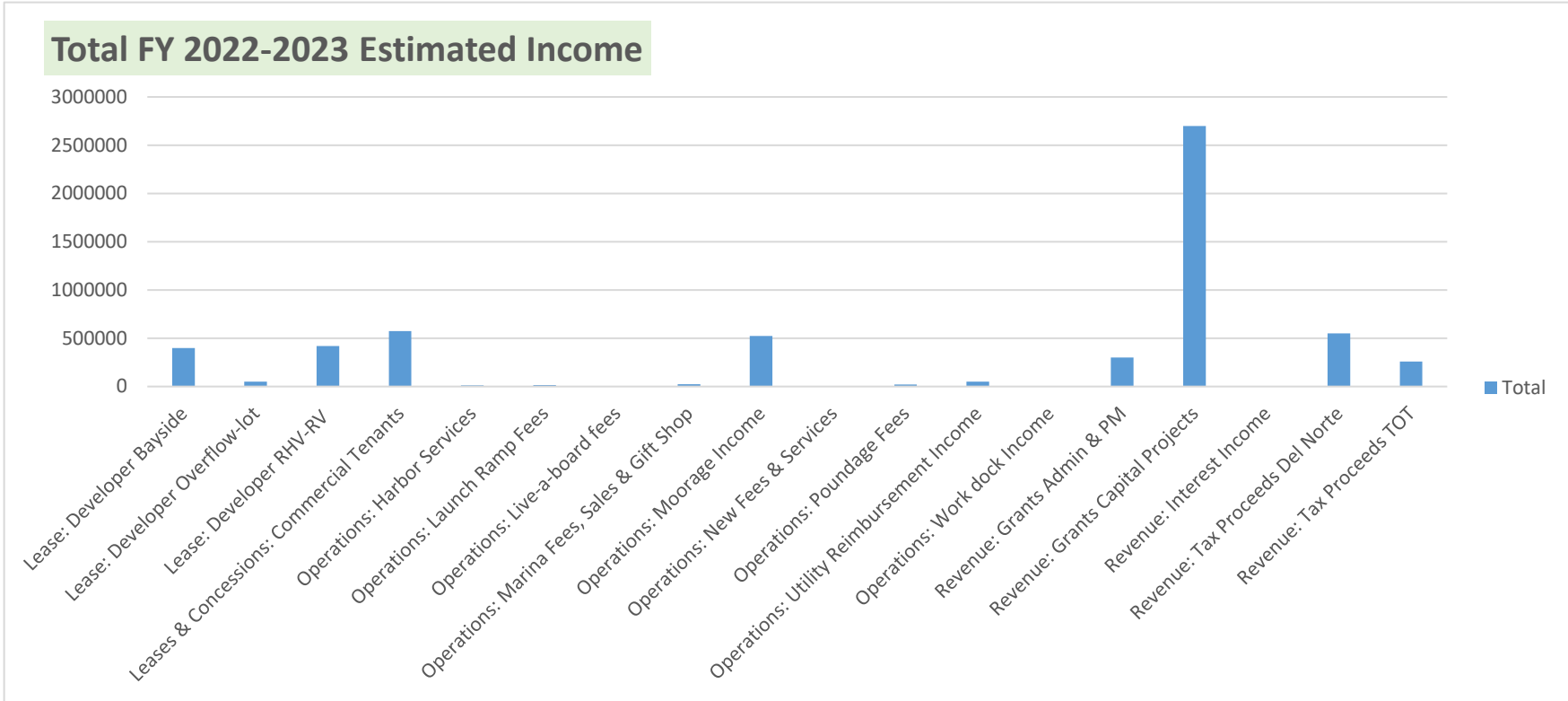
**CRESCENT CITY HARBOR DISTRICT  
2022-2023 BUDGET WORKSHEET**

<b>ACCOUNT</b>	<b>2023 BUDGET</b>	<b>% REVENUE</b>	<b>2022 ESTIMATE</b>	<b>DIFFERENCE</b>
Expenses: Travel	\$ 16,000	0.27%	\$ 13,176	\$ 2,824
Expenses: Truck Leases	\$ 27,525	0.47%	\$ 5,005	\$ 22,520
Expenses: Uniforms	\$ 3,600	0.06%	\$ 3,407	\$ 193
Expenses: Utilities	\$ 416,100	7.03%	\$ 395,902	\$ 20,198
Expenses: Write Off - Bad Debts	\$ 30,000	0.51%	\$ 113,155	\$ (83,155)
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 1,048,065</b>	<b>17.71%</b>	<b>\$ 1,122,256</b>	<b>\$ (74,191)</b>
Payroll: Administration	\$ 1,200,000	20.27%	\$ 974,182	\$ 225,818
Payroll: Bayside	\$ 24,000	0.41%	\$ 49,316	\$ (25,316)
Payroll: Redwood Harbor	\$ 15,000	0.25%	\$ 24,565	\$ (9,565)
<b>TOTAL PAYROLL</b>	<b>\$ 1,239,000</b>	<b>20.93%</b>	<b>\$ 1,048,063</b>	<b>\$ 190,937</b>
Professional Services: Accounting	\$ 36,000	0.61%	\$ 189,183	\$ (153,183)
Professional Services: Auditing	\$ 17,000	0.29%	\$ 16,260	\$ 740
Professional Services: Engineering	\$ 14,000	0.24%	\$ 12,050	\$ 1,950
Professional Services: Grant Writing	\$ 18,000	0.30%	\$ 19,636	\$ (1,636)
Professional Services: IT Support	\$ 40,000	0.68%	\$ 52,999	\$ (12,999)
Professional Services: Legal - Attorneys	\$ 200,000	3.38%	\$ 237,543	\$ (37,543)
Professional Services: Legal - Non Attorneys	\$ 32,000	0.54%	\$ 27,420	\$ 4,580
Professional Services: PM & Planning	\$ 12,000	0.17%	\$ 1,091	\$ 10,909
Professional Services: Posting & Recruitment	\$ 10,000	0.17%	\$ 24,545	\$ (14,545)
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>\$ 379,000</b>	<b>6.40%</b>	<b>\$ 580,728</b>	<b>\$ (201,728)</b>
Loan Payments: Forklift & Diesel	\$ 20,560	0.35%	\$ 29,691	\$ (9,131)
Loan Payments: USDA Interest Expense	\$ 171,000	2.89%	\$ 189,523	\$ (18,523)
Loan Payments: USDA Principal	\$ 90,000	1.52%	\$ 94,444	\$ (4,444)
<b>TOTAL LOAN PAYMENTS</b>	<b>\$ 281,560</b>	<b>4.76%</b>	<b>\$ 313,658</b>	<b>\$ (32,098)</b>
Improvements: Grants	\$ 2,700,000	45.62%	\$ -	\$ 2,700,000
Purchases: Equipment	\$ 12,000	0.20%	\$ -	\$ 12,000
Purchases: Gift Shops	\$ 5,000	0.08%	\$ 2,400	\$ 2,600
<b>TOTAL IMPROVEMENTS &amp; PURCHASES</b>	<b>\$ 2,717,000</b>	<b>45.91%</b>	<b>\$ 2,400</b>	<b>\$ 2,714,600</b>
Expenses: Tax RV	\$ 600	0.01%	\$ 413	\$ 187
Inventory Sold (COGS): Gift Shop	\$ 3,000	0.05%	\$ 2,400	\$ 600
Payments: Lease Buyout	\$ 100,572	1.70%	\$ 109,715	\$ (9,143)
<b>TOTAL EXPENDITURES &amp; PURCHASES</b>	<b>\$ 5,768,197</b>	<b>97.46%</b>	<b>\$ 3,179,219</b>	<b>\$ 2,588,978</b>
<b>ESTIMATED CARRY OVER</b>	<b>\$ 150,534</b>	<b>2.54%</b>	<b>\$ (79,135)</b>	<b>\$ 229,669</b>

**CRESCENT CITY HARBOR DISTRICT  
2022-2023 BUDGET WORKSHEET**

ACCOUNT	2023 BUDGET
Expenses: Contributions & Support	\$ 20,000
Expenses: Fuel	\$ 30,000
Expenses: Insurance	\$ 120,000
Expenses: Office	\$ 67,740
Expenses: Outside Services	\$ 120,000
Expenses: Permits & Testing	\$ 30,000
Expenses: Promotions & Advertising	\$ 7,500
Expenses: Repairs & Maintenance	\$ 84,600
Expenses: Supplies	\$ 75,000
Expenses: Travel	\$ 16,000
Expenses: Truck Leases	\$ 27,525
Expenses: Uniforms	\$ 3,600
Expenses: Utilities	\$ 416,100
Expenses: Write Off - Bad Debts	\$ 30,000
Payroll: Administration	\$ 1,200,000
Payroll: Bayside	\$ 24,000
Payroll: Redwood Harbor	\$ 15,000
Professional Services: Accounting	\$ 36,000
Professional Services: Auditing	\$ 17,000
Professional Services: Engineering	\$ 14,000
Professional Services: Grant Writing	\$ 18,000
Professional Services: IT Support	\$ 40,000
Professional Services: Legal - Attorneys	\$ 200,000
Professional Services: Legal - Non Attorneys	\$ 32,000
Professional Services: PM & Planning	\$ 12,000
Professional Services: Posting & Recruitment	\$ 10,000
Loan Payments: Forklift & Diesel	\$ 20,560
Loan Payments: USDA Interest Expense	\$ 171,000
Loan Payments: USDA Principal	\$ 90,000
Improvements: Grants	\$ 2,700,000
Purchases: Equipment	\$ 12,000
Purchases: Gift Shops	\$ 5,000
Expenses: Tax RV	\$ 600
Inventory Sold (COGS): Gift Shop	\$ 3,000
Payments: Lease Buyout	\$ 100,572
<b>TOTAL EXPENDITURES &amp; PURCHASES</b>	<b>\$ 5,768,797</b>

## CRESCENT CITY HARBOR DISTRICT

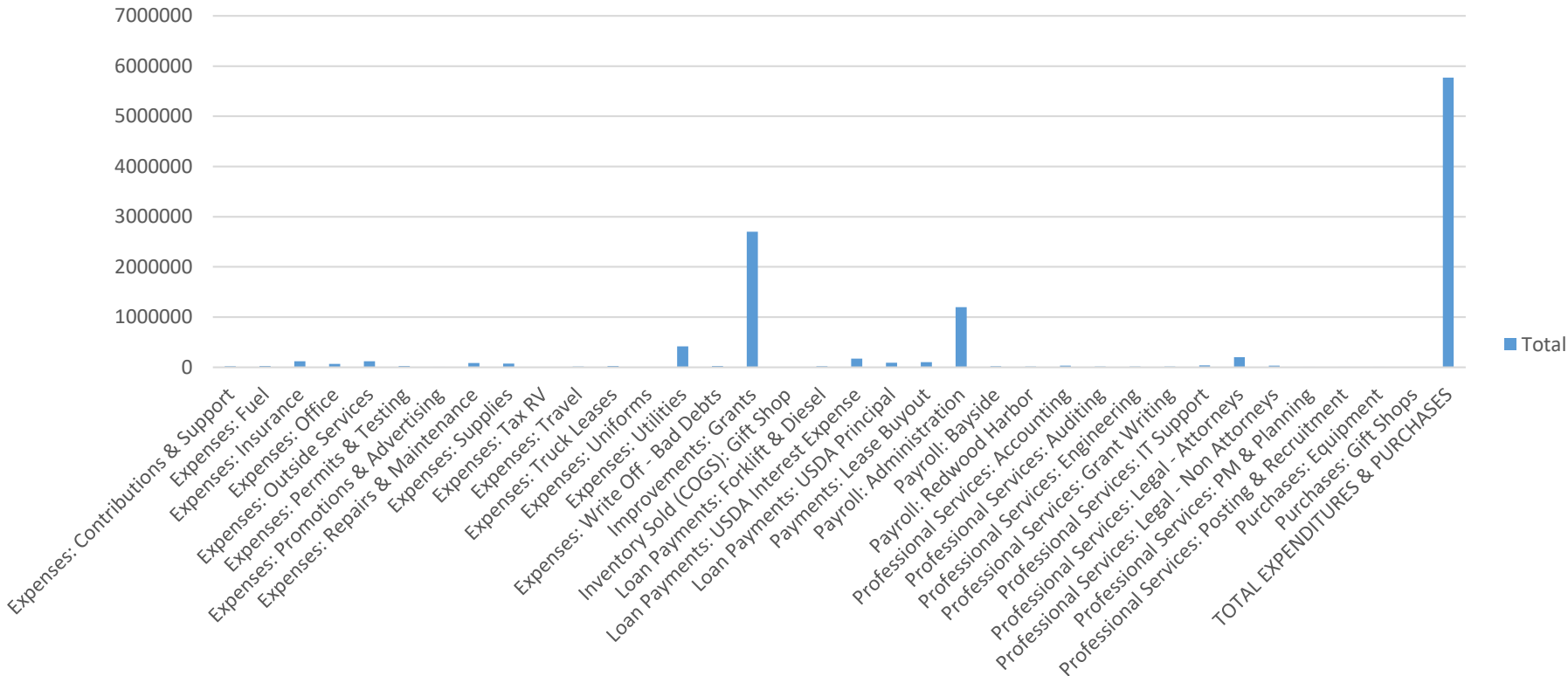


Lease: Developer Bayside	\$	400,000	Operations: Poundage Fees	\$	20,000
Lease: Developer Overflow-lot	\$	49,956	Operations: Utility Reimbursement Income	\$	50,000
Lease: Developer RHV-RV	\$	420,000	Operations: Work dock Income	\$	1,400
Leases & Concessions: Commercial Tenants	\$	575,000	Revenue: Tax Proceeds Del Norte	\$	550,000
Operations: New Fees & Services	\$	6,000	Revenue: Tax Proceeds TOT	\$	260,000
Operations: Harbor Services	\$	12,575	Revenue: Grants Admin & PM	\$	300,000
Operations: Launch Ramp Fees	\$	16,000	Revenue: Grants Capital Projects	\$	2,700,000
Operations: Live-a-board fees	\$	7,000	Revenue: Interest Income	\$	1,800
Operations: Marina Fees, Sales & Gift Shop	\$	24,000			
Operations: Moorage Income	\$	525,000			

**CRESCENT CITY HARBOR DISTRICT**

Sum of 2023 BUDGET

**TOTAL EXPENSES AND PURCHASES**



ACCOUNT



### **3. New Business**

- c. Discuss and appoint one Harbor Commissioner to represent the Harbor District in the Economic Development Committee lead by County Supervisors.**

***Public Comment?***



## **4. Unfinished Business**

### **a. Dredge Update**

***Public Comment?***





## **4. Unfinished Business**

### **b. Long-term tenants Relocation Update**

***Public Comment?***



## **4. Unfinished Business**

### **c. Solar/PPL Update**

***Public Comment?***



## **5. Communications and Reports**

### **a. CEO/ Harbormaster Report**

The first annual Children's Entrepreneur Fair was on June 11<sup>th</sup>. It went amazingly well with 12 entrants in age groups from 6-7 years old to 13-14 years old. Each entrant got a shirt and cash prizes were given out for a variety of categories. Thank you Annie Nehmer for stepping up and creating a great event for the youth in our community.

Farmer's Market has started. Unfortunately, the first two weeks we had terrible weather on Saturday, but a small group of vendors came out and braved the weather and I'm told that they even did pretty well. Hopefully any rain moving forward will be on weekdays!

The harbor received writs of possession for 3 rv tenant spaces. The Sheriff is processing those and will hopefully have them removed this week. Also Wednesday we will be in court on the first of the evictions that has been opposed. We anticipate a judgement in the harbor's favor and the removal of a tenant who has been an issue for all of the other visitors and tenants for a very long time.

I took advantage of the low tide on Friday to inspect the seawall with Commissioners Adams and Shepherd. The seawall has degraded beyond previous observations and we are exploring our options for expediting replacement. In the mean time we will examine which necessary actions will need to be undertaken to ensure the safety of all who look to use the parking and seawall areas.



## **5. Communications and Reports**

### **a. CEO/ Harbormaster Report**

The Boathouse has opened for business in the old Grotto building and the harbor would like to welcome our new neighbor. I'm told the food is excellent and I hope they are a great success.

IT has successfully migrated much of our software to current and functional versions. New hardware has been received and in most cases is scheduled for installation this coming weekend. This will improve the harbor wifi infrastructure somewhat, but we are still working with providers to design and spec a robust and fast public wifi system.

We have filed liens for nonpayment on 3 vessels and slip revocations on 3 more now. I will continue to work to remove derelict vessels from CCHD and improve our systems to prevent more from entering the harbor.

Thomas, Kristina, and Ivonne have been working hard to get the systems in place to improve our billing and set up both automatic/electronic invoicing and automatic or online payment options. This should help with A/R moving forward and also streamline the billing process to free up staff for customer service.

Please pay your electric usage invoices. Unpaid electric charges will accrue late fees and will eventually result in a lien or slip revocation notice.

***Public Comment?***



## **5. Communications and Reports**

### **b. Harbor Commissioner Reports**

Pursuant to the Brown Act, this item allows the Commissioners to briefly discuss activities engaged in since the previous public meeting.

**Commissioner Wes White**

**Commissioner Brian Stone**

**Commissioner Gerhard Weber**

**Commissioner Harry Adams, Secretary**

**Commissioner Rick Shepherd, President**

## 6. Adjourn to Closed Session

### CLOSED SESSION

- a. CONFERENCE WITH REAL PROPERTY NEGOTIATOR  
(Gov. Code section 54956.8.)  
Property: 437 Vance Avenue, Crescent City, CA 95531  
District negotiator: CEO/Harbormaster  
Under negotiation: Price
  
- b. CONFERENCE WITH REAL PROPERTY NEGOTIATOR  
(Gov. Code section 54956.8.)  
Property: 457 Vance Avenue, Crescent City, CA 95531  
District negotiator: CEO/Harbormaster  
Under negotiation: Price
  
- c. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(Gov. Code section 54957(b)(1).)  
Title: CEO/Harbormaster



## 7. Adjourn Closed Session

## 8. Report out of Closed Session

## 9. New Business Continued

- d. Discuss and vote to approve bonus compensation for Harbormaster.

## 10. ADJOURNMENT

*Adjournment of the Board of Harbor Commissioners will be until the next meeting scheduled for Tuesday, July 5, 2022, at 2 p.m. PDT. The Crescent City Harbor District complies with the Americans with Disabilities Act. Upon request, this agenda will be made available in appropriate alternative formats to person with disabilities, as required by Section 12132 of the Americans with Disabilities Act of 1990 (42 U.S.C. §12132). Any person with a disability who requires modification in order to participate in a meeting should direct such request to (707) 464-6174 at least 48 hours before the meeting, if possible.*

