



Special Meeting

Board of Harbor Commissioners of the Crescent City Harbor District

Chair Gerhard Weber, Vice Chair John Evans

Commissioner Rick Shepherd, Commissioner Dan Schmidt, Commissioner Annie Nehmer

www.ccharbor.com

AGENDA

Date: Wednesday, December 3, 2025

Time: Open Session - 11:00 AM

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

TO WATCH (via online)

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

TO LISTEN (via telephone)

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

MOMENT OF REFLECTION: *Any prayer, invocation, or similar moment of reflection that may be offered before the start of a Board Meeting is a voluntary offering by a private resident or invited guest; has not been previously reviewed or approved by the Board of Harbor Commissioners or District staff; should not be considered an endorsement of any particular religion or belief by the Crescent City Harbor District or its officials, as the beliefs, viewpoints, and content are personal to the speaker; and no participation by any person in attendance is required. A list of volunteers is maintained by the Crescent City Harbor District office, and interested persons should contact the Secretary of the Board for further information.*

REGULAR SESSION:

1. Preliminary Items
 - a. Call to Order
 - b. Roll Call
 - c. Pledge of Allegiance
 - d. Public Comments

2. Receive an update on the 2022 and 2024 PIDP grants and vote to approve a Confirmation of Match letter for the U.S. Maritime Administration (MARAD) to be signed by the CCHD Board Chair.
3. Ordinance Code Fee Schedule workshop. Approve pre-publication draft rates and language.
4. Consider lighted boat holiday festival and other potential future events.
5. Financial Report
 - a. Approve October Financial Reports : Balance Sheet, Profit and Loss, and Budget To Actual
 - b. Approve cash flow report for October 2025
 - c. Update on 24/25 audit.
 - d. Review and approve proposed accounts receivable entry for current year.
 - e. Status report on grant reimbursements.
 - f. Approve transitioning to a new payroll service provider and adjusting employee pay dates from the current semi-monthly payroll schedule to a biweekly payroll schedule, with pay dates occurring every two weeks, effective for the payroll cycle commencing January 1, 2026.
 - g. Update on plan to address USDA loan payment and insurance requirements.
 - h. Update of RV park lease negotiations.
 - i. California Public Records Act (CPRA) update.

6. Consent Calendar

Consent Calendar items are considered routine and will be approved by one motion. The public, staff, or Commissioners may request specific items be removed from the Consent Calendar for separate consideration.

- a. Approve CREDE invoices for August, September and October.
- b. Approve Mitchell Law Firm October Invoice.

7. MEETING ADJOURNMENT

*Adjournment of the Board of Harbor Commissioners will be until the next meeting scheduled for **Wednesday, December 10, 2025**, 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.*

Pursuant to Government Code Section 54957.5(b)(1), the Crescent City Harbor District has designated its main office, located at 101 Citizens Dock Rd, Crescent City, CA, as the location available for public inspection of agendas and related writings under consideration by the Board of Harbor Commissioners. If the office is locked, please contact the Harbor Patrol at (707) 954-8341 (available 24 hours), and a patrol officer will promptly provide access for you to review the materials.