

Board Of Harbor Commissioners

Crescent City Harbor District

16 November 2021

Regular Harbor Commission Meeting



Regular Meeting

Board of Harbor Commissioners of the Crescent City Harbor District

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

AGENDA

Date: Tuesday, November 16, 2021

Time: Open Session 2:00 p.m.

Closed Session following Open Session

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

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 November 2, 2021 Regular Meeting.**
- b. Approval of Warrant List from October 29, 2021 through November 10, 2021.**

2. New Business

- a. Appeal of pending revocation of berthing permit for the M/V Mistral.**
- b. Review the CCHD Audit Draft prepared by Harshwal & Company LLP.**
- c. Review Pacific Coast Port Access Route Study by USCG.**

3. Unfinished Business

- a. Solar Project Update**
- b. Dredge Permit Update**

4. Communications and Reports

- a. Financial Reports: Account Balances, P & L Report, Accounts Receivable Report**
- b. CEO/Harbor Master Report**
- c. Harbor Commissioner Reports**

5. Adjourn to Closed Session

CLOSED SESSION

- a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
(Gov. Code §54956.9(d)(2))
Significant Exposure to Litigation: One case based on potential repairs to Fashion Blacksmith building.
- b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
(Government Code section 54956.9(d)(4)) Number of Cases: 1

6. Adjourn Closed Session

7. Report out of Closed Session

8. ADJOURNMENT

Adjournment of the Board of Harbor Commissioners will be until the next meeting scheduled for Tuesday, December 7, 2021, 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

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 November 2, 2021 Regular Meeting.**
- b. Approval of the Warrant List from October 29, 2021 through November 10, 2021.**

Public Comment?



Regular Meeting Minutes of the Board of Harbor Commissioners of the Crescent City Harbor District	
Harbor District Office, 101 Citizens Dock Road Crescent City, CA 95531	November 2, 2021 2:00 p.m.

Board of Harbor Commissioners of the Crescent City Harbor District

MINUTES

Regular Meeting, Tuesday November 2, 2021 at 2:00 P.M.

CALL TO ORDER: 2:00 PM

ROLL CALL:

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

ABSENT: NONE

QUORUM: YES

PLEDGE OF ALLEGIANCE: *led by Commissioner Adams*

PUBLIC COMMENT: The following individuals addressed the Board regarding subject matters not on the meeting agenda:

Charles McKinney, owner of the fishing vessel “Mistral,” addressed the Board concerning the revocation of his berthing permit. Staff had revoked his permit after determining that the vessel was not being maintained properly and posed a risk of sinking in the Harbor. Mr. McKinney asked for additional time to remediate the boat’s condition. Staff agreed to provide a forbearance of the revocation order until November 16, at which time he could make an appeal to the Board if necessary.

Leonard Franklin asked the Board to explain its reasoning behind the early termination of lease agreements with former operators of the Harbor’s RV parks. President Stone replied that the subject would be addressed at a future meeting when the matter of the RV parks would be on the agenda.

Annie Nehmer asked for clarification on revisions being made to the Harbor's Ordinance Code. CEO/Harbormaster Tim Petrick replied that the first article of the revised code had been posted on the Harbor's website for public review, and additional articles would be posted in the coming weeks. Subsequently, the Board would consider taking formal action to adopt the revisions.

David Jones, Chairman of the Advisory Redistricting Commission established by the Del Norte County Board of Supervisors, addressed the Harbor Board and encouraged feedback from the Harbor, as well as from the general public, regarding a proposed redistricting map posted on the county's website (<https://www.co.del-norte.ca.us/departments/redistricting>) as part of the decennial redistricting process.

1) CONSENT CALENDAR

(1A) Approval of the Meeting Minutes of the October 19, 2021 Regular Meeting.

(1B) Approval of the Warrant List from October 15, 2021 through October 28, 2021.

Commissioner Shepherd brought attention to a typographical error on the minutes and he asked that a correction be made. Commissioner Shepherd also asked Harbor staff to look into the matter of electrical usage at the Bayside RV Park, and in particular, why it was approximately double that of Redwood Harbor Village. Commissioner White **moved** to approve the consent calendar. Commissioner Adams **seconded** the motion. President Stone then opened up public comment on the agenda item. No members of the public commented on the agenda item. President Stone then moved the discussion back to the Board.

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

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

Absent: NONE / *Abstain:* NONE

2) NEW BUSINESS

(2A) Approve Resolution No. 2021-005 Authorizing CEO/Harbormaster To Execute A Ground Lease With South Beach RV Resort, LLC For Development of The Redwood Overflow Lot, and Finding the Project Categorically Exempt from CEQA.

Leonard Franklin asked for clarification on why the lease was exempt from the requirements of the Surplus Land Act (SLA) and the California Environmental Quality Act (CEQA). President Stone replied that the Surplus Land Act provided an exemption for land that was granted by the State in trust to a local agency. In contrast, the SLA would apply to land owned in fee simple. With regard to CEQA, it was inapplicable because the proposed use of the land would not represent a significant change from its prior use.

Some members of the public raised concerns regarding broader development beyond the Redwood Overflow Lot, and questioned whether any decisions had been made for development

of other areas of the Harbor. CEO/Harbormaster Tim Petrick clarified that negotiations were ongoing for additional areas of the Harbor to be leased and developed, although no final decisions had been made. Mr. Petrick reminded the public that Mr. Lemus had been selected through a competitive RFP process, open to the public, in which the Harbor solicited proposals to develop/redevelop many areas of the Harbor. Given that Mr. Lemus had received preliminary approval as a result of the RFP process, there was a reasonable expectation that he would eventually receive final approval to develop additional areas of the Harbor.

Commissioner Weber made a point that nothing was predetermined, and deliberations of the Board were open to the public and completely transparent. Furthermore, the Board would only grant final approval for redevelopment under terms and conditions that maximized the public benefit.

Discussions then turned to the specific provisions of the draft lease for the Redwood Overflow Lot. Commissioner White expressed his preference for an adjustable annual rent increase that would be indexed to a measure of inflation, such as the CPI. The draft lease specified a fixed annual rent increase set at 2%. President Stone then emphasized the importance of changing the lease to include an adjustable rent increase provision. President Stone presented calculations demonstrating how different macroeconomic inflation scenarios could result in the Harbor being severely disadvantaged if the rent increase was left at 2%. A discussion then ensued between Mr. Lemus and the Board concerning different approaches to account for inflation. At the conclusion of the discussion, an agreement was reached to amend the lease to include an adjustable annual rent increase indexed to the CPI. However, an upper and lower bound was agreed upon, wherein the annual rent increase would always be at least 2%, but never exceed 5%.

Commissioner Adams expressed his firm opposition to the lease agreement. He explained that an additional RV Park was unnecessary, and that greater priority should be given to matters of greater public concern, such as increasing and improving public restroom facilities. Mr. Lemus attempted to reassure Commissioner Adams by explaining that restrooms would be a key focus of his development plans, even if the matter was not explicitly described in the lease agreement. Commissioner Weber echoed the concerns of Commissioner Adams with regard to restroom facilities, and he was troubled by the fact that the lease agreement contained exhaustive language on many issues, but was silent on the subject of restrooms. CEO/Harbormaster Petrick promised to include the subject of restrooms in the final version of the lease agreement.

Commissioner Weber expressed concern that the lease did not include a revenue sharing provision, such as with other Harbor leases in which 6% of gross receipts were payable to the Harbor. President Stone expressed similar concerns. CEO/Harbormaster Petrick replied that it was his intention to include a revenue sharing provision in the final lease.

Commissioner Adams expressed opposition to the length of the lease term, which specified an initial 25-year term that could be extended to 40 years. Commissioner Shepherd also expressed reservations about the length of the lease, although he supported the other principal terms and conditions of the lease. At the suggestion of Commissioner Shepherd, Mr. Lemus agreed to amend the lease, so that the Harbor would have the option of buying out the lease after an initial term of 15 years.

Commissioner Shepherd **moved** to approve the draft lease, subject to the following five amendments: (1) a provision for the lessee to pay the Harbor 6% of gross receipts, (2) an initial

lease term of 25 years, with extensions as mutually agreed upon, (3) an option for lease buyout after 15 years, (4) a provision to replace the existing restrooms on the subject premises with a new bathroom facility outside the leased area, (5) an annual rent increase that tracks the CPI, with a minimum of 2% and maximum of 5%. Commissioner White **seconded** the motion.

President Stone then opened up public comment on the agenda item. Annie Nehmer asked whether additional solar power generation would be included as part of the redevelopment project. Mr. Lemus replied that he intended to include some form of solar power generation to offset electrical demand. President Stone then moved the discussion back to the Board.

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

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

Absent: NONE / *Abstain:* NONE

(2B) Review and discuss Power Usage of Bait Freezers.

CEO/Harbormaster Tim Petrick provided an analysis of tenant electrical usage for bait freezers, and corresponding payments to the Harbor, demonstrating that the Harbor was being appropriately compensated for electricity. President Stone thanked Mr. Petrick for the analysis, which would be helpful as the Harbor considered the economics of redevelopment.

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

(2C) Review and discuss resumption of previously budgeted payments to the Tri-Agency Economic Development Authority.

President Stone provided background and explained the structure of the Tri-Agency, with it being governed by representatives from Crescent City, Del Norte County, and the Harbor. One lingering issue was a \$260,000 debt the Tri-Agency incurred with the USDA. President Stone explained that it was important for the Harbor to resume its \$10,000 annual payment to the Tri-Agency, with the two other member agencies making contributions that were proportional to their budgets. This would result in the Tri-Agency receiving 10% of its funding from the Harbor, 20% from Crescent City, and 70% from Del Norte County.

The Tri-Agency needed to maintain regular payments to the USDA to avoid default proceedings on the debt. Although the USDA had granted a forbearance for many years, the situation could theoretically change at any time. Commissioner White explained the instrumental role the Tri-Agency had played in major public works projects, such as rebuilding the Harbor after the 2011 tsunami, modernizing Crescent City's sewage system, and improving Internet infrastructure.

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

(2D) Review and vote to approve proposal for Rural Human Services to hold a Winter Market in the Harbor District.

CEO/Harbormaster Tim Petrick provided background and explained that the winter market would be a scaled down version of the regular market, with only 10 to 15 vendors participating. They would operate out of the old Englund Marine building. The proposal was for a \$50 rental fee for each Saturday the market operated in November through December, with an additional charge of \$10 for each vendor that used electricity. Therefore, assuming 10 vendors used electricity, the Harbor would collect \$150 for one day. The goal was simply to break-even for utilities, with the winter market operating as an experiment to test consumer demand. RHS pledged to manage bathroom maintenance, supplies, and clean-up for event days. President Stone requested that staff verify proper utility function in advance of the first day.

Commissioner Shepherd **moved** to approve the RHS proposal for a winter market. Commissioner Adams **seconded** the motion. President Stone then opened up public comment on the agenda item. No members of the public commented on the agenda item. President Stone then moved the discussion back to the Board.

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

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

Absent: NONE / *Abstain:* NONE

(2E) Discuss project, review and vote to approve Letter of Commitment for storage and operation of Del Norte Sea to Market Fish Landing Mobile Facility in the Crescent City Harbor District.

CEO/Harbormaster Tim Petrick provided background and described the project goal of creating a fisherman's co-op that would allow fisherman to sell fresh fish directly to the public within the Harbor. An initial stage of the proposed project called for setting up a mobile fish processing unit (MPU) that would allow fisherman to filet their product and sell to consumers and local restaurants. As the project evolved in the future, the mobile unit could eventually be replaced by a permanent building to allow for fish processing and retail sales.

The letter of commitment, if approved by the Board, would provide supporting documentation for grant applications submitted by the Del Norte and Tribal Lands Community Food Council. Amanda Hixson, Food Program Director of the Food Council, provided additional background and explained that the Food Council would be making a grant application in three weeks. The Food Council was seeking assurances from the Harbor that if the grant was approved, the Harbor would provide a location for setting up the MPU. Space would be needed for three separate mobile structures, each approximately the size of a standard shipping container. One structure would house the fish processing and retail operation, and the other two structures would provide storage space for frozen product.

Commissioner Shepherd asked for clarification that the project would not require the Harbor to provide funding. Drea, a coordinator at the Food Council, explained that the Harbor would be required to provide water, sewer, and power, but not direct funding. Commissioner White expressed some concern about the potential cost of providing sewer services, and also

whether the city would accept the sewage without any regulatory issues. CEO/Harbormaster Petrick provided assurance that the cost would be comparable to the Harbor's file stations, and not reach the expense incurred by the Harbor's commercial fish processing facility. Mr. Petrick also expressed confidence in regulatory approval.

Commissioner Shepherd **moved** to approve the proposal. Commissioner Adams **seconded** the motion. President Stone then opened up public comment on the agenda item. No members of the public commented on the agenda item. President Stone then moved the discussion back to the Board.

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

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

Absent: NONE / *Abstain:* NONE

***(2F) Presentation by Jim Ramsey on Friends of the Harbor Christmas Decoration Contest.
Review and vote to approve***

Mr. Ramsey was unavailable, but President Stone was able to provide details based on his personal knowledge of planning activities. The non-profit group Friends of the Harbor intended to promote the Christmas spirit by holding a decorating contest among tenants of the Harbor. The goal was to have commercial and residential tenants decorate structures throughout the Harbor in traditional Christmas fashion, with cash prizes awarded for the most impressive displays. The Friends of the Harbor would solicit donations from sponsors to cover the prize money, with all surplus proceeds going to support the Harbor in future projects. Additionally, there could be a tie-in with the Farmers Market, to help drive traffic to their venue.

Commissioner Shepherd expressed some concern as to whether fisherman would be in a position to participate, given the potential overlap with the very busy crab fishing season. Other Commissioners expressed concern that the decorating might burden Harbor staff. CEO/Harbormaster Petrick assured the Board that staff would only devote a minimal amount of time to the effort, spread out over an extended period to avoid interfering with essential Harbor business.

President Stone then opened up public comment on the agenda item. No members of the public commented on the agenda item. President Stone then moved the discussion back to the Board.

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

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

Absent: NONE / *Abstain:* NONE

3) UNFINISHED BUSINESS

(3A) Solar Project Update.

Alex Lemus explained that Renewable Energy Capital (REC) was working with Pacific Power to have a number of billing corrections made. One issue was that Pacific Power was billing at a rate approved for Washington State, but not California. Additionally, there were billing irregularities with regard to solar power generation credits that needed to be reconciled.

Commissioner White inquired on the status of an incentive payment due to the Harbor from the solar licensing agreement (SLA). Mr. Lemus pledged to continue working to secure the SLA payment. Mr. Lemus explained that American Diversified Energy (ADE) was causing the delay because they were questioning the accuracy of accounting provided by Pacific Power. Commissioner White asked Mr. Lemus to provide a reasonable timeline to resolve the issues, and Mr. Lemus responded that his goal was to have everything resolved by January 1st.

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

(3B) Dredge Permit Update.

CEO/Harbormaster Tim Petrick presented an overview of projected timelines for various dredging project activities. For example, it was expected to take two to three years to obtain regulatory approval for a permanent off-shore disposal site. After that point, an additional 4 to 6 months would be required to obtain a dredge permit, which would then be valid for ten years. Mr. Petrick then discussed the near term, and that diver dredging was expected to receive regulatory approval within the next 6 months to a year. A separate issue was approval for “beneficial use” of dredge spoils. The regulatory process was expected to take approximately one year. Approval would potentially allow the Harbor to sell dredge spoils for a wide variety of uses, such as for commercial purposes, or even residential use.

Discussion then turned to the matter of channel depth within the Harbor, and concerns raised by Ted Long (owner of Fashion Blacksmith), at a previous meeting of the Board. Mr. Long had alleged that large vessels were unable to transit the Harbor due to insufficient channel depth. According to Mr. Long, this was resulting in lost business opportunities for Harbor tenants. Similar allegations were levied by Roger Gitlin.

CEO/Harbormaster Petrick presented a figure showing depths throughout the Harbor measured from echo soundings. The soundings data appeared to contradict the allegations of insufficient channel depth. Several Commissioners questioned whether the soundings data were still up to date. Mr. Petrick explained that more recent siltation measurements indicated less than a foot of silt had accumulated since the soundings data were collected. Commissioner Shepherd then recounted his discussions with owners of several large vessels that regularly pass Fashion Blacksmith on their way to the Pacific Choice Seafood dock. They did not report any difficulties transiting any area of the Harbor. This seemed to validate the soundings data.

Commissioner Shepherd commented that the Harbor appeared to be nearly as deep as it had been at any point in its history. The Harbor had been designed to be a shallow water port

back in 1976, accommodating boats up to approximately 60 feet. Over the years, dredging had been successful in maintaining the original depth design. Up to the current day, there did not appear to be depth problems impacting Harbor tenants, with the exception of minor problems reported by Fashion Blacksmith. Commissioner Shepherd did acknowledge that Fashion Blacksmith's Syncrolift could benefit from new dredging. Fortunately, preparations were already in progress to conduct diver dredging to improve the depth at that location.

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

4) COMMUNICATIONS AND REPORTS

(4A) Financial Reports: Account Balances

President Stone commented that the Harbor was operating at \$47,000 under budget, which was encouraging. President Stone then opened up public comment on the agenda item. No members of the public commented on the agenda item. President Stone then moved the discussion to the next agenda item.

(4B) CEO/Harbormaster Report

CEO/Harbormaster Tim Petrick reviewed briefing materials provided to the Board. He discussed a recent storm that caused moderate tree damage and even blew around some Port-a-Potties a considerable distance. Mr. Petrick then reported on the unfortunate off-duty car accident of Maintenance Foreman Rich Salvaressa. He would be convalescing for at least 2 months with multiple broken bones and a punctured lung. Mr. Petrick next discussed evictions that were beginning in the RV parks and the marina, after COVID restrictions had been lifted in the courts. Discussion then turned to survey work being conducted throughout the Harbor to verify legal boundaries. Mr. Petrick concluded by discussing a legal review underway to update rules and fees in the Harbor Ordinance Code (Articles 2 and 3). The Board agreed to conduct a public workshop to discuss the revisions and receive public comment once the legal review was completed. Mr. Petrick commented that the public was being informed of ordinance revisions through postings on the Harbor's website and notices published in the Triplicate.

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

(4C) Commissioner Reports.

(a) Commissioner Shepherd: reported that he would be attending a meeting to discuss wind power and the potential impact to the fishing industry.

(b) Commissioner Adams: no report

(c) Commissioner Weber: no report

- (d) Commissioner White: no report
- (e) President Stone: no report

MOVE TO CLOSED SESSION:

a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
(Government Code section 54956.9(d)(2))
Significant Exposure to Litigation: One case based on correspondence with Fashion Blacksmith regarding entry to lease area.

b. CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION
(Government Code section 54956.9(d)(4))
Number of Cases: 1

RECONVENE OPEN SESSION:

REPORT FROM CLOSED SESSION: Nothing to report.

5) ADJOURNMENT

ADJOURNMENT TO THE BOARD OF HARBOR COMMISSIONERS NEXT REGULAR MEETING SCHEDULED FOR TUESDAY, NOVEMBER 16, 2021 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 _____, 2021

Brian Stone, President

Wes White, Secretary

Crescent City Harbor District
Check Detail
October 29 through November 10, 2021

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	1364	11/10/2021	SUBURBAN PROPANE	1047 · BAYSIDE- RV PARK-1766	-426.11
Check	2076	11/02/2021	WESTIE RADKE	1045 · REDWOOD HARBOR VILLAGE 0707	-225.00
Bill Pmt -Check	2077	11/10/2021	SUBURBAN PROPANE	1045 · REDWOOD HARBOR VILLAGE 0707	-169.19
Bill Pmt -Check	2078	11/10/2021	WOODS PLUMBING	1045 · REDWOOD HARBOR VILLAGE 0707	-220.00
Check	6157	11/10/2021	JOSEY, ROBERT	1040 · CCHD US BANK OPERATING 4766	-102.66
Check	6158	11/10/2021	HANKS, JUSTIN	1040 · CCHD US BANK OPERATING 4766	-9.86
Bill Pmt -Check	6159	11/10/2021	BEST BEST & KRIEGER, LLP	1040 · CCHD US BANK OPERATING 4766	-18,255.53
Bill Pmt -Check	6160	11/10/2021	C RENNER PETROLEUM INC	1040 · CCHD US BANK OPERATING 4766	-1,035.37
Bill Pmt -Check	6161	11/10/2021	COUNTRY MEDIA INC	1040 · CCHD US BANK OPERATING 4766	-628.72
Bill Pmt -Check	6163	11/10/2021	EUREKA HUMBOLDT FIRE	1040 · CCHD US BANK OPERATING 4766	-820.74
Bill Pmt -Check	6164	11/10/2021	FASTENAL	1040 · CCHD US BANK OPERATING 4766	-164.37
Bill Pmt -Check	6165	11/10/2021	MAIL ROOM	1040 · CCHD US BANK OPERATING 4766	-12.00
Bill Pmt -Check	6166	11/10/2021	MENDES SUPPLY CO	1040 · CCHD US BANK OPERATING 4766	-75.57
Bill Pmt -Check	6167	11/10/2021	O'REILLY AUTO PARTS	1040 · CCHD US BANK OPERATING 4766	-11.27
Bill Pmt -Check	6168	11/10/2021	PROGRESSIVE INSURANCE	1040 · CCHD US BANK OPERATING 4766	-3,772.28
Bill Pmt -Check	6169	11/10/2021	R.A. KIRKLAND INC.	1040 · CCHD US BANK OPERATING 4766	-5,833.33

Crescent City Harbor District Check Detail

October 29 through November 10, 2021

Bill Pmt -Check	6170	11/10/2021 REDWOOD LEAVITT INS AGENCY	1040 · CCHD US BANK OPERATING 4766	-19,800.00
Bill Pmt -Check	6171	11/10/2021 ROTO ROOTER INC	1040 · CCHD US BANK OPERATING 4766	-182.00
Bill Pmt -Check	6172	11/10/2021 STATE COMPENSATION INSURANCE FUND	1040 · CCHD US BANK OPERATING 4766	-2,140.41
Bill Pmt -Check	6173	11/10/2021 CRESCENT FIRE PROTECTION DISTRICT.	1040 · CCHD US BANK OPERATING 4766	-1,466.20
Bill Pmt -Check	6174	11/10/2021 ACCOUNTEMPS	1040 · CCHD US BANK OPERATING 4766	-8,315.58
			TOTAL	-63,666.19



2. New Business

- a. Appeal of pending revocation of berthing permit for the M/V Mistral.**

Public Comment?



2. New Business

- b. Review the CCHD Audit Draft prepared by Harshwal & Company LLP.**

Public Comment?

**CRESCENT CITY HARBOR DISTRICT
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED JUNE 30, 2020**

SECTION II. - FINANCIAL STATEMENTS FINDINGS

2020-001 - Financial Statement Close Process (Material Weakness) - Repeated and Modified

Condition - The District lacks an effective internal control structure over the financial statement close and reporting process to allow for timely and accurate financial reporting. The District's internal controls were not in place or were not followed to ensure that the financial statements were presented in accordance with accounting principles generally accepted in the United States of America (GAAP).

During our audit, we encountered numerous issues related to the District's financial statement close process and underlying records that were provided to us to substantiate account balances in the District's trial balance and financial statements.

- a) Bank Reconciliation: The District could not provide all required bank reconciliations for our review. Also, the District did not provide bank statements for one bank account. Consequently, we are unable to test differences in balances per bank statement and general ledger balances for all the months.
- b) Credit cards: The District could not present credit card statements and respective reconciliations for all the months of the fiscal year for our review.
- c) Disbursement: For 4 out of 36 disbursements instances tested, there were no approvals on invoices, and for one instance, there was no supporting documentation to review. Also, during payroll expenses testing, the District could not provide timesheets for 6 out of 9 instances tested and payroll records for 3 out of 9 instances tested for our review.
- d) Journal Entry testing: For 2 out of 3 instances tested, the District was unable to present any supporting documentation for our review.
- e) Accounts Receivable: The District does not have internal control procedures to track individual grants and other receivables to ensure receivables are recorded accurately in a timely manner. We noted that the District does not reconcile the accounts receivable, and the grant receivable reported on the general ledger to the listing maintained by the District.
- f) The District does not have internal control procedures to track the existence, completeness, and accuracy of various general ledger accounts. During our testing, the District was unable to present any underlying documentation or other evidence for inventory, prepaid expenses, accrued payroll, and compensated absences.
- g) Fund Balance: An adjustment was necessary to correct the beginning fund balance, account payable, account receivable, accrued expenses, cash and cash equivalent, long-term liabilities and, capital assets.
- h) Debts: The District recorded debts for \$ 600,000 during the year as an adjustment in the beginning net position. The District was neither unable to present any agreement or supporting documentation for recording this loan and amortization schedule for repayment. During our testing, we noted that the District had not recorded any interest expenses for these loans.
- i) Lease: During our testing, we were unable to test the completeness of the lease receivable schedule presented by that the District in the financial statement.

**CRESCENT CITY HARBOR DISTRICT
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED JUNE 30, 2020**

SECTION II. - FINANCIAL STATEMENTS FINDINGS - CONT'D

2020-001 - Financial Statement Close Process (Material Weakness) - Cont'd

Criteria - The District is responsible for maintaining adequate internal controls over its accounting records, account balances, and financial statement disclosures. Accounting records should include a complete, balanced general ledger that records all transactions supported by appropriate subsidiary records to prepare accurate financial statements. Procedures should be in place to ensure that balance sheet accounts are independently reviewed and reconciled to subsidiary records, at the very least, on a monthly basis.

Effect - Without established and adequate internal controls, lack of maintenance of subsidiary records, and year-end reconciliation procedures, the District's balances lack certainty about the accuracy of the balances.

Auditor's Recommendation: We recommend management evaluate all aspects of the financial close and reporting process and establish adequate internal controls and reconciliation and review procedures to ensure timely and accurate financial statements and supporting schedules.

Management Response:

Draft



2. New Business

- c. Review Pacific Coast Port Access Route Study by USCG.**

Public Comment?

U.S. COAST GUARD PACIFIC COAST – PORT ACCESS ROUTE STUDY (PAC-PARS)

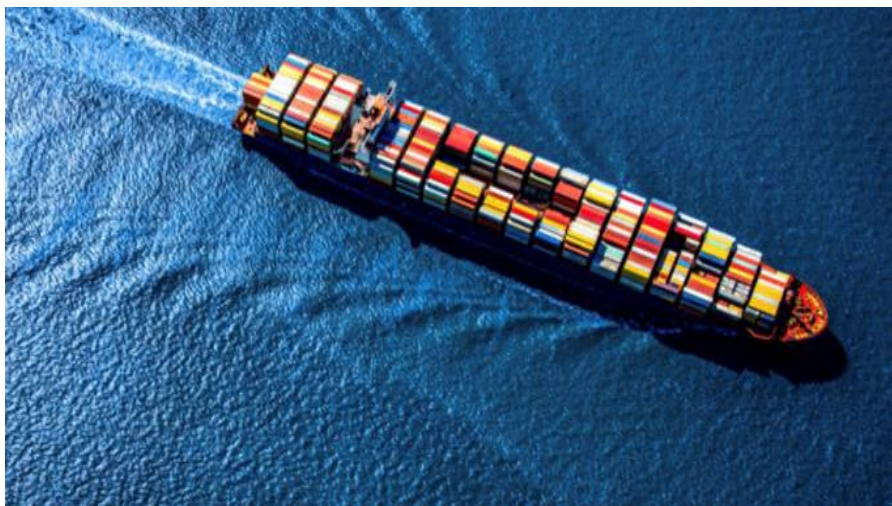
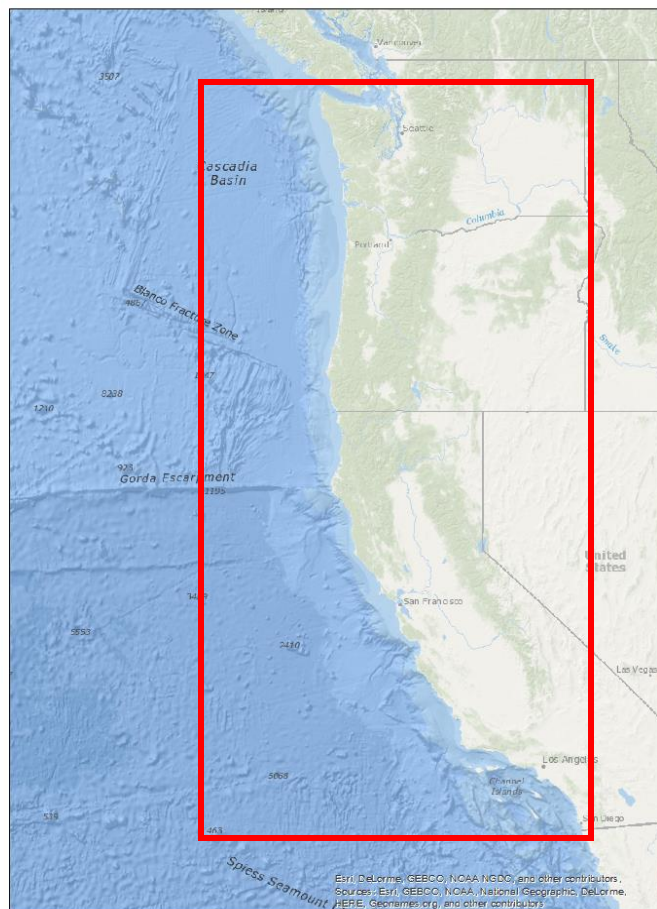
What is the PAC-PARS?

The Pacific Port Access Route Study (PAC-PARS) will be the first comprehensive evaluation of maritime traffic patterns along the Pacific Coast bordering California, Oregon, and Washington.

Vessel traffic, offshore renewable energy, aquafarms, as well as commercial and government space launching activities are some of the maritime related changes occurring along the Pacific Coast.

The U.S. Coast Guard (USCG) is conducting this study to evaluate the usage of coastal waterways, including the navigational conditions for coastal and outer-continental shelf transits.

The study will provide a baseline to assist with future determinations regarding the suitability of waterways for current and future maritime activities and if existing routing measures are adequate.



Access to the study can be found by scanning the QR Code at the bottom of this flyer, or visit:

<https://www.regulations.gov>

And search the docket number:

“USCG-2021-0345”

Questions or concerns can be sent to:

PACPARS@USCG.MIL

Please submit all official comments to the docket above. Comments and related material must be received on or before 25 January, 2022.





3. Unfinished Business

a. Solar Project Update

Public Comment?



3. Unfinished Business

b. Dredge Permit Update

Public Comment?



4. Communication and Reports

a. Financial Reports: Account Balances, P & L Report, Accounts Receivable Report

Public Comment?

BANK BALANCES AS OF 10.28.21**BANK BALANCES AS OF 11.10.21****DIFFERENCE**

CCHD OPERATING	\$219,822.83	CCHD OPERATING	\$211,678.20	-\$8,144.63
CCHD SAVINGS	\$30,021.29	CCHD SAVINGS	\$30,021.29	\$0.00
REDWOOD HARBOR	\$68,034.89	REDWOOD HARBOR	\$67,219.08	-\$815.81
BAYSIDE RV PARK	\$23,564.04	BAYSIDE RV PARK	\$20,187.87	-\$3,376.17
LAIF ACCOUNT	\$1,395,806.52	LAIF ACCOUNT	\$1,395,806.52	\$0.00
TOTALS	\$1,737,249.57	TOTALS	\$1,724,912.96	-\$12,336.61

Crescent City Harbor District
Profit & Loss Budget Performance
 October 2021

Ordinary Income/Expense	Oct 21	Budget	Jul - Oct 21	YTD Budget	Annual Budget
Income					
4000 · MARINA / ADMISTRATION					
4025 · GIFT SHOP INCOME	53.92	416.67	1,177.20	1,666.68	5,000.00
4045 · FEE - NO INSURANCE	300.00	500.00	3,200.00	2,000.00	6,000.00
4054 · ELECTRONIC FOB SALES	35.00	83.34	35.00	333.36	1,000.00
4065 · FISH SALES PERMIT	0.00	33.34	200.00	133.36	400.00
4070 · LATE FEES AND INTEREST	323.49	833.34	2,305.14	3,333.36	10,000.00
4076 · CRAB POT STORAGE FEE	150.00	500.00	300.00	2,000.00	6,000.00
4092 · LAUNDRY NORTH	0.00	50.00	0.00	200.00	600.00
4094 · LAUNDRY SOUTH	0.00	25.00	0.00	100.00	300.00
4960 · RETURNED CHECK CHARGES	0.00	0.00	0.00	0.00	0.00
4000 · MARINA / ADMISTRATION - Other	0.00	0.00	0.00	0.00	0.00
Total 4000 · MARINA / ADMISTRATION	862.41	2,441.69	7,217.34	9,766.76	29,300.00
4100 · HARBOR SERVICES					
4150 · BILLABLE SUPPLIES	0.00	41.67	0.00	166.68	500.00
4157 · OTHER LABOR	900.00	158.34	2,200.00	633.36	1,900.00
4171 · MOBILE CRANE	450.00	583.34	600.00	2,333.36	7,000.00
4174 · LAYOVER - SELF HELP AREA	0.00	41.67	44.00	166.68	500.00
4176 · HARBOR VESSELS	70.00	23.34	70.00	93.36	280.00
4178 · FORKLIFT	0.00	23.75	70.00	95.00	285.00
Total 4100 · HARBOR SERVICES	1,420.00	872.11	2,984.00	3,488.44	10,465.00
4200 · MARINA- INNER / OUTER					
4210 · INNER BOAT BASIN	18,285.95	33,333.34	95,122.68	133,333.36	400,000.00
4242 · POUNDAGE FEE FROM HOISTS	377.25	5,000.00	1,584.32	20,000.00	60,000.00
4245 · LAUNCHING RAMP FEES	676.00	1,666.67	6,150.37	6,666.68	20,000.00
4260 · LIVEBOARD FEES	300.00	333.34	2,100.00	1,333.36	4,000.00
4295 · WORKDOCK	125.00	41.67	369.00	166.68	500.00
4200 · MARINA- INNER / OUTER - Other	0.00	0.00	0.00	0.00	0.00
Total 4200 · MARINA- INNER / OUTER	19,764.20	40,375.02	105,326.37	161,500.08	484,500.00
4300 · COMMERCIAL LEASES					
4301 · RENTS & CONCESSIONS - LAND	47,217.47	41,666.67	171,414.45	166,666.68	500,000.00
4320 · UTILITIES ELECTRIC USE INCOME	140.00	1,666.67	4,274.98	6,666.68	20,000.00
4325 · UTILITIES WATER USE INCOME	176.00	166.67	704.00	666.68	2,000.00
4375 · STORAGE YARD & DRY DOCK	420.50	916.67	2,572.00	3,666.68	11,000.00
Total 4300 · COMMERCIAL LEASES	47,953.97	44,416.68	178,965.43	177,666.72	533,000.00
4400 · RHV-RV PARK					
4410 · RHV-RENTALS	36,119.63	33,333.34	131,557.99	133,333.36	400,000.00
4425 · RHV- GIFT SHOP RV PARK	0.00	0.00	55.79	0.00	0.00
4430 · RHV-LAUNDRY FACILITY RV PARK	405.00	541.67	1,490.00	2,166.68	6,500.00
4435 · RHV- LATE FEE RV PARK RENT	0.00	166.67	0.00	666.68	2,000.00
Total 4400 · RHV-RV PARK	36,524.63	34,041.68	133,103.78	136,166.72	408,500.00

Crescent City Harbor District
Profit & Loss Budget Performance
 October 2021

	Oct 21	Budget	Jul - Oct 21	YTD Budget	Annual Budget
4600 · BAYSIDE - RV					
4610 · BAYSIDE- RENTALS	18,965.77	30,000.00	112,187.15	120,000.00	360,000.00
4625 · BAYSIDE- GIFT SHOP	0.00	0.00	5.00	0.00	0.00
4630 · BAYSIDE LAUNDRY	0.00	541.67	837.50	2,166.68	6,500.00
4635 · BAYSIDE- LATE FEE	0.00	33.34	0.00	133.36	400.00
6470 · DUMP STATION BAYSIDE	0.00	166.67	535.00	666.68	2,000.00
6490 · FREEZER- BAYSIDE	30.00	0.00	155.00	0.00	0.00
Total 4600 · BAYSIDE - RV	18,995.77	30,741.68	113,719.65	122,966.72	368,900.00
Total Income	125,520.98	152,888.86	541,316.57	611,555.44	1,834,665.00
Cost of Goods Sold					
5001 · COST OF GOODS SOLD - CCHD	19.27	333.34	755.09	1,333.36	4,000.00
Total COGS	19.27	333.34	755.09	1,333.36	4,000.00
Gross Profit	125,501.71	152,555.52	540,561.48	610,222.08	1,830,665.00
Expense					
6000 · OFFICE / MARINA					
6005 · DRUG SCREEN & BACKGROUND CHECK	135.00	58.34	180.00	233.36	700.00
6010 · ADVERTISING/PROMOTION	628.72	250.00	768.72	1,000.00	3,000.00
6015 · DUES, MEMBERSHIPS & SUBS	5,752.00	1,250.00	6,355.50	5,000.00	15,000.00
6020 · PRE-EMPLOYMENT PHYSICALS	0.00	33.34	120.00	133.36	400.00
6023 · MISC EXPENSE	0.00	0.00	504.00	0.00	0.00
6035 · MERCHANT SERVICES CHARGE	4.72	83.34	26.76	333.36	1,000.00
6054 · LEGAL NOTICES	0.00	41.67	0.00	166.68	500.00
6057 · SUPPLIES OFFICE/ADMIN	0.00	0.00	447.80	0.00	0.00
6071 · OFFICE EXPENSE	183.52	500.00	183.52	2,000.00	6,000.00
6072 · POSTAGE	12.00	66.67	61.78	266.68	800.00
6073 · OFFICE EQUIPMENT - COPIER RENT	356.74	583.34	1,833.13	2,333.36	7,000.00
6079 · INSURANCE - LIABILITY	7,967.80	11,666.67	60,421.50	46,666.68	140,000.00
6080 · BAD DEBT EXPENSE	0.00	208.34	0.00	833.36	2,500.00
6090 · TELEPHONE	0.00	666.67	1,752.25	2,666.68	8,000.00
6091 · EQUIPMENT - OFFICE	0.00	0.00	812.65	0.00	0.00
Total 6000 · OFFICE / MARINA	15,040.50	15,408.38	73,467.61	61,633.52	184,900.00
6100 · FUEL					
6101 · PROPANE	587.29	1,166.67	3,942.90	4,666.68	14,000.00
6103 · FUEL - SECURITY	715.26	458.34	2,956.90	1,833.36	5,500.00
6104 · MACH/EQUIPMENT	196.17	1,000.00	743.02	4,000.00	12,000.00
6100 · FUEL - Other	449.29	0.00	947.79	0.00	0.00
Total 6100 · FUEL	1,948.01	2,625.01	8,590.61	10,500.04	31,500.00
6200 · PAYROLL EXPENSES					
6210 · PAYROLL	49,842.31	49,166.67	171,437.16	196,666.68	590,000.00
6211 · EMPLOYEE HEALTH BENEFITS	11,695.25	12,166.67	33,708.82	48,666.68	146,000.00
6221 · DENTAL-ADMIN	0.00	0.00	0.00	0.00	0.00
6230 · LIFE-ADMIN	0.00	0.00	0.00	0.00	0.00

Crescent City Harbor District
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	Oct 21	Budget	Jul - Oct 21	YTD Budget	Annual Budget
6250 · MEDICAL-ADMIN	0.00	0.00	0.00	0.00	0.00
6260 · VISION-ADMIN	0.00	0.00	0.00	0.00	0.00
6270 · WORKERS COMP-ADMIN	1,123.54	2,500.00	9,578.51	10,000.00	30,000.00
6280 · PAYROLL TAXES	7,554.81	5,000.00	23,613.97	20,000.00	60,000.00
6295 · RETIREMENT					
6295 · RETIREMENT - Other	1,942.56	15,000.00	19,505.23	60,000.00	180,000.00
Total 6295 · RETIREMENT	1,942.56	15,000.00	19,505.23	60,000.00	180,000.00
6200 · PAYROLL EXPENSES - Other	0.00	0.00	0.00	0.00	0.00
Total 6200 · PAYROLL EXPENSES	72,158.47	83,833.34	257,843.69	335,333.36	1,006,000.00
6212 · BAYSIDE PAYROLL					
6215 · BAYSIDE PAYROLL TAXES	345.39	708.34	1,842.18	2,833.36	8,500.00
6212 · BAYSIDE PAYROLL - Other	3,417.81	4,166.67	12,648.42	16,666.68	50,000.00
Total 6212 · BAYSIDE PAYROLL	3,763.20	4,875.01	14,490.60	19,500.04	58,500.00
6213 · REDWOOD HARBOR PAYROLL					
6214 · REDWOOD HARBOR PAYROLL TAXES	122.54	583.34	815.85	2,333.36	7,000.00
6213 · REDWOOD HARBOR PAYROLL - Other	1,281.58	3,333.34	6,530.15	13,333.36	40,000.00
Total 6213 · REDWOOD HARBOR PAYROLL	1,404.12	3,916.68	7,346.00	15,666.72	47,000.00
6300 · COMMISSIONERS / RETIREES					
6352 · MEDICAL-COMMISSIONERS	0.00	0.00	0.00	0.00	0.00
6354 · SALARY- COM	0.00	0.00	0.00	0.00	0.00
6355 · MEDICAL-RETIREES	0.00	0.00	0.00	0.00	0.00
6370 · RETIREES-RETIREMENT	0.00	0.00	0.00	0.00	0.00
Total 6300 · COMMISSIONERS / RETIREES	0.00	0.00	0.00	0.00	0.00
6400 · PROFESSIONAL FEES					
6405 · ACCOUNTING - AUDITOR/TREASURER	0.00	916.67	0.00	3,666.68	11,000.00
6406 · FINANCIAL SERVICES ADVISOR	8,049.06	6,666.67	16,364.64	26,666.68	80,000.00
6410 · OTHER LEGAL	4,378.14	8,333.34	7,869.48	33,333.36	100,000.00
6415 · LEGAL ATTORNEY FEES	18,255.53	3,333.34	63,808.71	13,333.36	40,000.00
6450 · ENGINEERING	0.00	1,666.67	6,279.77	6,666.68	20,000.00
Total 6400 · PROFESSIONAL FEES	30,682.73	20,916.69	94,322.60	83,666.76	251,000.00
6420 · IT SUPPORT	0.00		2,250.00		
6500 · REPAIR AND MAINT					
6518 · ELECTRICITY REPAIR	0.00	833.34	27,599.05	3,333.36	10,000.00
6520 · AUTOS	7.94	416.67	389.82	1,666.68	5,000.00
6525 · EQUIPMENT	4,138.92	1,666.67	4,138.92	6,666.68	20,000.00
6526 · SERV-EQUIPMENT	0.00	0.00	0.00	0.00	0.00
6530 · BUILDINGS	0.00	1,250.00	0.00	5,000.00	15,000.00
6531 · DOCKS	0.00	416.67	0.00	1,666.68	5,000.00
6532 · INNER BOAT BASIN	0.00	416.67	0.00	1,666.68	5,000.00
6534 · ROADS & PARKING LOTS	0.00	1,250.00	0.00	5,000.00	15,000.00
6535 · UTILITIES	0.00	541.67	0.00	2,166.68	6,500.00
6541 · SERVICES-CITIZENS DOCK	0.00	0.00	0.00	0.00	0.00

Crescent City Harbor District
Profit & Loss Budget Performance
 October 2021

	Oct 21	Budget	Jul - Oct 21	YTD Budget	Annual Budget
6543 · SERVICES-OUTER BOAT BASIN	0.00	0.00	0.00	0.00	0.00
6544 · SERVICES ROAD, PARK LOT SIGN	0.00	125.00	0.00	500.00	1,500.00
6546 · SERVICES-UTILITES	0.00	0.00	0.00	0.00	0.00
6558 · BUILDING & IMPROVEMENT UTILITIE	0.00	1,666.67	0.00	6,666.68	20,000.00
6585 · EQUIPMENT-RENTAL	0.00	250.00	255.14	1,000.00	3,000.00
6500 · REPAIR AND MAINT - Other	0.00	0.00	203.09	0.00	0.00
Total 6500 · REPAIR AND MAINT	4,146.86	8,833.36	32,586.02	35,333.44	106,000.00
6581 · DN EDC TRI AGENCY	0.00	1,666.67	0.00	6,666.68	20,000.00
6600 · OPERATING SUPPLIES					
6620 · UNIFORM CLEANING SERVICE	0.00	291.67	335.02	1,166.68	3,500.00
6630 · PERMITS & TESTING	0.00	2,500.00	0.00	10,000.00	30,000.00
6640 · OUTSIDE SERVICES	11,575.16	9,166.67	72,216.70	36,666.68	110,000.00
6657 · PARTS & MISC	597.47	1,250.00	1,931.85	5,000.00	15,000.00
6659 · WELDING SUPPLIES	0.00	208.34	219.26	833.36	2,500.00
6660 · EXPENDABLE TOOLS	18.62	250.00	158.55	1,000.00	3,000.00
6661 · JANITORIAL	380.44	750.00	4,301.47	3,000.00	9,000.00
6662 · SHOP MAINTENANCE	6.48	0.00	47.66	0.00	0.00
6663 · RAIN GEAR/GLOVES	0.00	83.34	0.00	333.36	1,000.00
6664 · SAFETY/MEDICAL	0.00	208.34	1,763.00	833.36	2,500.00
6670 · SECURITY SUPPLIES	0.00	12.50	0.00	50.00	150.00
Total 6600 · OPERATING SUPPLIES	12,578.17	14,720.86	80,973.51	58,883.44	176,650.00
6700 · CAPITAL EXPENDITURE					
6702 · INNER BOAT BASIN	0.00	0.00	0.00	0.00	0.00
6707 · BLDG & IMPROVEMENTS	0.00	7,500.00	0.00	30,000.00	90,000.00
6710 · EQUIPMENT	2,243.12	4,166.67	7,804.42	16,666.68	50,000.00
6713 · COAST GUARD LIFT STATION	0.00	0.00	0.00	0.00	0.00
6714 · VEHICLES	183.37	0.00	183.37	0.00	0.00
6715 · STREETS & ROAD SIGNAGE	0.00	6,666.67	0.00	26,666.68	80,000.00
6716 · UTILITIES	0.00	833.34	0.00	3,333.36	10,000.00
6717 · PLUMBING	505.00	416.67	2,412.00	1,666.68	5,000.00
Total 6700 · CAPITAL EXPENDITURE	2,931.49	19,583.35	10,399.79	78,333.40	235,000.00
6711 · FASHION BLACKSMITH	0.00	4,166.67	0.00	16,666.68	50,000.00
6800 · UTILITIES					
6830 · ELECTRICITY	12,735.56	16,666.67	38,757.01	66,666.68	200,000.00
6831 · WATER	5,215.64	3,750.00	28,650.47	15,000.00	45,000.00
6832 · GARBAGE	8,654.30	6,666.67	42,356.47	26,666.68	80,000.00
6833 · WASTE OIL DISPOSAL	0.00	333.34	1,169.96	1,333.36	4,000.00
6890 · INTERNET SERVICE/TV	994.56	1,500.00	2,936.88	6,000.00	18,000.00
Total 6800 · UTILITIES	27,600.06	28,916.68	113,870.79	115,666.72	347,000.00
6942 · CONSULTING					
6975 · PROJECT-MASTER PLAN	0.00	0.00	805.00	0.00	0.00
6942 · CONSULTING - Other	0.00	833.34	0.00	3,333.36	10,000.00

Crescent City Harbor District
Profit & Loss Budget Performance
 October 2021

	Oct 21	Budget	Jul - Oct 21	YTD Budget	Annual Budget
Total 6942 · CONSULTING	0.00	833.34	805.00	3,333.36	10,000.00
6950 · TRAVEL-TRAINING MEETING & LOCAL	52.78	833.34	52.78	3,333.36	10,000.00
Total Expense	172,306.39	211,129.38	696,999.00	844,517.52	2,533,550.00
Net Ordinary Income	-46,804.68	-58,573.86	-156,437.52	-234,295.44	-702,885.00
Other Income/Expense					
Other Income					
4010 · DEL NORTE COUNTY TAXES	0.00	31,666.67	143,117.77	126,666.68	380,000.00
4012 · TOT Tax Income	0.00	10,000.00	0.00	40,000.00	120,000.00
4014 · INTEREST LAIF	849.43	666.67	849.43	2,666.68	8,000.00
4015 · SOLAR LICENSING	0.00	22,666.67	0.00	90,666.68	272,000.00
Total Other Income	849.43	65,000.01	143,967.20	260,000.04	780,000.00
Other Expense					
6075 · DEPRECIATION	310,500.00	310,500.00	1,242,000.00	1,242,000.00	3,726,000.00
6098 · RV TOT TAX	0.00	60.59	149.40	242.36	727.00
6584 · VISTOR BUREAU	0.00	500.00	6,000.00	2,000.00	6,000.00
6588 · ATP-SUNSET CIRCLE					
6588.44 · OUTSIDE SERVICES	0.00	0.00	0.00	0.00	0.00
6588 · ATP-SUNSET CIRCLE - Other	0.00	0.00	0.00	0.00	0.00
Total 6588 · ATP-SUNSET CIRCLE	0.00	0.00	0.00	0.00	0.00
6602 · DNLTC RSTP-STARFISH WAY	0.00	0.00	0.00	0.00	0.00
7100 · REPORTABLE HEALTH COVERAGE	0.00	0.00	0.00	0.00	0.00
Total Other Expense	310,500.00	311,060.59	1,248,149.40	1,244,242.36	3,732,727.00
Net Other Income	-309,650.57	-246,060.58	-1,104,182.20	-984,242.32	-2,952,727.00
Net Income	-356,455.25	-304,634.44	-1,260,619.72	-1,218,537.76	-3,655,612.00

Crescent City Harbor District A/R Aging Summary

As of November 12, 2021

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
AARON YOSHIKAWA	177.97	549.73	534.03	526.14	2,301.72	4,089.59
ALLEN SAMPLES	0.00	385.00	0.00	0.00	0.00	385.00
ANDREA PARKER	0.00	385.00	385.00	385.00	4,685.00	5,840.00
ANDREW BARNEBURG	0.00	650.00	0.00	0.00	0.00	650.00
ANDREW EATON	0.00	385.00	385.00	385.00	1,495.00	2,650.00
ANDREW EVANOW (ORACLE)	475.00	355.00	0.00	0.00	0.00	830.00
ANDREW GRIFFIN, II	0.00	137.08	135.06	100.00	570.56	942.70
ANGELA MEADOWS	0.00	385.00	0.00	0.00	0.00	385.00
ANTHONY SISK	0.00	100.00	0.00	0.00	0.00	100.00
ANTHONY PASSANISI	0.00	550.00	0.00	0.00	0.00	550.00
ART KOON	0.00	142.87	140.47	138.39	1,708.95	2,130.68
BAF FISHERS, INC.	0.00	3,780.00	0.00	0.00	0.00	3,780.00
BEAU LAYNE	0.00	1,416.00	0.00	0.00	0.00	1,416.00
BLAINE CURVEN	0.00	430.00	430.00	430.00	860.00	2,150.00
BRAD ANGLIN	0.00	-60.00	0.00	0.00	0.00	-60.00
BRAD MILLER	0.00	1,075.00	0.00	0.00	0.00	1,075.00
BRUCE KAUFNER	0.00	-90.00	0.00	0.00	0.00	-90.00
CAITO FISHERIES HOIST #1 & #9	2,185.00	0.00	0.00	0.00	0.00	2,185.00
CHARLES J. WILLIAMS	0.00	115.50	0.00	0.00	0.00	115.50
CHART ROOM STORE	0.00	250.00	0.00	0.00	0.00	250.00
CHERYL MULL / JOHN ARKET	0.00	385.00	0.00	0.00	0.00	385.00
DAVID BENNETT	80.00	0.00	0.00	0.00	0.00	80.00
DONALD DEMSHER	0.00	650.00	0.00	0.00	0.00	650.00
DONNA STEGMAN	0.00	430.00	0.00	0.00	0.00	430.00
ENGLUND MARINE CUSTOMER	0.00	275.42	0.00	0.00	0.00	275.42
ERIC HOOPER	0.00	30.00	30.00	30.00	120.00	210.00
FAWN STRYKER	0.00	400.00	400.00	400.00	800.00	2,000.00
FONDA & JIM THALANDER	0.00	400.00	0.00	0.00	0.00	400.00
FRANK FREITAS	0.00	650.00	0.00	0.00	0.00	650.00
GLOBAL HOIST #3& #4	2,296.00	2,296.00	0.00	0.00	0.00	4,592.00
HEIDI REICHLIN	0.00	400.00	400.00	0.00	0.00	800.00
HENRY & TIFFANY GEIGER	0.00	986.00	0.00	0.00	0.00	986.00
JACQUELINE KELLOGG	0.00	0.00	0.00	0.00	342.74	342.74

**Crescent City Harbor District
A/R Aging Summary
As of November 12, 2021**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
JAMES SWAIN	0.00	400.00	400.00	400.00	1,200.00	2,400.00
JAY BANTA	0.00	0.00	0.00	-150.00	0.00	-150.00
JERRY & EVA CAMPBELL	0.00	80.00	0.00	0.00	0.00	80.00
JESSICA LANUM	0.00	385.00	385.00	385.00	0.00	1,155.00
JOHN DOSKOCIL	0.00	385.00	0.00	0.00	0.00	385.00
JON JACKSON	0.00	0.00	0.00	0.00	6,958.33	6,958.33
JONATHON BEARDON (BREAKERS)	0.00	128.80	126.90	100.00	26.50	382.20
JONATHON BEARDON (SHADOW)	0.00	135.94	133.93	108.00	62.00	439.87
JONATHON BEARDON (STORMY II)	0.00	2,520.00	0.00	0.00	0.00	2,520.00
JOSH LEWIS	0.00	670.97	662.53	652.74	9,749.44	11,735.68
JOSHUA FURLONG	0.00	58.02	57.16	1,014.84	1,989.45	3,119.47
KAMILIA SCHNACKER	0.00	385.00	0.00	0.00	0.00	385.00
KARLA DIAZ	0.00	400.00	400.00	400.00	0.00	1,200.00
KEVIN PINTO	150.00	0.00	0.00	0.00	0.00	150.00
KILEY ORTMAN	0.00	500.00	500.00	500.00	3,500.00	5,000.00
KRISTEN WILSON	0.00	400.00	400.00	400.00	1,600.00	2,800.00
KURT IVISON	0.00	134.31	132.32	130.37	357.92	754.92
LAURA ARCHULETTA	0.00	2,520.00	0.00	0.00	0.00	2,520.00
LCZ UNLOADERS HOIST #2	0.00	0.00	0.00	0.00	-8,991.25	-8,991.25
LCZ UNLOADERS HOIST #5	0.00	0.00	0.00	0.00	-5,172.14	-5,172.14
LEROY NOVA	0.00	385.00	0.00	0.00	0.00	385.00
MARIE WELCH	0.00	450.00	450.00	450.00	450.00	1,800.00
MARTY LOPEZ	0.00	0.00	0.00	1,517.83	2,622.02	4,139.85
MAXINE SENIVONGS	0.00	400.00	300.00	0.00	0.00	700.00
MELVIN FOGLE	0.00	2,520.00	0.00	0.00	0.00	2,520.00
Micah White (RHV)	0.00	400.00	0.00	0.00	0.00	400.00
MICHAEL KOZAK	0.00	0.00	360.00	430.00	6,070.00	6,860.00
MICHAEL MCCUTCHEON	0.00	3,780.00	0.00	0.00	0.00	3,780.00
MM DIVING, INC	0.00	560.00	0.00	0.00	0.00	560.00
NANCY MCKUSICK	0.00	385.00	0.00	0.00	0.00	385.00
NICOLE ADAMS	0.00	-770.00	0.00	0.00	0.00	-770.00
NOR-CAL SEAFOOD HOIST #6	1,264.00	0.00	0.00	0.00	0.00	1,264.00
PACIFIC CHOICE HOIST #7	1,572.00	71.63	0.00	0.00	0.00	1,643.63

Crescent City Harbor District A/R Aging Summary

As of November 12, 2021

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
PACIFIC CHOICE SEAFOOD	4,200.83	0.00	0.00	0.00	0.00	4,200.83
PATRICK GRUELL	0.00	460.00	460.00	460.00	2,910.00	4,290.00
RENEE GAINEY	0.00	385.00	385.00	385.00	5,390.00	6,545.00
RICHARD BOLEN	0.00	350.00	350.00	190.00	0.00	890.00
RONNIE CARON	0.00	0.00	0.00	0.00	-410.58	-410.58
RUDI STOLT (SURVIVAL TOO)	2,520.00	0.00	0.00	0.00	0.00	2,520.00
SAFE COAST SEAFOODS, LLC	0.00	3,000.00	1,000.00	0.00	0.00	4,000.00
SHELLY COOK	0.00	530.00	530.00	530.00	3,710.00	5,300.00
SPIRIT OF '76 INC.	0.00	4,185.00	0.00	0.00	0.00	4,185.00
STANCO ENTERPRISES	0.00	3,077.50	0.00	0.00	0.00	3,077.50
THOMAS D. SHANNON	0.00	400.00	400.00	400.00	4,000.00	5,200.00
THOMAS GREEN	0.00	400.00	0.00	0.00	0.00	400.00
TIMOTHY D. POTTER	4,410.00	0.00	0.00	0.00	0.00	4,410.00
TLC INC.	3,825.00	0.00	0.00	0.00	0.00	3,825.00
TODD STRAUSS	0.00	500.00	0.00	0.00	0.00	500.00
TOM WOLF	1,290.00	1,356.88	65.89	45.85	0.00	2,758.62
TROY BARRETT	0.00	450.00	0.00	0.00	0.00	450.00
WILLIAM SCOTT	0.00	0.00	0.00	0.00	2,567.74	2,567.74
TOTAL	24,445.80	50,222.65	10,338.29	10,744.16	51,473.40	147,224.30



4. Communications and Reports

b. CEO/Harbormaster Report

CCHD staff participated in the Sugar bear event at the cultural center. It went very well and over a 1000 children and their parents came through to see the tree and get candy from our very own bumble bee and Lady Skellington.

We've weathered a few more storms since we last met. We've lost a few trees and sustained minor damage to CCHD property and a trailer at RHV. Fashion Blacksmith also sustained some damage to the siding which we are working on finding a contractor to fix.

Recreational crab season has kicked off with a bang! Despite the bad weather the rec pots are coming up packed with good clean crab. We're looking forward to Commercial Season starting early and bringing in more than expected.

Excitement has been building for our first ever Winter Market. RHS has been working hard to get the vendor ready and we had the first Saturday market this weekend. The schedule will be posted on the CCHD Website with extra days open leading up to Christmas.



4. Communications and Reports

c. 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 Rick Shepherd

Commissioner Harry Adams

Commissioner Gerhard Weber

Commissioner Wes White, Secretary

Commissioner Brian Stone, President

5. Adjourn to Closed Session

CLOSED SESSION

- a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
(Gov. Code §54956.9(d)(2))
Significant Exposure to Litigation: One case based on potential repairs to Fashion Blacksmith building.

- b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
(Government Code section 54956.9(d)(4)) Number of Cases: 1

6. Adjourn Closed Session

7. Report out of Closed Session



8. ADJOURNMENT

Adjournment of the Board of Harbor Commissioners will be until the next meeting scheduled for Tuesday, December 7, 2021, 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.

