

Board of Harbor Commissioners

Crescent City Harbor District

21 December 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, December 21, 2021**

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

Place: **101 Citizens Dock, Crescent City, California & via Zoom Webinar &
Remote Teleconference Location: Aston at Papakea Resort,
3543 Lower Honoapiilani Road, Lahaina, Hawaii**

Link: <https://us02web.zoom.us/j/81450722974?pwd=VWcwWUFxRnZuWUNVMIA0ODBmcXNNdz09>

Passcode: 259248

Call to Order

Roll Call

Pledge of Allegiance

Public Address on the State of the Harbor by President Stone

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 December 7, 2021 Regular Meeting.**
- b. Approval of Warrant List from December 3, 2021 through December 17, 2021.**

2. New Business

- a. Election of the President and Secretary of the Board, pursuant to the CCHD Bylaws.**

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/Harbormaster Reports**
- c. Harbor Commissioner Reports**

5. Adjournment

Adjournment of the Board of Harbor Commissioners will be until the next meeting scheduled for Tuesday, January 4, 2022, 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. Consent Calendar

All items on this list are considered and acted on in one Motion. Anyone may request an item be removed from the Consent Agenda for separate consideration.

- a. Approval of minutes of the December 7, 2021 Harbor Commission Regular Meeting.**
- b. Approval of Warrant List from December 3, 2021 through December 17, 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

December 7, 2021
2:00 p.m.

Board of Harbor Commissioners of the Crescent City Harbor District

MINUTES

Regular Meeting, Tuesday December 7, 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
<i>ABSENT:</i>	NONE	
<i>QUORUM:</i>	YES	

PLEDGE OF ALLEGIANCE: *led by Commissioner Shepherd*

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

Leonard Franklin objected to RV park occupancy being limited to 30 days or less for new park occupants.

Roger Gitlin commented on a diver who was hired by Commissioner Adams to investigate subsurface conditions in the Harbor. Mr. Gitlin noted that the diver’s report indicated a need for dredging in the area adjacent to Fashion Blacksmith. Mr. Gitlin suggested that Commissioner Adams ought to be reimbursed because Commissioner Adams had paid for the diver using personal funds.

Lisa Brook addressed the Board to follow up on a proposal she had made to operate a used car business on Harbor property. The Board advised Ms. Brook that she could make further inquiries with CEO/Harbormaster Petrick after the meeting if she desired.

President Stone then moved the discussion to the next agenda item.

1) CONSENT CALENDAR

(1A) Approval of the Meeting Minutes of the November 16, 2021 Regular Meeting.

(1B) Approval of the Warrant List from November 11, 2021 through December 2, 2021.

Commissioner White inquired concerning several items on the warrant list, and received satisfactory explanations from CEO/Harbormaster Tim Petrick for all of the items except for warrant# 6177, dated 11/16/2021, and paid to “ALLEGIANCE-CIT DOCK, GL, EQUIP” in the amount of \$7,135.76. Mr. Petrick advised the Board that he would need to obtain further information from Harbor staff on the reason for the payment. Commissioner White **moved** to approve the consent calendar, subject to additional information being provided by Mr. Petrick as described above. Commissioner Shepherd **seconded** the motion. President Stone then opened up public comment on the agenda item. No members of the public commented. President Stone then moved the discussion back to the Board.

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

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

Absent: NONE / *Abstain:* NONE

2) NEW BUSINESS

(2A) Review and vote to approve Ordinance No. 2021-50 Codifying and Amending Articles 1 & 2 of the Crescent City Harbor District Ordinance Code.

President Stone provided background and explained the purpose and import of the Harbor’s Ordinance Code. He then reviewed the procedural requirements to amend the Code, confirming that the legal requirements for public notice had been satisfied. In response to public concern about fees being raised, President Stone emphasized that the articles under consideration (Articles 1 & 2) did not include revisions to the Harbor’s fee schedule. No action would be taken on the fee schedule until consideration of Article 3 of the Ordinance Code at a future meeting.

In response to concern expressed by the public, CEO/Harbormaster Tim Petrick discussed subsection 5.105, which pertained to vessel berthing size limitations. The draft text stated that *“With some exceptions, the vessel beam may not exceed 80% of slip berth. Slip berth is one half (½) of the total water space between dock fingers.... Vessels with beams exceeding 80% of the slip width must pay an additional 20% of their moorage fee. Vessels exceeding 100% of the slip width must pay an additional 100% for their moorage space.”* Mr. Petrick explained that the text was simply a restatement of long-standing Harbor policy, and the only boat that would be impacted would be the *Gladnick*.

Gerry Hemmingsen, Del Norte County Supervisor for District 4, objected to the text *“with some exceptions”* contained in subsection 5.105 [see above]. He felt the exceptions ought to be clearly defined within the Code, and he objected to the prospect of Harbor staff having discretion to determine the exceptions on a case-by-case basis. Supervisor Hemmingsen similarly objected

to discretion provided in subsection 5.130(C), which pertained to live-aboard vessels. He specifically cited subsection 5.130(C)(6), which stated: *“The numbers of permitted live-aboard vessels is at the discretion of the Harbormaster/CEO.”* Supervisor Hemmingsen did not feel comfortable with Harbor staff having the discretion to limit the number of live-aboards. Supervisor Hemmingsen then brought attention to subsection 5.200(C), which pertained to berthing permit charges, and contained the text: *“If any vessel is found to be inoperable or unseaworthy, the District may ... impose ... a penalty of 10% of the permit fee ... until the vessel is made operable or seaworthy, or is removed from the Harbor by the owner.”* Supervisor Hemmingsen believed the fee was unreasonable. Supervisor Hemmingsen next commented on subsection 9.140(A), which pertained to refuse disposal, and contained the text: *“It shall be unlawful to discharge or deposit or cause the discharge or deposit ... garbage ... or refuse of any kind, in or upon the waters of the District, or on the land, (includes dumpsters) adjacent to any navigable waters.”* Supervisor Hemmingsen objected to the inclusion of dumpsters within the prohibition. As drafted, the Code seemed to leave Harbor patrons without a reasonable means of disposing of garbage within the Harbor. Supervisor Hemmingsen suggested that the author might have intended to write “excludes dumpsters” rather than “includes dumpsters.” Supervisor Hemmingsen then turned his attention to subsection 9.200(b)(6), which pertained to electrical service, and contained the text: *“All commercial fishing vessels must have an approved isolation transformer, or a galvanic isolator.”* Supervisor Hemmingsen suggested that the provision should be applicable to all vessels, and not just commercial fishing vessels.

Several members of the Board then expressed their desire for additional time to more carefully review the draft articles of the Ordinance Code before giving their approval. Commissioner Shepherd **moved** to continue the agenda item to a special workshop, open to the public, to be conducted on December 16, 2021 at 10AM. Commissioner Adams **seconded** the motion. President Stone then moved the discussion back to the Board.

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

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

Absent: NONE / *Abstain:* NONE

(2B) Review and vote to approve Fiscal Year 2019/2020 Audit.

Financial Consultant Stephen Denny explained that a preliminary audit prepared by Harshwal & Company for the fiscal year which ended June 30, 2020 was still undergoing significant revisions. Accordingly, President Stone tabled the agenda item for further consideration at a future meeting. Before moving forward, President Stone opened up public comment on the agenda item.

Annie Nehmer brought attention to a \$600,000 liability owed to the former operators of the Bayside RV Park. The auditor had requested additional information to explain the liability. CEO/Harbormaster Petrick responded that the auditor had subsequently been provided with a lease termination agreement that explained the liability. Mr. Petrick encouraged Ms. Nehmer to review the final version of the audit, and revisit the issue if she had any remaining concerns.

Commissioner Weber commented that even after the audit was concluded, he would be directing Harbor staff to provide even more detailed financial information, on an ongoing basis,

to ensure that he could perform his oversight role diligently as a Harbor Commissioner. At the suggestion of Commissioner Weber, President Stone then agreed to establish an ad hoc committee consisting of Commissioner Weber and Commissioner White to investigate Harbor accounting procedures in response to the audit findings. President Stone then moved the discussion to the next agenda item.

(2C) Review and vote to approve amended proposal by Rural Human Services for Winter Market in the Harbor District.

President Stone reviewed a letter submitted by Rural Human Services (RHS) requesting a reduction in rental payments for the Winter Market from \$10 per vendor down to \$5 per vendor for each day of the market. CEO/Harbormaster Tim Petrick supported the change because it had become apparent that electricity usage was less than originally anticipated. Mr. Petrick also expressed support for an additional request from RHS to extend the market out to May 28, 2022. Commissioner Shepherd **moved** to approve the amended proposal from RHS. Commissioner White **seconded** the motion. President Stone then opened up public comment on the agenda item. No members of the public commented. President Stone then moved the discussion back to the Board.

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

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

Absent: NONE / *Abstain:* NONE

(2D) Review and vote to approve installation of MarineSync remote utility monitoring devices in Marina.

CEO/Harbormaster Tim Petrick provided background and explained that the MarineSync monitoring devices would allow the Harbor to bill marina renters for actual electricity usage, with automated reporting provided via cellular connections. Mr. Petrick further explained that the devices came with a 2-year warranty. Nonetheless, the usable lifetime was expected to be at least 10 years, based on positive feedback from other Harbors. The financial break-even point would likely come after 4 years.

Commissioner Shepherd recused himself from the discussion after explaining that he was a commercial fisherman with a boat moored in the Harbor. Accordingly, he had a financial conflict of interest. After a brief discussion, Commissioner White **moved** to approve the installation of the MarineSync utility monitoring devices. Commissioner Adams **seconded** the motion. President Stone then opened up public comment on the agenda item. No members of the public commented. President Stone then moved the discussion back to the Board.

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

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

Absent: NONE / *Abstain:* SHEPHERD

(2E) Review and discuss modernization of the Harbor's vehicle fleet.

CEO/Harbormaster Tim Petrick explained that he had investigated various options to modernize the Harbor's vehicle fleet. After contacting several vendors, Ford was the only vendor that presented a realistic option. Mr. Petrick then reviewed the technical specifications of Ford's F-150 pickup truck, which featured an optional plug-in hybrid drivetrain. Ford proposed a price of \$35,000 per truck under a special contract available to government entities, which was a tremendous discount over the price offered to members of the public at \$50,000 to \$60,000 per vehicle.

Mr. Petrick then explained some of the benefits of modernizing the Harbor's vehicle fleet. Most notably, the Harbor would benefit from improvements in vehicle fuel economy, which would likely double, or even triple the miles per gallon (MPG) achieved by the Harbor's existing vehicles. The proposed Ford replacement vehicles were expected to achieve 20 to 25 MPG. A total of 6 Harbor vehicles needed to be replaced, but the replacements could occur in stages. Mr. Petrick explained that one vehicle was currently non-functional and in need of immediate replacement. A second vehicle was barely functional, and therefore also in need of immediate replacement. Three additional vehicles were showing signs of major repairs ahead, but replacement could be deferred. A sixth vehicle was operating well, and was expected to remain in service for many years to come.

Commissioner Adams asked Mr. Petrick if he had contacted Dodge or Chevy. Mr. Petrick replied that he had made inquiries with those vendors, but their responses indicated an unwillingness or inability to service the Harbor. A complicating factor was the Harbor's distance from those vendors' dealerships. Commissioner Adams replied that his wife had contacts in the leasing industry who might be helpful. Commissioner Adams pledged to make some inquiries.

President Stone explained the difference between battery electric vehicles (BEVs) and hybrid electric vehicles (HEVs). BEVs utilize 100% electric power, whereas HEVs utilize a combination of battery and internal combustion propulsion. Mr. Petrick explained that BEVs, such as the Ford Lightning, were only available in extremely limited supply, with two year wait times.

The Board expressed support for modernizing the Harbor's vehicle fleet, but requested further research before moving forward. President Stone then opened up public comment on the agenda item. No members of the public commented. President Stone then moved the discussion to the next agenda item.

3) UNFINISHED BUSINESS

(3A) Solar Project Update.

CEO/Harbormaster Tim Petrick explained that Alex Lemus was preparing a report to be presented at the next meeting that would provide a detailed analysis of solar production credits and a reconciliation of electrical meters. Mr. Lemus was also expected to have updated information on a solar licensing agreement (SLA) payment the Harbor had been anticipating for some time. Commissioner Shepherd expressed dissatisfaction with delays from Mr. Lemus. Mr.

Petrick responded that Mr. Lemus understood the importance of resolving the meter accounting issues and SLA payment at the next meeting. President Stone then opened up public comment on the agenda item. No members of the public commented. President Stone then moved the discussion to the next agenda item.

(3B) Dredge Permit Update.

CEO/Harbormaster Tim Petrick reported on meetings with GeoEngineers, Inc., related to permitting of beneficial use of Harbor dredge spoils by the North Coast Regional Water Quality Control Board (NCRWQCB). Mr. Petrick also reported on meetings with Planwest Partners to prepare for diver dredging.

Commissioner Weber discussed a letter that would be presented to the Water Board explaining the urgent need for progress on regulatory approvals. Commissioner Weber explained that it was his intention to personally deliver the letter at an upcoming meeting of the Water Board. Mr. Petrick replied that the next Water Board meeting would be in January, and he would research the details to allow for Commissioner Weber to make travel arrangements. Commissioner Adams and President Stone expressed their intention to join Commissioner Weber in making the trip.

President Stone then opened up public comment on the agenda item. Roger Gitlin recommended that Harbor staff contact the Water Board in advance of the planned trip, to ensure that the Harbor Commissioners' attendance was an agenda item for discussion by the Water Board. President Stone then moved the discussion to the next agenda item.

**** Commissioner White then left the meeting to attend to a separate matter ****

4) COMMUNICATIONS AND REPORTS

(4A) Financial Reports: Account Balances

Commissioner Shepherd asked for additional information regarding the decline in the balance of the CCHD Operating Account. The decrease was \$27,849.13 over the reporting period (11/10/21 to 12/02/21). CEO/Harbormaster Petrick explained that an unusual amount of expenses had been incurred during the reporting period, which included repairs of potholes following storms, repair of the boat launch ramp following damage caused by Charles McKinney's failed launch, tree hazard mitigation, and equipment replacement associated with the beginning of the crab season. President Stone then opened up public comment on the agenda item. No members of the public commented. 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. Mr. Petrick described activities associated with the opening of the commercial crab season.

Preliminary indications of crab quality and quantity were good. Unfortunately, Fisherman Todd Nichols was badly injured from an incident in the engine room of the *Vanessa Lee*. In a separate matter, Harbor Security and Maintenance responded to the sinking of a small boat at the Harbor's launch ramp. The boat was operated by Charles McKinney, who was still attempting to refloat it. Mr. Petrick also reported on the Winter Farmers Market, which was running smoothly with good attendance. President Stone then opened up public comment on the agenda item. No members of the public commented. President Stone then moved the discussion to the next agenda item.

(4C) Commissioner Reports.

(a) Commissioner Shepherd: no report

(b) Commissioner Adams: no report

(c) Commissioner Weber: reported on a meeting with CEO/Harbormaster Petrick regarding financial oversight and the need for an updated depreciation schedule.

(d) President White: no report

(e) President Stone: reported on a meeting of the Tri-Agency Economic Development Authority. A major topic of concern was the potential for restructuring the debt with the USDA.

MOVE TO CLOSED SESSION:

a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
(Government Code section 54956.9(d)(4))
One potential case.

b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Government Code section 54956.9(d)(1))
Case Name: *Crescent City Harbor District v. Crescent Fire Protection District et al.*
Case Number: Del Norte Superior Court Case No. CVUS-2021-1248

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, DECEMBER 21, 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
December 3 - 17, 2021

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	1372	12/17/2021	ENGLUND MARINE	1047 · BAYSIDE- RV PARK-1766	-345.53
Bill Pmt -Check	1373	12/17/2021	MENDES SUPPLY CO	1047 · BAYSIDE- RV PARK-1766	-114.17
Bill Pmt -Check	1374	12/17/2021	PACIFIC POWER	1047 · BAYSIDE- RV PARK-1766	-4,935.29
Bill Pmt -Check	1375	12/17/2021	SUBURBAN PROPANE	1047 · BAYSIDE- RV PARK-1766	-452.42
Bill Pmt -Check	1376	12/17/2021	TRACTOR SUPPLY CREDIT PLAN	1047 · BAYSIDE- RV PARK-1766	-139.55
Bill Pmt -Check	2086	12/17/2021	PACIFIC POWER	1045 · REDWOOD HARBOR VILLAGE 0707	-5,068.65
Bill Pmt -Check	2087	12/17/2021	ADVANCED SECURITY SYSTEMS CC	1045 · REDWOOD HARBOR VILLAGE 0707	-106.50
Check	6206	12/03/2021	T.M. SANDER	1040 · CCHD US BANK OPERATING 4766	-1,550.00
Bill Pmt -Check	6207	12/07/2021	ARAMARK INC	1040 · CCHD US BANK OPERATING 4766	-311.90
Bill Pmt -Check	6208	12/07/2021	CRESCENT ELECTRIC	1040 · CCHD US BANK OPERATING 4766	-520.00
Bill Pmt -Check	6209	12/07/2021	COUNTRY MEDIA INC	1040 · CCHD US BANK OPERATING 4766	-126.83
Bill Pmt -Check	6210	12/07/2021	PACIFIC CRANE CERTIFICATION	1040 · CCHD US BANK OPERATING 4766	-882.00
Bill Pmt -Check	6211	12/07/2021	STATE COMPENSATION INSURANCE FUND	1040 · CCHD US BANK OPERATING 4766	-2,140.41
Check	6212	12/17/2021	JOHNNY FELIX	1040 · CCHD US BANK OPERATING 4766	-860.00
Bill Pmt -Check	6213	12/17/2021	ACCOUNTEMPS	1040 · CCHD US BANK OPERATING 4766	-8,528.80
Bill Pmt -Check	6214	12/17/2021	ARAMARK INC	1040 · CCHD US BANK OPERATING 4766	-424.96

Crescent City Harbor District Check Detail

December 3 - 17, 2021

Check	6215	12/17/2021	CARPENTERS LOCAL 751	1040 · CCHD US BANK OPERATING 4766	-60.00
Bill Pmt -Check	6216	12/17/2021	ENGLUND MARINE	1040 · CCHD US BANK OPERATING 4766	-653.93
Bill Pmt -Check	6217	12/17/2021	ADVANCED SECURITY SYSTEMS CC	1040 · CCHD US BANK OPERATING 4766	-106.50
Bill Pmt -Check	6218	12/17/2021	BEST BEST & KRIEGER, LLP	1040 · CCHD US BANK OPERATING 4766	-10,688.99
Bill Pmt -Check	6219	12/17/2021	C RENNER PETROLEUM INC	1040 · CCHD US BANK OPERATING 4766	-130.77
Bill Pmt -Check	6220	12/17/2021	CAHM&PC	1040 · CCHD US BANK OPERATING 4766	-350.00
Bill Pmt -Check	6221	12/17/2021	CAL CHAMBER OF COMMERCE HR	1040 · CCHD US BANK OPERATING 4766	-649.00
Bill Pmt -Check	6222	12/17/2021	CRESCENT ELECTRIC	1040 · CCHD US BANK OPERATING 4766	-14,142.49
Bill Pmt -Check	6223	12/17/2021	FASTENAL	1040 · CCHD US BANK OPERATING 4766	-28.70
Bill Pmt -Check	6224	12/17/2021	GEORGE'S AUTO INC	1040 · CCHD US BANK OPERATING 4766	-185.20
Bill Pmt -Check	6225	12/17/2021	HEMMINGSEN CONSTRUCTION INC	1040 · CCHD US BANK OPERATING 4766	-2,868.51
Bill Pmt -Check	6226	12/17/2021	HI-TECH SECURITY	1040 · CCHD US BANK OPERATING 4766	-4,999.00
Bill Pmt -Check	6227	12/17/2021	MENDES SUPPLY CO	1040 · CCHD US BANK OPERATING 4766	-728.36
Bill Pmt -Check	6228	12/17/2021	PACIFIC COAST CONGRESS	1040 · CCHD US BANK OPERATING 4766	-265.00
Bill Pmt -Check	6229	12/17/2021	PAPE MATERIAL HANDLING	1040 · CCHD US BANK OPERATING 4766	-2,996.09
Bill Pmt -Check	6230	12/17/2021	SWRCB	1040 · CCHD US BANK OPERATING 4766	-17,834.00
Bill Pmt -Check	6231	12/17/2021	THERMO FLUIDS INC	1040 · CCHD US BANK OPERATING 4766	-166.41

Crescent City Harbor District Check Detail

December 3 - 17, 2021

Bill Pmt -Check	6232	12/17/2021 WOODS PLUMBING	1040 · CCHD US BANK OPERATING 4766	-876.33
Bill Pmt -Check	6233	12/17/2021 STREAMLINE	1040 · CCHD US BANK OPERATING 4766	-400.00
			TOTAL	-84,636.29



2. New Business

- a. Election of the President and Secretary of the Board, pursuant to the CCHD Bylaws.**

Public Comment?



BYLAWS
OF THE
CRESCENT CITY HARBOR DISTRICT

[Amended May 18, 2021]

ARTICLE I – THE DISTRICT

Section 1.1: Name of District. The name of the District is the "Crescent City Harbor District" its successors and assigns and is referred to as "the District."

Section 1.2: Seal of District. The Seal of the District shall be in the form of two concentric circles with the words "CRESCENT CITY HARBOR DISTRICT" in the form as affixed on the last page of these Bylaws.

Section 1.3: District Office. The Office, the official mailing address, and the meeting place of the District Board of Harbor Commissioners is located at 101 Citizens Dock Road, Crescent City, CA 95531, until otherwise provided by Resolution or amendment to these Bylaws.

Section 1.4: Board. "The Board" means the Board of Harbor Commissioners, its successors and assigns.

ARTICLE II – OFFICERS

Section 2.1: Officers. The elected officers of the District are the President and the Secretary, who will be elected from the members of the Board. The District must also appoint a Chief Executive Officer/Harbormaster ("CEO/Harbormaster"), who may not be a member of the Board. The Board may appoint other officers from time to time to serve at the pleasure of the Board and who will not be members of the Board.

Section 2.2: President. The President has the following responsibilities:

- a. The President presides at all meetings of the Board.
- b. The President acts as the Board's primary representative to the CEO/Harbormaster.
- c. The President may decide when special meetings of the full Board need to be called to deal with issues that cannot wait until the next regular Board meeting.
- d. The President appoints members of the Board to serve on any committees of the Board, and the President also appoints members of any other committees. All appointments by the President are subject to the consent of the person so appointed.
- e. The President may give other special assignments to Harbor Commissioners.
- f. The President will coordinate any communications with the news media on behalf of the Board.
- g. The President must also perform such other duties as assigned by the Board, these Bylaws, or as are commonly required of a presiding officer of a local government agency in California.
- h. The President oversees the Board's business and sets meeting schedules and agendas with input from other Board members and Harbor executive staff.
- i. In the absence of both the President and the Secretary, the most senior Commissioner in attendance will run any scheduled meetings.
- j. The President is authorized to sign checks and all documents as authorized by the Board.
- k. The President is elected by the Board annually and may be removed from office by the procedures outlined in Section 2.8 of these Bylaws.

Section 2.3: Secretary. The Secretary has the following responsibilities:

- a. The Secretary has the power to affix the District's Seal to all resolutions and ordinances adopted by the Board and to contracts and instruments authorized for execution on behalf of the District.
- b. The Secretary may, upon consultation with the CEO/Harbormaster, appoint a member of the District staff to assist in the Secretary's duties, such as preparing minutes and agenda packets.
- c. The Secretary acts as President pro-tem when the President is absent and is authorized to sign checks and attest to legal documents for the District as authorized by the Board.
- d. The Secretary is elected by the Board annually and may be removed by the procedures outlined in Section 2.8 of these Bylaws.

Section 2.4: Board of Harbor Commissioners. The Board has the following responsibilities:

- a. The Board is responsible for governance of the District [See (i.) below].
- b. The Board elects a President and Secretary annually.
- c. The Board adopts and bi-annually reviews the Budget, which will include an organizational diagram that identifies all current employment positions within the District and their status as full or part time positions. Any deviation from this Budget or organizational structure must be approved by the Board.

- d. The Board hires the CEO/Harbormaster, General Counsel, Special Counsel, auditors, engineers, and other outside consultants who serve at the pleasure of the Board.
- e. The Board approves travel requests over \$1,500.00 and approves any other expenditures of over \$12,000.00.
- f. The Board approves initiation and settlement of litigation by the District.
- g. The Board approves all Harbor leases and contracts over \$12,000.00.
- h. The Board develops specific plans to use as coordinating instruments for the Harbor's future.
- i. In compliance with applicable law, the Board develops and adopts ordinances, resolutions, bylaws, policies, and the public positions of the District.

Section 2.5: Harbor Commissioners. Individual Harbor Commissioners are referred to as “Commissioners” and have the following powers and duties:

- a. Commissioners have one vote each in developing policies, passing ordinances, resolutions, and motions of the Board.
- b. Commissioners are to make every effort to attend all meetings of the Board.
- c. Commissioners serve on committees and accept responsibilities as appointed by the President.
- d. Commissioners communicate with the President and the Board concerning the District’s business.
- e. Commissioners coordinate with and provide feedback to the CEO regarding staffing requirements for the District.
- f. Two Commissioners will jointly participate with the CEO on interviews and hiring recommendations for all management positions.
- g. Commissioners represent the Board when so delegated by the President or the Board.
- h. Commissioners do not direct staff.
- i. Commissioners will, prior to taking office, take the official oath administered by a person authorized by law to administer the oath.
- j. Upon election of a Commissioner, the District will file with the Del Norte County Clerk/Recorder a bond in the sum of five thousand dollars (\$5,000.00) made payable to the District and conditioned on the faithful performance of his or her duties in accordance with Harbors & Nav. Code § 6056.
- k. When the office of a Commissioner becomes vacant during his or her term, the vacancy will be filled for the unexpired portion of the term by appointment made by the majority vote of the remaining Commissioners. If the vacant Commissioner post is not filled within 30 days of the vacancy, the vacancy will be filled by appointment by the Del Norte County Board of Supervisors. (Harbors & Nav. Code § 6054.3; Gov. Code § 1778)

Section 2.6: CEO/Harbormaster. The CEO/Harbormaster serves at the pleasure of the Board and has the following responsibilities:

- a. The CEO/Harbormaster is responsible for recruiting and hiring personnel in accordance with these Bylaws, supervising staff performance, and the day-to-day operations of the District.

- b. The CEO/Harbormaster will act in accordance with these Bylaws as the Board's primary contact regarding recruiting and hiring personnel, staff performance, and day-to-day operations.
- c. The CEO/Harbormaster carries out the ordinances, resolutions, and policies of the Board.
- d. The CEO/Harbormaster prepares the agenda for all meetings of the Board in consultation with the President and staff.
- e. The CEO/Harbormaster is responsible for maintaining the records of the District, preparing the annual Budget, and the organizational structure of the employees for the District.
- f. The CEO/Harbormaster advises the Board, providing objective information, pros and cons of alternatives, and long-term consequences of decisions.
- g. The CEO/Harbormaster may make policy recommendations to the Board, but is bound by whatever action the Board takes.
- h. The CEO/Harbormaster initiates lease and union negotiations and brings draft agreements to the Board for approval.
- i. The CEO/Harbormaster will make a full report to the Board on any subject it requests and be transparent on all aspects of any requested report.

Section 2.7: Additional Duties. The Officers, the Board, and the Commissioners of the District must perform such other duties and functions from time to time as required by the Board, bylaws, resolutions, ordinances, or applicable law.

Section 2.8: Election and Appointment of Officers. The President and Secretary are elected from among the members of the Board, by a majority vote of the Board, and hold office until a successor is elected. Normally, an election is conducted at each annual meeting of the Board, providing a one-year term for each office. Any President or Secretary may continue in office by serving multiple terms consecutively. Notwithstanding any other provision herein, any President or Secretary may be removed from office by the affirmative vote of any three Harbor Commissioners.

Section 2.9: Vacancies. If the office of President or Secretary become vacant, the Board must elect a successor from the members of the Board at the next meeting, or as soon thereafter as possible.

Section 2.10: Personnel. The Board delegates the hiring of non-management personnel to the CEO/Harbormaster in accordance with these Bylaws.

Section 2.11: Ethics Training. All Management Personnel, Officers, and Commissioners of the District will complete at least two hours of training in general ethics principles and ethics laws relevant to his or her public service every two years. (Gov. Code § 53234, *et seq.*)

ARTICLE III – MEETINGS

Section 3.1. Swearing in of New Harbor Commissioners. Harbor Commissioners who are duly elected pursuant to the Elections Code, take office at noon on the first Friday in December following the general District election. A Commissioner duly

appointed to fill a vacancy must be sworn in as soon as feasible following their appointment. Prior to taking office, each Harbor Commissioner must take the official oath.

Section 3.2: Annual Meeting. The annual meeting of the Board will normally be the first regular meeting of the Board in January each calendar year, or such other date as the Board may find convenient.

Section 3.3: Regular Meetings. The Board will normally hold at least one regular meeting a month, at such time and place as is fixed by resolution of the Board. The meeting must be held within the District and will be open to the public. In addition to the notice required by law, the agenda for such meeting will be emailed to each member of the Board at least seventy-two (72) hours prior to the time of the meeting.

Section 3.4: Special Meeting. The President, or a majority of the members of the Board, may call a special meeting of the Board for the purpose of transacting any business designated in the special meeting agenda. In addition to the notice required by law, the agenda for a special meeting will be emailed to each member of the Board at least twenty-four (24) hours prior to the time of the special meeting.

Section 3.5: Open Meetings. All of the meetings of the Board will be open to the public except as otherwise authorized by law. All meetings will be conducted pursuant to applicable law.

Section 3.6: Quorum. The powers of governing the District are vested in the currently sitting Board. Three members of the Board constitute a quorum for the purpose of conducting meetings of the Board. When a quorum of the Board is present, action in the form of resolution or motion may be taken by a majority of those present unless otherwise required by law.

Section 3.7: Agenda. An agenda for meetings of the Board will be prepared and distributed as required by law. The CEO/Harbormaster is responsible for preparing and distributing the agenda in consultation with the President. Items may be placed on the agenda at the request of any Harbor Commissioner. In order to facilitate preparation and distribution of the agenda, Harbor Commissioners must submit the request and any supporting material to be included in the agenda packet to the CEO/Harbormaster at least six (6) calendar days prior to the next Board meeting. In order for an item to return on the agenda after action has been taken, only a Harbor Commissioner who voted on the prevailing side may request that it be placed on the agenda a second time.

Section 3.8: Order of Business. At each regular Board meeting, the following will be the order of business:

1. Call to Order.
2. Pledge of Allegiance.
3. Public Comment
4. Consent Calendar.
5. Items of Business.
6. Reports.
7. Board Comments.

For the convenience of the Board or others, the President may modify the order of business for any regular or special meeting. For the convenience of the public, closed sessions for personnel or litigation matters generally will be held at the beginning or end of the meeting as determined by the Board.

Section 3.9: Rules of Procedure.

- a. The Board may adopt, from time to time, such rules and regulations for the conduct of its meetings and affairs as are necessary and convenient. When necessary, the President may refer to Rosenberg's Rules of Order to supplement the procedural rules established by law, contained in these Bylaws, or otherwise adopted by the Board.
- b. The President will call the meeting to order at the appointed time, announce the business before the Board in proper order, state and put all questions properly brought before the Board, preserve order and decorum, and decide all questions of order subject to an appeal to the entire Board.
- c. The President may participate in debate and vote on all issues before the Board.
- d. The President should not interrupt a speaker so long as the speaker is in order.
- e. The President will enforce the Board's rules for public participation.
- f. The President will rule any speaker out of order who is not in compliance with any rule or procedure, who is speaking too long, or who is being unduly repetitious, or who is extensively discussing irrelevancies.
- g. While on all questions of order and interpretation of the rules and priority of business it is the duty of the President to first decide the question, it is the privilege of any member of the Board to appeal the decision; and if the appeal is seconded, the Board will vote on whether the decision of the President stands.
- h. The Board may act by ordinance, resolution, or minute order (motion on the record.)
- i. Subject to appeal to the entire Board, the President may set the reasonable time for debate of a particular issue and may allot a reasonable time to each speaker, including members of the Board.
- j. The proper order for all actions is, after public comment is heard, for the members of the Board to ask clarifying questions, then for any member of the Board to make a motion (such as a motion to enact an ordinance), which if seconded, is subject for discussion prior to the vote. A motion for reconsideration may be made or placed on the agenda only by a member who voted with the prevailing side, although such a motion may be seconded by anyone.
- k. Each member of the Board attending a meeting will be allowed to speak, at least one time, prior to each vote on an issue. Speakers will obtain the floor from the President prior to speaking. The President may recognize himself or herself. The President will determine the order in which members of the Board speak.
- l. During discussion of a matter, members of the Board will confine themselves to the question before the Board. Members should refrain from attacking the motives of other members, but the nature and consequences of a measure may be condemned in strong terms. It is not the person, but the measure, that is subject to debate.

Section 3.10: Public Participation. The rules of public participation for Board meetings are set forth in the Brown Act and subject to the attached Appendix A.

Section 3.11: Roll Call Vote on Resolutions, Ordinances, and Minute Orders. Voting on all resolutions, ordinances, and minute orders coming before the Board of the District will be by roll call, and the ayes and nays will be entered upon the minutes of such meeting. No secret ballots are permitted.

Section 3.12: Expenses over \$12,000.00. Voting on all expenses over \$12,000.00 coming before the Board will be by roll call, and the ayes and nays will be entered upon the minutes of such meeting. No secret ballots are permitted.

ARTICLE IV- COMMITTEES

Section 4.1: Establishment. The Board, by motion or resolution, may establish and dissolve committees from time to time. All committees will have such powers and authority as granted by the Board and may be modified from time to time.

Section 4.2: Ad Hoc Committees. Ad hoc committees are committees made up solely of two members of the Board for purposes of making investigations, gathering information, meeting with third parties or other agencies, and giving recommendations and advice to the Board. Ad hoc committees are generally expected to complete their business and make their recommendations to the Board within six months of their formation; although, the term may be extended if it turns out that it is impractical to complete the business or form the committee recommendations within that time.

Section 4.3: President to Appoint. The President will appoint members of all committees with agreement from the appointed members. The President may also appoint a new member to serve where a committee member is unable to attend or perform the functions of that committee member.

Section 4.4: Standing Committees. The Board may establish standing committees to be given such duties as the Board directs. Standing committees have continuing subject matter jurisdiction. Standing committees may be assigned or delegated such powers and decision-making responsibilities as deemed appropriate by the Board.

Section 4.5: Other Committees. The Board may establish other committees made up of any combination of representatives or users from the District, members of the public, or representatives of other agencies, as it deems appropriate.

Section 4.6: Minutes and Formalities. Unless required by law or Board action, ad hoc committees need not hold public meetings nor give advance notice of their meetings. Standing committees will prepare minutes of their meetings. Ad hoc committees will make regular written reports to the Board on any developments within the scope of the committee.

Section 4.7: Application of the Brown Act. Nothing in these Bylaws may be interpreted to allow any violation of the California Brown Act.

ARTICLE V - PASSAGE OF ORDINANCES

Section 5.1: Ordinances. Ordinances will be enacted pursuant to the California Harbors & Navigation Code and any and all other applicable California laws. Before any ordinance may be adopted, the violation of which is a misdemeanor, a notice will be

published in a newspaper of general circulation published in Del Norte County, stating generally the nature of the ordinance proposed, stating where and when a copy thereof may be inspected, and specifying the date, not less than twenty (20) days from the date of publication of such notice, on which the Board will meet for the purpose of adopting the ordinance. Ordinances will become effective immediately upon adoption by the Board unless another effective date is stated in the ordinances. All ordinances will be adopted and published as required by law.

Section 5.2: Majority. Passage of an ordinance requires the affirmative vote of three Harbor Commissioners.

ARTICLE VI - MISCELLANEOUS PROVISIONS

Section 6.1: Checks. All checks of the District must be signed by at least two Commissioners. Any and all members of the Board are authorized to sign checks.

Section 6.2: Access to Records. The purpose of this section is to maximize access to the District's records for Harbor Commissioners, who must ultimately decide matters concerning the District, while keeping in mind the privacy concerns of personnel, the needs of litigation, and other legitimate concerns. Each member of the Board has access to read and review all records of the District, unless restricted by law. Private personnel records are not available to Harbor Commissioners, except as deemed necessary for the conduct of their business. Harbor Commissions generally should view personnel records in a closed session of the Personnel Committee or Board. The CEO/Harbormaster is responsible for maintaining the District's records. A Harbor Commissioner's request for access to nonpublic documents will be made through the CEO/Harbormaster. In the event of a dispute regarding access to the District's records, the CEO, the President, or a member of the Board may bring the matter before the entire Board, which will have ultimate responsibility for deciding such matters.

Section 6.3: Attorney.

a. The CEO/Harbormaster will be the Board's primary contact with any attorney representing the District. The President may also consult with any attorney representing the District with full Board approval.

b. The General Counsel will be the primary attorney representing the District. The General Counsel represents the District, not individual Commissioners. Nonetheless, the Board recognizes and affirms the right of individual Commissioners to consult directly and confidentially with the General Counsel on District related matters as they deem appropriate. Prudence should be used when exercising this privilege, and the subject matter of all consultations must be limited to official District business.

c. The President, the CEO/Harbormaster, or the Board may request that the General Counsel prepare a written opinion or attend a Board meeting to discuss legal issues.

d. The General Counsel will prepare or review leases, contracts, deeds and similar documents at the direction of the CEO/Harbormaster or the Board. Contracts, deeds, leases, and similar documents must include the General Counsel's signature approving the document as to form.

Section 6.4: Compliance with Law. These Bylaws must be interpreted as consistent with any and all applicable law.

ARTICLE VII – AMENDMENTS

Section 7.1: Amendments to Bylaws. The Bylaws of the District may be amended by Resolution only with the approval of at least three members of the Board at a regular or special meeting.

The above Bylaws have been adopted by Resolution Number _____ on _____.

Dated: _____

President of the Board of Harbor Commissioners

Dated: _____

Secretary of the Board of Harbor Commissioners

APPENDIX A

RULES RELATED TO PUBLIC PARTICIPATION AT MEETINGS OF THE CRESCENT CITY HARBOR DISTRICT BOARD OF HARBOR COMMISSIONERS

- 1.) Every agenda for regular meetings of the Board will provide for an opportunity for members of the public to directly address the Board on any item of interest to the public before or during the Board's consideration of the item, so long as the item is within the subject matter jurisdiction of the District and providing that no action will be taken on any item not appearing on the agenda unless authorized by statute.
- 2.) Only members of the audience recognized by the President will have the floor. Any member of the public wishing to address the Board must seek recognition from the President by the raising of his or her hand during the discussion of the item or by submitting a written request for recognition to the Secretary prior to the meeting. Upon being recognized by the President, the person will state his or her name and identify any group or organization that he or she is representing. In the President's discretion, the period for public participation may be before or after any staff report on a particular item.
- 3.) Except for public hearings, each speaker will be limited to a maximum of three (3) minutes, and total public participation on any item will be limited to fifteen (15) minutes. The Board may extend the time limit for individual speakers or total audience participation, if in their discretion additional time is warranted. It is the responsibility of the President, or the President's designee, to keep track of time.
- 4.) Unless the Board determines that more time is warranted due to the complexity of, or public interest in, an item, each public hearing will be limited to thirty minutes, and individual speakers will be limited to five (5) minutes each. The Board may increase the time limits before or during a hearing if it determines such an increase is warranted.
- 5.) Irrespective of any time limits, the President will regulate a speaker who is speaking too long, being unduly repetitious, or extensively discussing irrelevancies.
- 6.) The President will rule a speaker out of order for cause. A speaker may not be ruled out of order due to substance of the comments unless comments are irrelevant to the subject at hand.
- 7.) After hearing from the public on an item, the President may close further audience participation to allow members of the Board to discuss the item among themselves and with staff. Harbor Commissioners may also ask for further comment or clarification from members of the audience after the public participation portion has otherwise been closed.
- 8.) Notwithstanding any other provision herein, the agenda and the Board need not provide an opportunity for members of the public to address the Board on any item that has already been considered by a committee composed exclusively of members of the Board at a public meeting wherein all interested members of the public were afforded the opportunity to address the committee on the

item before or during the committee's consideration of the item. The Board will afford the public opportunity to speak on such an item if the Board determines that the item has been substantially changed since the committee heard the item.

9.) In the case of special meetings, the Board will limit public participation and discussion to only those items that were described in the notice of the meeting.

10.) The Board may exclude or expel any person who refuses to abide by the reasonable rules for public participation or who causes a disturbance. In addition, the Board may exclude or expel all persons from any meeting where a disturbance has been created that will not allow the meeting to continue unimpeded. In a case where persons have been expelled due to such a disturbance, the Board must readmit any journalists who were not involved in the disturbance and may establish a procedure for readmitting any individuals not responsible for willfully disturbing the orderly conduct of the meeting.

SEAL OF THE CRESCENT CITY HARBOR DISTRICT





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 12.02.21		BANK BALANCES AS OF 12.17.21		DIFFERENCE
CCHD OPERATING	\$183,829.07	CCHD OPERATING	\$190,945.12	\$7,116.05
CCHD SAVINGS	\$30,021.29	CCHD SAVINGS	\$30,021.29	\$0.00
REDWOOD HARBOR	\$65,547.04	REDWOOD HARBOR	\$69,151.41	\$3,604.37
BAYSIDE RV PARK	\$18,506.54	BAYSIDE RV PARK	\$22,662.83	\$4,156.29
LAIF ACCOUNT	\$1,395,806.52	LAIF ACCOUNT	\$1,395,806.52	\$0.00
TOTALS	\$1,693,710.46	TOTALS	\$1,708,587.17	\$14,876.71

Crescent City Harbor District Profit & Loss Budget Performance November 2021

Ordinary Income/Expense	Nov 21	Budget	Jul - Nov 21	YTD Budget	Annual Budget
Income					
4000 · MARINA / ADMISTRATION					
4025 · GIFT SHOP INCOME	173.85	416.67	1,351.05	2,083.35	5,000.00
4045 · FEE - NO INSURANCE	200.00	500.00	3,700.00	2,500.00	6,000.00
4051 · PARKING PERMITS	0.00	0.00	0.00	0.00	0.00
4054 · ELECTRONIC FOB SALES	0.00	83.33	35.00	416.69	1,000.00
4065 · FISH SALES PERMIT	0.00	33.33	200.00	166.69	400.00
4070 · LATE FEES AND INTEREST	144.48	833.33	2,693.28	4,166.69	10,000.00
4076 · CRAB POT STORAGE FEE	0.00	500.00	300.00	2,500.00	6,000.00
4092 · LAUNDRY NORTH	0.00	50.00	0.00	250.00	600.00
4094 · LAUNDRY SOUTH	0.00	25.00	0.00	125.00	300.00
4095 · SOAP	0.00	0.00	0.00	0.00	0.00
4096 · MISCELLANEOUS INCOME	0.00	41.67	0.96	208.35	500.00
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	518.33	2,483.33	8,280.29	12,416.77	29,800.00
4027 · MINI STORAGE UNITS	0.00	0.00	0.00	0.00	0.00
4047 · LAUNDRY INCOME	0.00	0.00	0.00	0.00	0.00
4100 · HARBOR SERVICES					
4052 · TRAVEL LIFT	0.00	0.00	0.00	0.00	0.00
4150 · BILLABLE SUPPLIES	0.00	41.67	0.00	208.35	500.00
4153 · OTHER SERVICES	500.00	0.00	2,700.00	0.00	0.00
4157 · OTHER LABOR	50.00	158.33	50.00	791.69	1,900.00
4170 · TRAVELIFT INCOME	0.00	0.00	0.00	0.00	0.00
4171 · MOBILE CRANE	2,250.00	583.33	3,225.00	2,916.69	7,000.00
4174 · LAYOVER - SELF HELP AREA	0.00	41.67	44.00	208.35	500.00
4176 · HARBOR VESSELS	50.00	23.33	50.00	116.69	280.00
Total 4100 · HARBOR SERVICES	2,850.00	848.33	6,069.00	4,241.77	10,180.00
4200 · MARINA- INNER / OUTER					
4210 · INNER BOAT BASIN	91,420.43	33,333.33	187,498.12	166,666.69	400,000.00
4215 · OUTER BOAT BASIN	0.00	0.00	0.00	0.00	0.00

Crescent City Harbor District Profit & Loss Budget Performance November 2021

	Nov 21	Budget	Jul - Nov 21	YTD Budget	Annual Budget
4221 · UTILITIES INCOME/ INNER BOAT	0.00	0.00	0.00	0.00	0.00
4242 · POUNDAGE FEE FROM HOISTS	519.38	5,000.00	2,103.70	25,000.00	60,000.00
4245 · LAUNCHING RAMP FEES	1,250.75	1,666.67	7,401.12	8,333.35	20,000.00
4260 · LIVEABOARD FEES	2,400.00	333.33	4,500.00	1,666.69	4,000.00
4295 · WORKDOCK	0.00	41.67	369.00	208.35	500.00
4200 · MARINA- INNER / OUTER - Other	0.00	0.00	0.00	0.00	0.00
Total 4200 · MARINA- INNER / OUTER	95,590.56	40,375.00	201,871.94	201,875.08	484,500.00
4300 · COMMERCIAL LEASES					
4301 · RENTS & CONCESSIONS - LAND	42,292.35	41,666.67	213,706.80	208,333.35	500,000.00
4320 · UTILITIES ELECTRIC USE INCOME	773.60	1,666.67	5,102.22	8,333.35	20,000.00
4325 · UTILITIES WATER USE INCOME	176.00	166.67	880.00	833.35	2,000.00
4375 · STORAGE YARD & DRY DOCK	699.00	916.67	3,811.00	4,583.35	11,000.00
Total 4300 · COMMERCIAL LEASES	43,940.95	44,416.68	223,500.02	222,083.40	533,000.00
4400 · RHV-RV PARK					
4410 · RHV-RENTALS	32,502.22	33,333.33	164,060.21	166,666.69	400,000.00
4430 · RHV-LAUNDRY FACILITY RV PARK	0.00	541.67	1,045.00	2,708.35	6,500.00
4435 · RHV- LATE FEE RV PARK RENT	0.00	166.67	0.00	833.35	2,000.00
Total 4400 · RHV-RV PARK	32,502.22	34,041.67	165,105.21	170,208.39	408,500.00
4600 · BAYSIDE - RV					
4610 · BAYSIDE- RENTALS	18,715.00	30,000.00	130,902.15	150,000.00	360,000.00
4630 · BAYSIDE LAUNDRY	845.00	541.67	837.50	2,708.35	6,500.00
4635 · BAYSIDE- LATE FEE	0.00	33.33	0.00	166.69	400.00
6470 · DUMP STATION BAYSIDE	5.00	166.67	540.00	833.35	2,000.00
6490 · FREEZER- BAYSIDE	35.00	0.00	190.00	0.00	0.00
Total 4600 · BAYSIDE - RV	19,600.00	30,741.67	132,469.65	153,708.39	368,900.00
Total Income	195,002.06	152,906.68	737,296.11	764,533.80	1,834,880.00
Cost of Goods Sold					
5001 · COST OF GOODS SOLD - CCHD	38.63	333.33	793.72	1,666.69	4,000.00
Total COGS	38.63	333.33	793.72	1,666.69	4,000.00
Gross Profit	194,963.43	152,573.35	736,502.39	762,867.11	1,830,880.00
Expense					
6000 · OFFICE / MARINA					

Crescent City Harbor District Profit & Loss Budget Performance November 2021

	Nov 21	Budget	Jul - Nov 21	YTD Budget	Annual Budget
6005 · DRUG SCREEN & BACKGROUND CHECK	0.00	58.33	180.00	291.69	700.00
6010 · ADVERTISING/PROMOTION	0.00	250.00	768.72	1,250.00	3,000.00
6015 · DUES, MEMBERSHIPS & SUBS	200.00	1,250.00	6,755.50	6,250.00	15,000.00
6020 · PRE-EMPLOYMENT PHYSICALS	0.00	33.33	120.00	166.69	400.00
6023 · MISC EXPENSE	0.00	0.00	504.00	0.00	0.00
6035 · MERCHANT SERVICES CHARGE	0.00	83.33	26.76	416.69	1,000.00
6040 · CASH OVER/SHORT	0.00	0.00	0.00	0.00	0.00
6054 · LEGAL NOTICES	0.00	41.67	0.00	208.35	500.00
6057 · SUPPLIES OFFICE/ADMIN	260.66	0.00	708.46	0.00	0.00
6066 · ADMIN SERVICES - MINUTES	0.00	0.00	0.00	0.00	0.00
6071 · OFFICE EXPENSE	0.00	500.00	183.52	2,500.00	6,000.00
6072 · POSTAGE	0.00	66.67	61.78	333.35	800.00
6073 · OFFICE EQUIPMENT - COPIER RENT	749.75	583.33	2,582.88	2,916.69	7,000.00
6076 · RETURNED CHECKS - NSF	0.00	0.00	0.00	0.00	0.00
6079 · INSURANCE - LIABILITY	30,708.04	11,666.67	91,129.54	58,333.35	140,000.00
6080 · BAD DEBT EXPENSE	0.00	208.33	0.00	1,041.69	2,500.00
6090 · TELEPHONE	436.80	666.67	2,189.05	3,333.35	8,000.00
6091 · EQUIPMENT - OFFICE	0.00	0.00	812.65	0.00	0.00
Total 6000 · OFFICE / MARINA	32,355.25	15,408.33	106,022.86	77,041.85	184,900.00
6100 · FUEL					
6101 · PROPANE	1,288.03	1,166.67	5,344.18	5,833.35	14,000.00
6103 · FUEL - SECURITY	1,007.36	458.33	3,964.26	2,291.69	5,500.00
6104 · MACH/EQUIPMENT	0.00	1,000.00	1,182.11	5,000.00	12,000.00
6100 · FUEL - Other	547.62	0.00	1,495.41	0.00	0.00
Total 6100 · FUEL	2,843.01	2,625.00	11,985.96	13,125.04	31,500.00
6200 · PAYROLL EXPENSES					
6210 · PAYROLL	54,429.47	49,166.67	225,866.63	245,833.35	590,000.00
6211 · EMPLOYEE HEALTH BENEFITS	11,017.45	12,166.67	22,013.57	60,833.35	146,000.00
6270 · WORKERS COMP-ADMIN	2,140.41	2,500.00	11,718.92	12,500.00	30,000.00
6280 · PAYROLL TAXES	8,259.84	5,000.00	31,873.81	25,000.00	60,000.00
6295 · RETIREMENT					
6295 · RETIREMENT - Other	9,645.69	15,000.00	29,150.92	75,000.00	180,000.00

Crescent City Harbor District Profit & Loss Budget Performance November 2021

	Nov 21	Budget	Jul - Nov 21	YTD Budget	Annual Budget
Total 6295 · RETIREMENT	9,645.69	15,000.00	29,150.92	75,000.00	180,000.00
6200 · PAYROLL EXPENSES - Other	0.00	0.00	0.00	0.00	0.00
Total 6200 · PAYROLL EXPENSES	85,492.86	83,833.34	320,623.85	419,166.70	1,006,000.00
6212 · BAYSIDE PAYROLL					
6215 · BAYSIDE PAYROLL TAXES	606.71	708.33	2,448.89	3,541.69	8,500.00
6212 · BAYSIDE PAYROLL - Other	3,183.82	4,166.67	15,832.24	20,833.35	50,000.00
Total 6212 · BAYSIDE PAYROLL	3,790.53	4,875.00	18,281.13	24,375.04	58,500.00
6213 · REDWOOD HARBOR PAYROLL					
6214 · REDWOOD HARBOR PAYROLL TAXES	99.68	583.33	915.53	2,916.69	7,000.00
6213 · REDWOOD HARBOR PAYROLL - Other	1,006.45	3,333.33	7,536.60	16,666.69	40,000.00
Total 6213 · REDWOOD HARBOR PAYROLL	1,106.13	3,916.66	8,452.13	19,583.38	47,000.00
6300 · COMMISSIONERS / RETIREES					
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	4,583.35	11,000.00
6406 · FINANCIAL SERVICES ADVISOR	19,509.63	6,666.67	40,138.67	33,333.35	80,000.00
6410 · OTHER LEGAL	0.00	8,333.33	7,869.48	41,666.69	100,000.00
6415 · LEGAL ATTORNEY FEES	38,777.40	3,333.33	102,586.11	16,666.69	40,000.00
6450 · ENGINEERING	0.00	1,666.67	6,279.77	8,333.35	20,000.00
Total 6400 · PROFESSIONAL FEES	58,287.03	20,916.67	156,874.03	104,583.43	251,000.00
6420 · IT SUPPORT	0.00		2,250.00		
6500 · REPAIR AND MAINT					
6518 · ELECTRICITY REPAIR	195.00	833.33	27,794.05	4,166.69	10,000.00
6520 · AUTOS	423.38	416.67	813.20	2,083.35	5,000.00
6525 · EQUIPMENT	0.00	1,666.67	4,138.92	8,333.35	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	6,250.00	15,000.00
6531 · DOCKS	0.00	416.67	0.00	2,083.35	5,000.00
6532 · INNER BOAT BASIN	0.00	416.67	0.00	2,083.35	5,000.00
6534 · ROADS & PARKING LOTS	0.00	1,250.00	0.00	6,250.00	15,000.00
6535 · UTILITIES	0.00	541.67	0.00	2,708.35	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 November 2021

	Nov 21	Budget	Jul - Nov 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	625.00	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	8,333.35	20,000.00
6585 · EQUIPMENT-RENTAL	0.00	250.00	255.14	1,250.00	3,000.00
6500 · REPAIR AND MAINT - Other	217.63	0.00	420.72	0.00	0.00
Total 6500 · REPAIR AND MAINT	836.01	8,833.35	33,422.03	44,166.79	106,000.00
6581 · DN EDC TRI AGENCY	0.00	1,666.67	0.00	8,333.35	20,000.00
6600 · OPERATING SUPPLIES					
6620 · UNIFORM CLEANING SERVICE	292.64	291.67	1,005.72	1,458.35	3,500.00
6630 · PERMITS & TESTING	0.00	2,500.00	0.00	12,500.00	30,000.00
6640 · OUTSIDE SERVICES	7,694.53	9,166.67	79,911.23	45,833.35	110,000.00
6657 · PARTS & MISC	3,473.54	1,250.00	5,405.39	6,250.00	15,000.00
6659 · WELDING SUPPLIES	0.00	208.33	219.26	1,041.69	2,500.00
6660 · EXPENDABLE TOOLS	39.87	250.00	198.42	1,250.00	3,000.00
6661 · JANITORIAL	441.29	750.00	4,742.76	3,750.00	9,000.00
6663 · RAIN GEAR/GLOVES	643.22	83.33	870.29	416.69	1,000.00
6664 · SAFETY/MEDICAL	0.00	208.33	1,763.00	1,041.69	2,500.00
6670 · SECURITY SUPPLIES	0.00	12.50	0.00	62.50	150.00
6600 · OPERATING SUPPLIES - Other	129.11		1,441.02		
Total 6600 · OPERATING SUPPLIES	12,714.20	14,720.83	95,557.09	73,604.27	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	37,500.00	90,000.00
6710 · EQUIPMENT	0.00	4,166.67	5,561.30	20,833.35	50,000.00
6713 · COAST GUARD LIFT STATION	0.00	0.00	0.00	0.00	0.00
6714 · VEHICLES	0.00	0.00	185.20	0.00	0.00
6715 · STREETS & ROAD SIGNAGE	0.00	6,666.67	0.00	33,333.35	80,000.00
6716 · UTILITIES	0.00	833.33	0.00	4,166.69	10,000.00
6717 · PLUMBING	0.00	416.67	2,412.00	2,083.35	5,000.00
Total 6700 · CAPITAL EXPENDITURE	0.00	19,583.34	8,158.50	97,916.74	235,000.00
6711 · FASHION BLACKSMITH	0.00	4,166.67	0.00	20,833.35	50,000.00

Crescent City Harbor District Profit & Loss Budget Performance November 2021

	Nov 21	Budget	Jul - Nov 21	YTD Budget	Annual Budget
6800 · UTILITIES					
6830 · ELECTRICITY	12,346.27	16,666.67	47,477.92	83,333.35	200,000.00
6831 · WATER	4,289.51	3,750.00	32,939.98	18,750.00	45,000.00
6832 · GARBAGE	8,654.30	6,666.67	51,010.77	33,333.35	80,000.00
6833 · WASTE OIL DISPOSAL	0.00	333.33	1,169.96	1,666.69	4,000.00
6890 · INTERNET SERVICE/TV	2,936.88	1,500.00	2,936.88	7,500.00	18,000.00
Total 6800 · UTILITIES	28,226.96	28,916.67	135,535.51	144,583.39	347,000.00
6942 · CONSULTING					
6975 · PROJECT-MASTER PLAN	0.00	0.00	805.00	0.00	0.00
6942 · CONSULTING - Other	0.00	833.33	0.00	4,166.69	10,000.00
Total 6942 · CONSULTING	0.00	833.33	805.00	4,166.69	10,000.00
6950 · TRAVEL-TRAINING MEETING & LOCAL	112.52	833.33	165.30	4,166.69	10,000.00
Total Expense	225,764.50	211,129.19	898,133.39	1,055,646.71	2,533,550.00
Net Ordinary Income	-30,801.07	-58,555.84	-161,631.00	-292,779.60	-702,670.00
Other Income/Expense					
Other Income					
4010 · DEL NORTE COUNTY TAXES	7,993.61	31,666.67	151,111.38	158,333.35	380,000.00
4012 · TOT Tax Income	0.00	10,000.00	236,304.88	50,000.00	120,000.00
4014 · INTEREST LAIF	0.00	666.67	0.00	3,333.35	8,000.00
4015 · SOLAR LICENSING	0.00	22,666.67	0.00	113,333.35	272,000.00
4016 · LEGAL SETTLEMENT	0.00	0.00	0.00	0.00	0.00
4700 · INTEREST INCOME	0.00	0.00	0.00	0.00	0.00
Total Other Income	7,993.61	65,000.01	387,416.26	325,000.05	780,000.00
Other Expense					
6075 · DEPRECIATION	0.00	310,500.00	0.00	1,552,500.00	3,726,000.00
6098 · RV TOT TAX	0.00	60.58	149.40	302.94	727.00
6140 · ELECTION COST	0.00	0.00	0.00	0.00	0.00
6375 · INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
6579 · PROJECT-REMOVAL ABANDONED BOATS	0.00	0.00	0.00	0.00	0.00
6582 · FRIENDS OF CC HARBOR	0.00	0.00	0.00	0.00	0.00
6584 · VISTOR BUREAU	0.00	500.00	6,000.00	2,500.00	6,000.00
6588 · ATP-SUNSET CIRCLE					

Crescent City Harbor District Profit & Loss Budget Performance November 2021

	Nov 21	Budget	Jul - Nov 21	YTD Budget	Annual Budget
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
Total Other Expense	0.00	311,060.58	6,149.40	1,555,302.94	3,732,727.00
Net Other Income	7,993.61	-246,060.57	381,266.86	-1,230,302.89	-2,952,727.00
Net Income	-22,807.46	-304,616.41	219,635.86	-1,523,082.49	-3,655,397.00

Crescent City Harbor District
A/R Aging Summary
As of November 30, 2021

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
AARON YOSHIKAWA	177.97	549.73	380.00	534.03	2,447.86	4,089.59
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)	139.03	550.00	355.00	0.00	0.00	1,044.03
ANTHONY PASSANISI	0.00	550.00	0.00	0.00	0.00	550.00
ART KOON	0.00	156.22	153.92	51.64	1,876.05	2,237.83
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
BRUCE KAUFNER	0.00	-90.00	0.00	0.00	0.00	-90.00
CHART ROOM STORE	0.00	250.00	0.00	0.00	0.00	250.00
DONALD DEMSHER	0.00	650.00	0.00	0.00	0.00	650.00
ERIC HOOPER	30.00	30.00	30.00	30.00	150.00	270.00
FAWN STRYKER	0.00	400.00	400.00	400.00	800.00	2,000.00
FRANK FREITAS	0.00	650.00	0.00	0.00	0.00	650.00
GARON WELLS	0.00	449.20	0.00	0.00	0.00	449.20
GLENN NESBIT	0.00	-450.00	0.00	0.00	0.00	-450.00
HEIDI REICHLIN	0.00	400.00	400.00	0.00	0.00	800.00
JACQUELINE KELLOGG	0.00	0.00	0.00	0.00	342.74	342.74
JAMES SWAIN	0.00	400.00	400.00	400.00	1,200.00	2,400.00
JAY BANTA	0.00	-150.00	0.00	0.00	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
JON JACKSON	0.00	0.00	0.00	0.00	6,958.33	6,958.33
JOSH LEWIS	299.54	570.97	480.00	662.53	10,402.18	12,415.22
JOSHUA FURLONG	0.00	58.02	0.00	917.16	2,144.29	3,119.47
KARLA DIAZ	0.00	400.00	400.00	400.00	0.00	1,200.00
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	138.37	270.63	132.32	488.29	0.00	1,029.61
LARRY GIBSON (SEA HORSE)	0.00	650.00	0.00	0.00	0.00	650.00
LCZ UNLOADERS HOIST #2	0.00	0.00	0.00	0.00	-4,919.25	-4,919.25
LCZ UNLOADERS HOIST #5	0.00	-7,500.00	0.00	0.00	-5,172.14	-12,672.14

Crescent City Harbor District
A/R Aging Summary
As of November 30, 2021

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
MARIE WELCH	0.00	450.00	450.00	450.00	450.00	1,800.00
MARK BARHAM	0.00	500.00	0.00	0.00	0.00	500.00
MARTY LOPEZ	0.00	0.00	0.00	0.00	4,139.85	4,139.85
MAXINE SENIVONGS	0.00	275.00	0.00	0.00	0.00	275.00
MICHAEL KOZAK	0.00	0.00	0.00	430.00	6,160.00	6,590.00
NICOLE ADAMS	0.00	-385.00	0.00	0.00	0.00	-385.00
NOR-CAL SEAFOOD HOIST #6	188.35	0.00	0.00	0.00	0.00	188.35
ORIN ADAMS	0.00	285.00	0.00	0.00	0.00	285.00
PACIFIC CHOICE HOIST #7	0.00	317.08	0.00	0.00	0.00	317.08
PACIFIC CHOICE SEAFOOD	0.00	4,200.83	4,200.83	0.00	0.00	8,401.66
PATRICK GRUELL	0.00	460.00	460.00	460.00	2,910.00	4,290.00
RANDY LEFFLER	0.00	550.00	0.00	0.00	0.00	550.00
RENEE GAINEY	0.00	385.00	385.00	385.00	5,390.00	6,545.00
RICHARD AXELSON	0.00	300.00	0.00	0.00	0.00	300.00
RICHARD BOLEN	0.00	350.00	350.00	190.00	0.00	890.00
RUDI STOLT (SURVIVAL TOO)	0.00	2,520.00	0.00	0.00	0.00	2,520.00
RUSSELL KEATON	0.00	550.00	0.00	0.00	0.00	550.00
SAFE COAST SEAFOODS, LLC	0.00	1,000.00	0.00	0.00	0.00	1,000.00
SHELLY COOK	0.00	530.00	530.00	530.00	3,710.00	5,300.00
STANCO ENTERPRISES	0.00	-1,782.50	0.00	0.00	0.00	-1,782.50
STUART BENNER	0.00	650.00	0.00	0.00	0.00	650.00
THOMAS D. SHANNON	0.00	400.00	400.00	400.00	4,000.00	5,200.00
TOM WOOLF	114.11	1,356.88	65.89	1,335.85	0.00	2,872.73
TROY BARRETT	0.00	450.00	130.00	0.00	0.00	580.00
WILLIAM MORTON	0.00	1,770.00	0.00	0.00	0.00	1,770.00
WILLIAM SCOTT	0.00	0.00	0.00	0.00	2,567.74	2,567.74
TOTAL	1,087.37	17,082.06	12,587.96	10,549.50	57,697.65	99,004.54



4. Communications and Reports

b. CEO/Harbormaster Report

We had a very successful workshop meeting on Thursday, December 16th and I want to thank those members of the public who made it through the marathon of an over 4 hour meeting. I think we came out with a very good product at the end of it.

With some help from Hemingsen Construction we were able to fill the large potholes in the Citizen's Dock Parking lot which will protect the fishermen's forklifts as they run back and forth between the bait freezers and the dock.

We also survived a few more storms with minimal damage around the harbor. Maintenance has done a great job staying ahead of the issues and Bill Newport in particular has done an amazing job stepping in for Rich while he recuperates.

Continued on next slide...



4. Communications and Reports

b. CEO/Harbormaster Report

Crab Season continues to go fairly well with good prices at the boat and at least one processor topping 700,000lbs across the dock already.

Bellingham Marine came out and made an inspection, they are looking for the right weather window now to come repair the spalling issues on the docks.

The key fob readers are active on the E dock bathrooms now so please call the office or come by to get your fob activated for restroom access. We will be starting installation on the showers at E dock in the early part of the new year.

Happy Holidays and a Happy New Year!

Public Comment?



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. Adjournment

Adjournment of the Board of Harbor Commissioners will be until the next meeting scheduled for Tuesday, January 4, 2022, 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.

