

Board of Harbor Commissioners
Crescent City Harbor District

21 February 2023

Regular Harbor Commission Meeting



Regular Meeting
Board of Harbor Commissioners of the Crescent City Harbor District

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

AGENDA

Date: **Tuesday, February 21, 2023**

Time: **Open Session 2:00 p.m.**

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

VIRTUAL MEETING OPTIONS

TO WATCH (via online)

<https://us02web.zoom.us/j/6127377734>

TO LISTEN (via telephone)

Dial (669) 900-6833, please enter 612 737 7734# (meeting ID)
or, one tap mobile: +16699006833,,6127377734#

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. Financial Reports

- a. Summary Financial Review, Comptroller's Report**

2. New Business

- a. 2nd Annual Easter Egg Hunt**

3. Unfinished Business

- a. Grants Update**
- b. REC Transition Update**
- c. Review and Vote to Approve Final LTR Transition Plan**
- d. Dredge Update**
 - i. Sampling Concerns**
 - ii. Bathymetric Survey Inner Boat Basin**
 - iii. Beneficial Use Permit**

4. Communications and Reports

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

5. MEETING ADJOURNMENT

Adjournment of the Board of Harbor Commissioners will be until the next meeting scheduled for Tuesday, March 7, 2023, at 2 p.m. PST. 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. Financial Reports

a. Summary Financial Review, Comptroller's Report

Public Comment?

CRESCENT CITY HARBOR DISTRICT

FINANCIAL OVERVIEW WORKSHEET AS OF 02-17-2023

ITEM	AMOUNT
CCHD OPERATING ACCOUNT	\$ 198,528
CCHD SAVINGS ACCOUNT	\$ 5,021
RV - REDWWOD	\$ 7,859
RV - BAYSIDE	\$ 23,877
RESERVE LAIF	\$ 970,873
TOTAL CASH ON-HAND	\$ 1,206,158
VENDOR PAYMENTS - UNCLEARED CHECKS	\$ 111,314
CURRENT AP / PAYMENTS TO AUTHORIZE	\$ 8,038
PAYROLL 02-17-2023 ESTIMATE	\$ 37,000
SALES TAX AND RV TAX	\$ 800
SET-A-SIDE USDA	\$ 109,151
RESERVE: FASHION BLACKSMITH	\$ 50,000
RESERVE: SEAWALL SLC FUNDS	\$ 321,000
ESTIMATED AP AND LIABILITY PAYMENTS	\$ (637,303)
ADJUSTED LIQUIDITY ESTIMATED	\$ 568,855
AR CURRENT	\$ 4,880
TAX PROCEEDS	\$ 250,000
ESTIMATED RECEIVABLES	\$ 254,880
ESTIMATED CURRENT WORKING CAPITAL	\$ 823,735
RESTRICTED FUNDS: RECEIVABLES	AMOUNT
GRANT RECEIVABLE: SEA WALL	\$ 7,200,000

CRESCENT CITY HARBOR DISTRICT
Income Statement as of 01-31-2022

	JAN	THRU 01/31/23
Leases Commercial	\$ 120,092	\$ 462,123
Commercial Concessions	\$ 17,279	\$ 77,866
Commercial Utilities	\$ 5,519	\$ 19,752
Freezer Commercial	\$ 999	\$ 6,993
Hoist Commercial	\$ 2,040	\$ 14,160
Poundage Fees	\$ 6,588	\$ 23,384
TOTAL COMMERCIAL INCOME	\$ 152,517	\$ 604,278
Leases Bayside	\$ 18,196	\$ 158,935
Bayside Dump Station	\$ 70	\$ 520
Bayside Freezer	\$ 20	\$ 155
Bayside Laundry	\$ 1,448	\$ 9,710
TOTAL BAYSIDE INCOME	\$ 19,734	\$ 169,320
Leases RHV-RV	\$ 14,180	\$ 119,333
RHV Fees	\$ 210	\$ 210
RHV Laundry	\$ 409	\$ 2,843
TOTAL RHV INCOME	\$ 14,799	\$ 122,386
Moorage Income	\$ 100,431	\$ 358,594
Equipment Rental and Service	\$ -	\$ 3,850
Events	\$ -	\$ 3,007
Fish Sales	\$ -	\$ 450
Gift Shop Sales	\$ 167	\$ 3,247
Harbor Services	\$ 2,010	\$ 2,261
Late Fees	\$ 350	\$ 4,625
Launch Ramp Fees	\$ 1,184	\$ 12,676
Live-a-board fees	\$ 825	\$ 7,125
No Insurance Fee Revenue	\$ 2,300	\$ 14,800
Storage Revenue	\$ 1,309	\$ 10,014
Travel Expenses	\$ 1,430	\$ 6,725
Utility Reimbursements	\$ 5,291	\$ 21,615
Work Dock	\$ 100	\$ 1,000
TOTAL MOORAGE & MARINA INCOME	\$ 115,396	\$ 449,987
TOTAL NET OPERATING REVENUE	\$ 302,446	\$ 1,345,971
Less COGS Gift Shop Inventory Sold	\$ 100	\$ 2,438
Less Laundry Expenses	\$ 929	\$ 5,972
TOTAL ADJUSTED OPERATING REVENUE	\$ 301,417	\$ 1,337,561
Bank Fees and Surcharges	\$ 4,493	\$ 22,007
Contributions / Dues Membership	\$ 300	\$ 18,617
Fuel Expenses	\$ 1,684	\$ 15,337
Insurance Expense Payments	\$ 7,061	\$ 93,773
Office Equipment Leases	\$ 611	\$ 3,595
Office Expenses	\$ 893	\$ 18,310
Outside Services	\$ 22,527	\$ 118,847
Permits and Licenses	\$ 6,063	\$ 25,325
Recruitment	\$ 1,645	\$ 4,677

**CRESCENT CITY HARBOR DISTRICT
Income Statement as of 01-31-2022**

	JAN	THRU 01/31/23
Repairs and Maintenance	\$ 798	\$ 18,562
Supplies and Small Tools	\$ 2,364	\$ 21,014
Travel Expenses	\$ 1,430	\$ 6,793
Truck Leases and Auto Expenses	\$ 3,674	\$ 31,990
Uniform Expenses	\$ 415	\$ 2,532
Wifi Subscriptions & Expenses	\$ 3,095	\$ 4,329
TOTAL OPERATING EXPENSES	\$ 57,052	\$ 405,708
Accounting Services	\$ -	\$ 61,623
Auditing Services	\$ -	\$ 13,475
Engineering Services	\$ -	\$ 25,920
Grant Writing Services	\$ 6,000	\$ 21,000
IT Reimbursements	\$ 801	\$ 6,861
IT Support Services	\$ 1,800	\$ 23,081
Legal - Attorneys	\$ 16,735	\$ 86,731
Legal - Non Attorneys	\$ 405	\$ 23,810
Legal - Reimbursements	\$ 337	\$ 2,734
TOTAL PROFESSIONAL SERVICES	\$ 26,077	\$ 265,236
PAYROLL TOTAL NET	\$ 91,516	\$ 559,825
Dental Benefits	\$ 743	\$ 5,294
Life Insurance	\$ 186	\$ 1,435
Medical Calpers	\$ 14,377	\$ 117,680
Medical Calpers Retirees	\$ 3,798	\$ 24,935
Recruitment	\$ 1,645	\$ 4,677
Retirement Calpers	\$ 12,181	\$ 104,697
Union Dues	\$ 80	\$ 820
Vision Insurance	\$ 284	\$ 2,441
Worker's Comp	\$ 2,208	\$ 17,998
PAYROLL BENEFITS TOTAL	\$ 35,503	\$ 279,976
Electric & Gas	\$ 22,657	\$ 72,469
Solar REC	\$ 3,025	\$ 107,010
Propane	\$ 1,836	\$ 7,900
Telephone	\$ 1,031	\$ 8,248
Water & Sewer	\$ 4,273	\$ 77,675
Waste Removal and Recycling	\$ 11,032	\$ 11,901
Wifi Services	\$ 3,095	\$ 18,799
TOTAL UTILITIES	\$ 46,949	\$ 304,002
TOTAL EXPENSES	\$ 257,098	\$ 1,814,747
PROFIT / LOSS FROM OPERATIONS	\$ 44,319	\$ (477,186)
LAIF Interest Earned (Jan. Est)	\$ 800	\$ 5,600
Molo Rebate	\$ -	\$ 22,990
Grant Proceeds	\$ -	\$ 321,196
Del Norte Tax Proceeds	\$ 12,094	\$ 288,420
TOTAL NON-OPERATING INCOME	\$ 12,894	\$ 638,206

**CRESCENT CITY HARBOR DISTRICT
Income Statement as of 01-31-2022**

	JAN	THRU 01/31/23
USDA Interest	\$ 15,798	\$ 110,586
Tri-Agency Contribution	\$ -	\$ 40,000
Whaler's Island Lease Buy-Out	\$ -	\$ 85,000
TOTAL ADDITIONAL EXPENSES	\$ 15,798	\$ 235,586
PROFIT / LOSS BEFORE DEPRECIATION	\$ 41,415	\$ (74,566)
Estimated Depreciation	\$ (306,000)	\$ (2,142,000)
ESTIMATED LOSS AFTER DEPRECIATION	\$ (264,585)	\$ (2,216,566)



2. New Business

a. 2nd Annual Easter Egg Hunt

Public Comment?



3. Unfinished Business

a. Grants Update

Public Comment?

Crescent City Harbor District Potential Grants to Apply For

GRANT AWARD ANNOUNCED								
Grant Name	Grant Funder	Funded Projects	Project Amount	Grant Amount Requested	Match Requirement	Grant Start Date	Project Timeline	Next Steps
Port Infrastructure Development Grants (PIDP)	ODOT - Maritime Administration	1) Construction of a new seawall 2) repair and renovate the seafood packing and trucking area 3) replace the aged cargo handling equipment atop the seawall	\$ 9,208,207.00	\$ 7,366,565.60	\$1,841,641.40 (20% required)	Jan-23	1-Jan-28	Initial Contracts Awarded
Port Economic Recovery Grant	California State Lands Commission	Technical Reports required for Seawall Construction Grant	\$ 437,001.65	\$ 321,195.65	\$ 115,806.00	Nov-22	Dec-23	MARAD visting CCHD on 2/23/2023
GRANTS APPLIED FOR								
Grant Name	Grant Funder	Project Applied For	Project Amount	Grant Amount Requested	Match Requirement	Announcement Date	Project Timeline	Next Steps
Harbor Mitigation Grant Program (HMGP)	Cal OES and FEMA	Technical Reports; Design & Engineering; NEPA/CEQUA; Construction Permits required for Seawall Construction Grant	\$ 1,500,000.00	\$ 1,125,000.00	\$ 375,000.00	Nov 2022 - Jan 2023	Completed within 5 years of obligation	Working with funder to provide documents as requested.
CA Coastal Conservancy Grant Citizen's Dock Planning	CA Coastal Conservancy	Fund projects that support conservancy, Revitalize coastal and inland waterfronts, including Harbors	No Set Limit. Planning Grant and Construction Grants	\$1,000,000	Not Required	Rolling timelines	36 months	Sent to Coastal Conservancy Board for April Approval
CA Coastal Conservancy Grant South Beach Bathroom	CA Coastal Conservancy	Fund projects that support conservancy, Revitalize coastal and inland waterfronts, including Harbors	No Set Limit. Planning Grant and Construction Grants	\$450,000	Not Required	Rolling timelines	36 months	Sent to Coastal Conservancy Board for April Approval
CA Community Economic Resilience Fund (CERF)	CA Governor's Office	Projects that diversify the economy, and develop or grow sustainable industries that create accessible, well-paying jobs, especially for disinvested communities. Infrastructure construction projects qualify.	\$8,000,000	\$5,000,000 - \$10,000,000	None	2nd Quarter 2023	Funding available September 2023	Approve submittal of grant application
GRANTS WORKING ON								
Grant Name	Grant Funder	Project Applying For	Project Amount	Grant Amount To Request	Cost Sharing/Match Requirement	Award Announcement Date	Project Timeline	Next Steps
STPG Climate Adaptation Transportation Planning (partnering with Del Norte Local Transportation Commission)	Caltrans and OPR	Planning for climate mitigation of U.S. Hwy 101 and Anchor Way	\$150,000	\$ 120,000.00	\$ 4,000.00	Summer 2023	30 months	Apply by March 31, 2023

Crescent City Harbor District Potential Grants to Apply For

Environmental Justice Collaborative Problem-Solving (EJCPS) Cooperative Agreement Program	EPA	Del Norte Energy Alliance	TBD	TBD	N/A	September 2023	3 years	Application Due 4/10/23
Port Infrastructure Development Grants (PIDP) 2023-2024	ODOT - Maritime Administration	TBD	TBD	\$5,000,000	20%	Sep-24	5 years	Application Due 4/28/23
2022 Emergency Management Performance Grant	Cal OES & FEMA (Dept. Homeland Security)	Harbor Police	TBD	TBD	15%	4th Quarter 2023	Funding available in 2024	Preapplication Due to County of Del Norte
2023 Homeland Security Grant Program Funding	Cal OES & Dept. Homeland Security	Harbor Safety Boat	\$ 450,000.00	\$ 382,500.00	\$ 67,500.00	4th Quarter 2023	Funding available in 2024	Preapplication Due to County of Del Norte
CA Coastal Conservancy Grant	CA Coastal Conservancy	Fund projects that support conservancy, Revitalize coastal and inland waterfronts, including Harbors	No Set Limit. Planning Grant and Construction Grants	\$500,000	Not Required	Rolling timelines	36 months	Applying for Property Purchasae funds
Boating Safety and Enforcement Equipment (BSEE) Grant Program	CA Department of Parks and Recreation (CAParks)	Harbor Patrol Enforcement Equipment Only	\$100,000	\$100,000	Not Required	4th Quarter 2023	36 months	Preparing Application information. Application open in March 2023
EDA Public Works Program	U.S. EDA	Infrastructure Construction Projects	\$ 3,450,000.00	\$ 3,000,000.00	\$ 450,000.00	Summer 2023	Funding available in 2024	Funds add-ons to Construction Project. Once we have Seawall project quote, will apply for this grant
Building Resilient Infrastructure and Communities (BRIC)	Cal OES and FEMA	Technical Reports; Design & Engineering; NEPA/CEQUA; Construction Permits and Construction of Berms	\$ 10,000,000.00	\$ 7,500,000.00	\$ 2,500,000.00	Summer 2023	Completed within 5 years of obligation	Preapplication submitted. CalOES requested full application. Going to Apply in 2023/24 round



3. Unfinished Business

b. REC Transition Update

Public Comment?



REDWOOD

RV RESORT

Call Now to Reserve: (707) 464-1724

[Reserve Online](#)

Open March 1, 2023



3. Unfinished Business

c. Review and Vote to Approve Final LTR Transition Plan

Public Comment?

Crescent City Harbor District
REC Long Term Resident
Transition Plan



February 21, 2023

REC Transition Plan

1. REC is prepared to commence the lease and assume on March 1, 2023 the day to day management of Bayside and Redwood RV Resorts, once CCHD Commissioners accept the Transition Plan for the existing Redwood Long-Term Residents.
2. The Redwood LTRs are being moved to Bayside. The LTRs are picking their spot. REC is assisting those who need it.
3. Currently 11 LTRs are ready to move to Bayside from RHV.
4. REC is still working with the LTRs to find long term housing options.
5. The abandon RV #38 will be demolished.
6. The online reservation systems are both live, RedwoodRVResorts.com and SouthBeachVaca.com.
7. The Redwood Google business account and local phone #s have been migrated to REC.
8. Redwood RV Resorts and South Beach RV Resorts will focus on short term visitors.

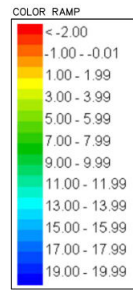
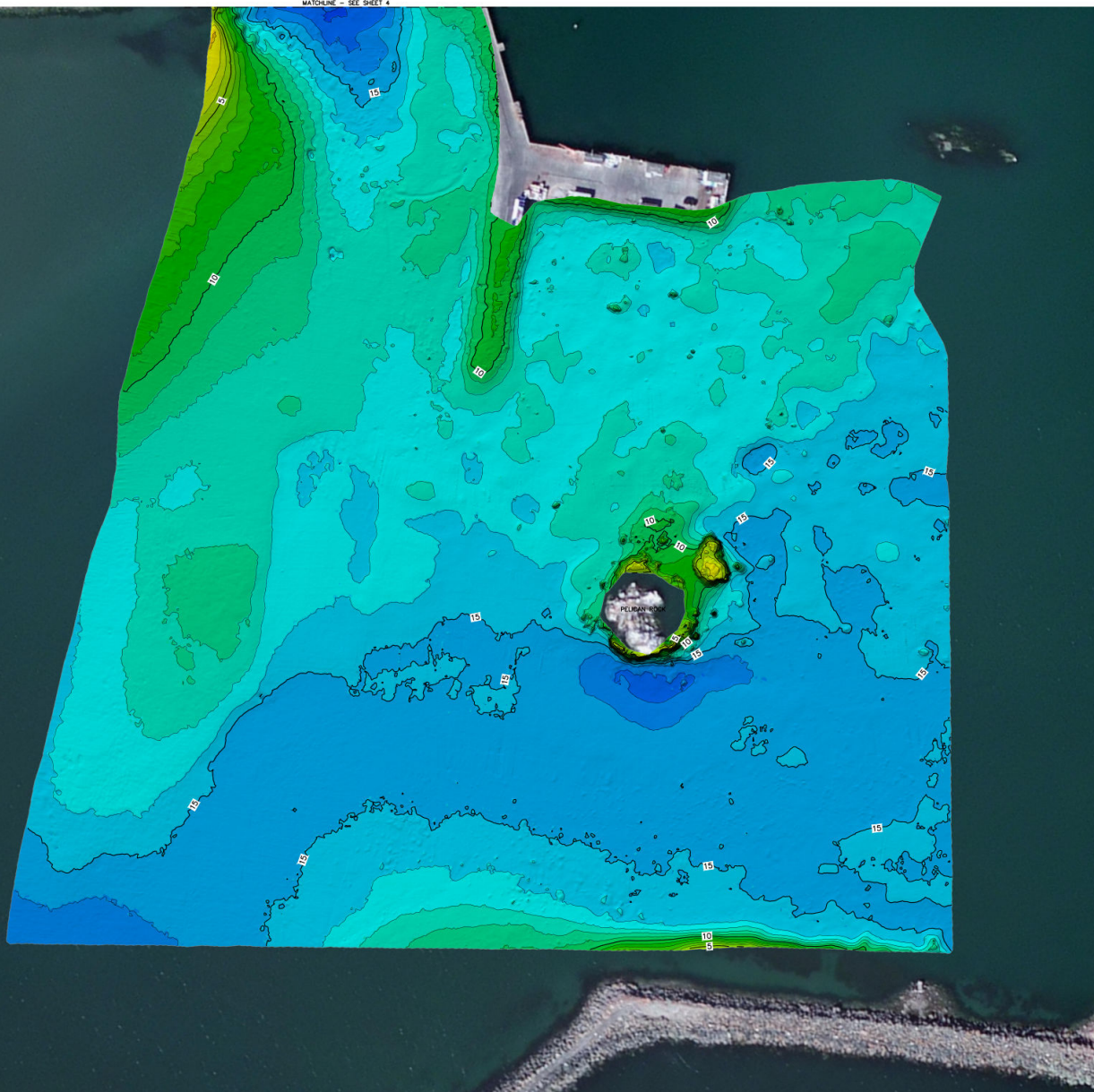


3. Unfinished Business

d. Dredge Update

- i. Sampling Concerns**
- ii. Bathymetric Survey Inner Boat Basin**
- iii. Beneficial Use Permit**

Public Comment?



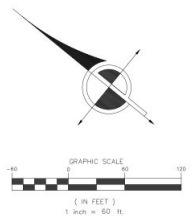
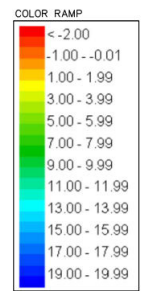
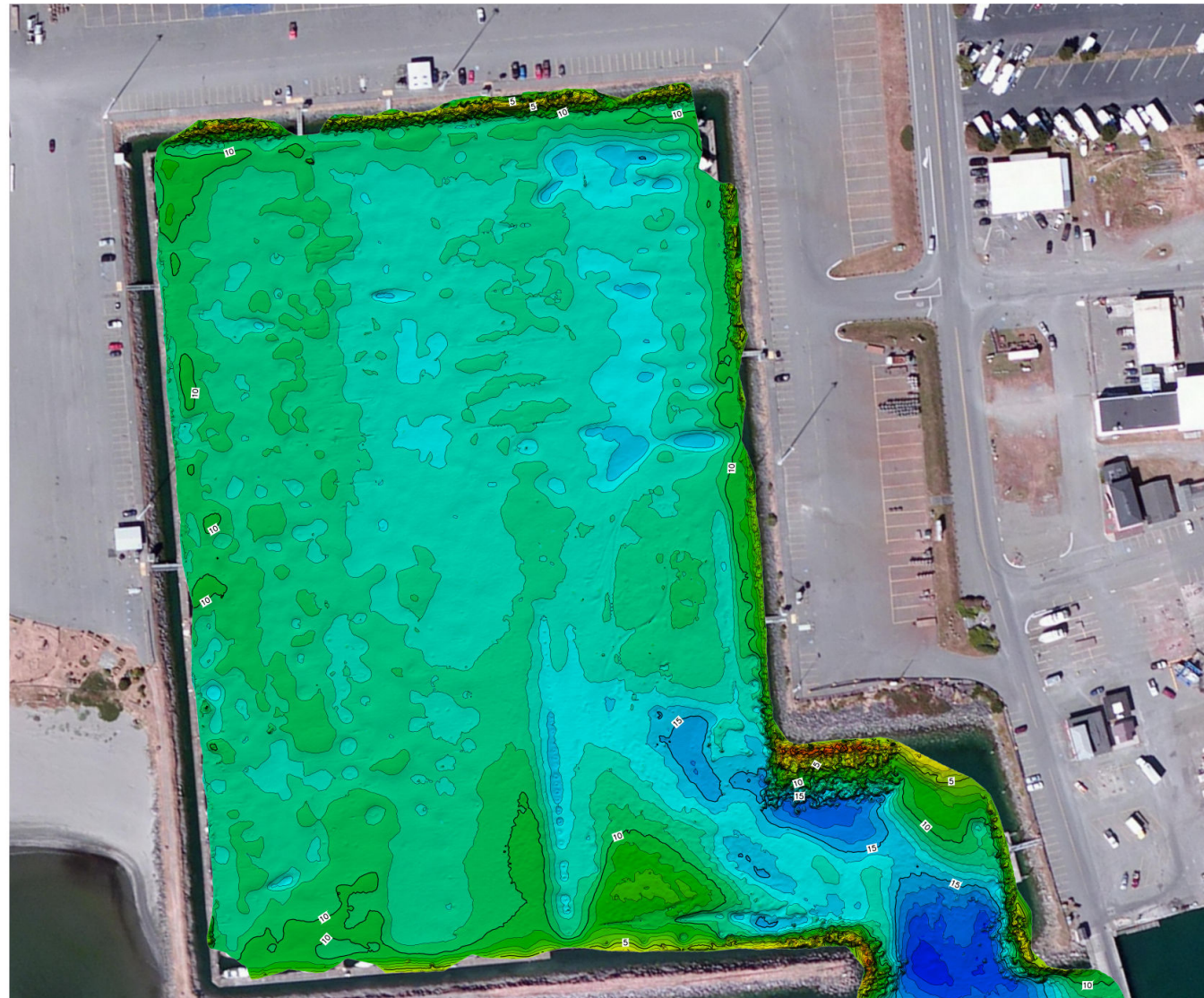
CRESCENT CITY HARBOR
 CRESCENT CITY, CA
 CONDITION SONAR
 SURVEY
 FEBRUARY 7, 2023

COUNTY OF DEL NORTE
 CALIFORNIA

NO.	BY	DATE	REVISIONS DESCRIPTION

DATE OF PREPARATION		
SURVEYED	BY	DATE
	JK	2/7/2023
DRAWN	TJH	2/14/2023
DESIGNED		
CHECKED		

GEODETIC INFORMATION
 DATUM: NAD 83 (2011)
 CA STATE PLANE ZONE 1
 VERTICAL DATUM: FT. MLLW



**CRESCENT CITY HARBOR
 CRESCENT CITY, CA
 CONDITION SONAR
 SURVEY
 FEBRUARY 7, 2023**

COUNTY OF DEL NORTE
 CALIFORNIA

NO.	BY	DATE	DESCRIPTION

DATE OF PREPARATION	
SURVEYED	BY DATE
DRAWN	T.N DATE
DESIGNED	
CHECKED	

GEODETIC INFORMATION
 DATUM: NAD 83 (2011)
 CA STATE PLANE ZONE 1
 VERTICAL DATUM: FT. MLLW

MATCHLINE - SEE SHEET 3



4. Communications and Reports

a. CEO/Harbormaster Report

Public Comment?



4. Communications and Reports

b. Harbor Commissioner Reports

(1) Commissioner Gerhard Weber

(2) Commissioner Rick Shepherd

(3) Commissioner Brian Stone

(4) Secretary Harry Adams

(5) President Wes White

Public Comment?

5. MEETING ADJOURNMENT

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