

# Board Of Harbor Commissioners

## Crescent City Harbor District

1 June 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, June 1, 2021**

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

**Closed Session following Open Session**

**Place: Remote Meeting via Zoom Webinar**

*This meeting will be conducted pursuant to the provisions of the Governor’s Executive Order N-29-20 re: Coronavirus-19, which suspends certain requirements of the Ralph M. Brown Act (“Brown Act”). In an effort to protect public health and prevent the spread of COVID-19, the Board of Harbor Commissioners meeting on April 20, 2021, will be conducted via webinar and telephonically.*

Link for Zoom Webinar: <https://us02web.zoom.us/j/83211975753?pwd=TTNwbHpXTmwyMnZvWDA3b0JmdU42dz09>

Please enter passcode: 688663

## **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 May 4, 2021 Regular Meeting.**
- b. Approval of Warrant List from May 14, 2021 through May 27, 2021.**

## **2. New Business**

- a. Discuss a proposal submitted by a landscaping company to maintain Harbor District grounds. Vote to either approve the submitted proposal or solicit additional proposals.**
- b. Discuss access to Harbor District restrooms after hours.**

## **3. Unfinished Business**

- a. Solar Project Update**
- b. Dredge Permit Update**
- c. Whaler Island Music Event Update**

## **4. Communications and Reports**

- a. Financial Reports: Account Balances**
- b. CEO/Harbormaster Reports**
- c. Harbor Commissioner Reports**

## **5. Adjourn to Closed Session**

### **CLOSED SESSION**

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

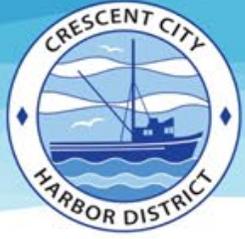
## **6. Adjourn Closed Session**

## **7. Report out of Closed Session**

## **8. ADJOURNMENT**

*Adjournment of the Board of Harbor Commissioners will be until the next meeting scheduled for Tuesday, June 15 2021, at 2 p.m. PDT. Until the Governor rescinds Executive Order N-29-20, all Harbor Commission meetings will be held via Zoom Web Conferencing. Access code for public participation can be found in the meeting notice posted on the Harbor District website or on the Harbor bulletin board at 101 Citizens Dock Road.*

*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.*

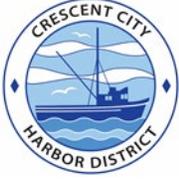


## 1. Consent Calendar

*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 Harbor Commission for the May 4, 2021 Regular Meeting.**
- b. Approval of Warrant List from May 14, 2021 through May 27, 2021.**

***Public Comment?***



<b>Regular Meeting Minutes of the Board of Harbor Commissioners of the Crescent City Harbor District</b>	
Harbor District Office, 101 Citizens Dock Road Crescent City, CA 95531	May 4, 2021 2:00 p.m.

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

### MINUTES

*Regular Meeting, Tuesday May 4, 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 Wes White)*

**PUBLIC COMMENT:** The following individuals addressed the Board regarding subject matters not on this meeting's agenda.

(a) Linda Sutter addressed the Board and commented on emails she had received from CCHD from a Public Records Act request. Ms. Sutter took exception to the fact that numerous emails had redactions which she believed were improper redactions. Ms. Sutter interpreted some emails to be improper meetings of the Board via email. Ms. Sutter expressed concern that annual audits of the District's finances had not yet been completed. She also expressed concern about the number of people employed, or otherwise affiliated with CCHD, who had recently left their positions. Ms. Sutter concluded her remarks by expressing concerns over the background of a current harbor employee.

(b) Roger Gitlin addressed the Board and raised concerns about certain public restrooms being closed. Mr. Gitlin commented on human waste he had observed near the restrooms, which he alleged had not been cleaned promptly by CCHD staff. This led Mr. Gitlin to register a complaint with the Del Norte County Environmental Health Division (EHD). Mr. Gitlin conceded that EHD did not find human waste upon their inspection of CCHD premises. Nonetheless, EHD had been provided with a photograph of human waste from a previous occurrence. Mr. Gitlin expressed his dismay about maintenance of CCHD premises, raising concerns about the condition of pavement and the growth of weeds. Mr. Gitlin was particularly concerned that tourism was being negatively impacted.

## 1) CONSENT CALENDAR

***(1A) Approval of the Minutes of the April 20, 2021 Harbor Commission Regular Meeting.***

***(1B) Approval of the Warrant List from April 15, 2021 through April 29, 2021.***

Commissioner White requested a correction to the minutes, item (2B), subsection (d), to more accurately describe the history of CCHD's attempts to dispose of dredge tailings. Commissioner White suggested the minutes would be more accurate by inserting a sentence along the lines of: "The California Division of Water Quality would not allow the disposal of dredge tailings in the vicinity of French Hill Road," in place of the sentence: "This has created a legal requirement to dispose of the tailings outside the coastal zone." Commissioner White then **moved** to approve the minutes with his requested change. Commissioner Shepherd **seconded** the motion. Commissioner White inquired concerning a payment made to "**Pacific Crest Engineering Inc.**" (warrant# 5923) on 04/19/2021 in the amount of \$4,518.30. Interim CEO/Harbor Master Tim Petrick replied that the payment was for work on a Storm Water Pollution Prevention Plan. Commissioner White inquired concerning a payment made to "**Coos Bay Marine, Inc.**" (warrant# 5932) on 04/27/2021 in the amount of \$6,596.00. Interim CEO/Harbormaster Tim Petrick replied that the payment was made to replace an outboard engine on a work boat. Commissioner Shepherd inquired concerning a payment made to "**G.R. Construction**" (warrant# 5921) on 04/19/2021 in the amount of \$9,612.00. Interim CEO/Harbor Master Petrick replied that the payment was made to repair the roof on the building at 121 Starfish Way, currently occupied by the lessee Fashion Blacksmith. 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, SHEPHERD, WHITE, WEBER, STONE / *Nays:* NONE

*Absent:* NONE / *Abstain:* NONE

## 2) NEW BUSINESS

***(2A) Discuss opening the Harbor Restrooms.***

President Stone opened up PUBLIC COMMENT on the agenda item. Linda Sutter addressed the Board and commented that she understood COVID restrictions had formed the basis for closing public restrooms, but at this point, the city of Crescent City had decided to open up its restrooms, and so it seemed logical for the Harbor to do the same. Interim CEO/Harbor Master Tim Petrick addressed the Board and provided background on the closure of the restrooms. Mr. Petrick explained that the Harbor had been caught in a difficult situation with the COVID pandemic. CDC established requirements that were unrealistic for a small maintenance staff, and especially one with multiple vacancies still unfilled. Nonetheless, CCHD had responded to specific public needs, such as by opening the restroom adjacent to the boat ramp in time for the opening of bottom fishing season. Commissioner Shepherd asked for clarification on the current CDC guidelines and whether they had become less stringent. Interim CEO/Harbor Master Tim Petrick responded that the guidelines had become more relaxed in certain respects, but they were still recommending cleanings after each usage, with a full cleaning twice a day. CCHD would not be in violation of public health guidance by opening the restrooms. On the other hand, it would also be legal to have certain restrooms closed, if doing so was the policy preference of the Board. Commissioner White inquired concerning when additional restrooms might be opened. Interim CEO/Harbor Master Tim Petrick suggested that a reasonable time might be once health guidelines were relaxed enough to where a daily cleaning was deemed sufficient. Nonetheless, Mr. Petrick was receptive to the Board directing an earlier timeline if they deemed it appropriate. Commissioner Shepherd suggested that, it might be more sanitary to have the restrooms open. Interim CEO/Harbor Master Tim Petrick clarified that the public reports appeared to be repeated references to a single incident, which had been addressed promptly by CCHD staff, despite public reports to the contrary. Additionally, inquiries were made with Harbor restaurateurs, and they did not report any increased burden from the closed restrooms (i.e. increased traffic to their restrooms from the public). Commissioner Shepherd asked Mr. Petrick if it was his recommendation that the Harbor hire another maintenance person to provide the extra help necessary to open additional restrooms and properly maintain them. Interim CEO/Harbor Master Tim Petrick replied that was his recommendation. Commissioner Shepherd suggested that it would be beneficial to have signage on the closed restrooms that directed the public to locations of open restrooms. Commissioner Shepherd **moved** to keep the current status of having 3 of the 5 restrooms open, while providing the aforementioned signage. Commissioner Shepherd further requested that once an additional maintenance staff person was hired, then one, or both, of the additional restrooms would be reopened. President Stone thanked Commissioner Shepherd for his motion, but cautioned that the agenda had contemplated only a discussion of the matter, and therefore precluded any action being taken by the Board. Commissioner Weber supported the idea of installing signage directing the public to the locations of open restrooms, and also the idea of hiring an additional maintenance person. Commissioner Adams opening up a fourth restroom, but not the restroom located near South Beach. Interim CEO/Harbor Master Tim Petrick confirmed that staff had reported issues in the South Beach restroom. For that reason, it had been closed for quite some time, even before COVID related restrictions were imposed. President Stone then turned attention to the matter of hiring an additional maintenance staff person. President Stone referred the matter to the Budget Committee for its consideration

President Stone then opened up PUBLIC COMMENT on the agenda item. Roger Gitlin addressed the Board and recounted an observation he made of human waste near a CCHD bathroom. The waste had been covered over with gravel. Mr. Gitlin suggested that CCHD staff had deposited the gravel without performing any cleaning. Mr. Gitlin contended this was an improper method of handling the waste. Mr. Gitlin concluded his remarks by questioning whether Commissioners were doing their own inspections of Harbor property. Mr. Gitlin suggested it was not sufficient to rely on public complaints to bring matters to the Board's attention. Several Commissioners responded to Mr. Gitlin by describing their regular practice of closely monitoring Harbor conditions through their own observations and inspections. When necessary, direction was being provided to CCHD staff to address concerns. Although restrooms did not generally receive specific attention from the Board, overall matters of cleanliness and upkeep were addressed as needed. President Stone then moved the discussion to the next agenda item.

***(2B) Review Bylaws for new Commissioners. Review and discuss CCHD Bylaws and mark questions and concerns.***

President Stone provided background and encouraged the Board to review the proposed bylaws. 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 changes to Ad hoc Committees of the Board.***

President Stone noted that the Ad Hoc Committee tasked with the Farmer's Market had completed its objectives. Accordingly, President Stone disbanded the committee. President Stone encouraged the Ad Hoc Committee on the Bylaws (composed of Commissioners Adams and Weber) to provide any recommendations it deemed appropriate at an upcoming Board meeting. President Stone noted that it would be more consistent with the Bylaws to have the CEO/Harbor Master be the principal negotiator on lease agreements. President Stone next considered the Ad Hoc Committee on Seafood Processing. Finding that its purpose had been fulfilled, President Stone disbanded the committee. 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 one potential dredge design for purchase. Review and discuss one potential dredge design, information and estimate, based on research done by Brookings Harbor.***

Interim CEO/Harbor Master Tim Petrick addressed the Board and provided background. Mr. Petrick highlighted a dredge that was being considered by the Brookings Harbor and that it might be a good option for CCHD. Mr. Petrick described the DragFlow DPR-120, a remote-controlled dredge that had a rated capacity of 1320 GPM and a list price of approximately \$162,000 (including shipping). One advantage was that the smaller design allowed for

maneuvering into tight spaces, such as smaller slips. Another advantage was that it was cost effective, in terms of reduced maintenance cost, efficiency at moving material, and the reduced staff required to operate it. Commissioner Adams suggested that CCHD hold off on purchasing the dredge, and allow time for Brookings Harbor to provide feedback on their purchase. Interim CEO/Harbor Master Tim Petrick agreed that delaying the purchase was a reasonable course of action, because CCHD is securing its dredge permit. Commissioner Weber asked for clarification on who would operate the dredge. Interim CEO/Harbor Master Tim Petrick explained that the CCHD Maintenance Foreman, Rich Salvaressa, would be the primary operator, given his previous experience operating dredges. Mr. Salvaressa would train additional CCHD staff. President Stone noted that the Harbor's existing dredge is not functional. Commissioner White asked for clarification on responsibility for dredging. Interim CEO/Harbor Master Tim Petrick replied that the federal channel was the responsibility of the Army Corps of Engineers, whereas the inner boat basin and south side basin were the responsibility of CCHD. Commissioners White and Shepherd asked follow-up questions on the equipment specifications. President Stone 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.

***(2E) Vote to approve Interim CEO/Harbormaster to negotiate term sheet regarding Harbor redevelopment.***

Commissioner White commented that it was important to establish a clearer understanding between CCHD and Renewable Energy Capital on the redevelopment plans. He was uncomfortable proceeding without a more formal arrangement with the developer, and this could be addressed by negotiating a term sheet. Commissioner White **moved** to approve Interim CEO/Harbor Master Tim Petrick to negotiate the term sheet. President BRIAN STONE **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, WHITE, SHEPHERD, WEBER, STONE / *Nays:* NONE

*Absent:* NONE / *Abstain:* NONE

***(2E) Discuss and vote to direct Interim CEO/Harbormaster to negotiate lease terms with concerned parties for the Solar EV charging stations. The stations are to be built during the Harbor Redevelopment.***

Commissioner Adams asked whether research had been done on comparable installations of EV charging stations in order to develop a good understanding of reasonable lease terms. It was important to ensure that Renewable Energy Capital (REC) was making a competitive offer. Interim CEO/Harbor Master Tim Petrick clarified that CCHD and REC would be negotiating a ground lease. With regard to the EV charging infrastructure, it would be the responsibility of REC to negotiate separate deals with equipment and service providers. The ground lease would

include a base rate plus a percentage of revenue. A buyout option for CCHD to eventually gain complete ownership would also be under negotiation. It was the intention of CCHD that any improvements not removed by REC at the expiration of the lease would become the property of CCHD. This would be consistent with existing lease arrangements in the Harbor, such as with the Coast Guard. After discussion with General Counsel, Commissioner stated that he was comfortable with the existing arrangement specified in the Bylaws, wherein the CEO is authorized to negotiate leases, and authority for final approval resides with the Board. Commissioner White then suggested that the Board proceed without taking any further action on the agenda item, based upon the clarification provided by General Counsel Duran. President Stone 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.

***(2E) Discuss and vote to approve easement for electrical work by PP&L. Discuss and vote to approve the repair and replacement of electrical components at the end of Neptune way.***

Interim CEO/Harbor Master Tim Petrick provided background and explained that the electrical lines south of Fashion Blacksmith were in need of repair. Transmission lines and transformers had reached an unsafe condition. CCHD had agreed to allow Pacific Power to move the location of some of the electrical equipment, in such a way that it would save Pacific Power money, and also benefit CCHD by allowing for an additional meter to be installed. This would create the opportunity for separate metering of a new tenant. The project cost would be approximately \$50,000; however, the cost to CCHD would be very limited. The only expenses would be a new meter base, and potentially some trenching. The total cost to CCHD would not exceed a few thousand dollars at most. Approval of the easement would allow the project to proceed. Commissioner Shepherd **moved** to approve the easement and electrical work. Commissioner Adams **seconded** the motion. President Stone 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 PPA Update.***

Interim CEO/Harbor Master Tim Petrick provided background and explained that Alex Lemus (CEO, Renewable Energy Capital) was working with Pacific Power to have billing adjustments made to optimize how solar generation was being applied to individual meters. Solar generation had so far been able to offset nearly 100% of electrical demand over the past month (approximately 57,000 kWh solar generation offset most of the 58,000 kWh of demand).

Detailed information on cost savings and other data would be provided at a future Board meeting. Commissioner Shepherd inquired concerning when the Harbor might receive the solar incentive payment that the Harbor had qualified to receive. Interim CEO/Harbor Master Tim Petrick replied that the matter was complicated due to the buyout arrangement of REC and the previous contractor, but things were moving forward. Once all of the relevant information was obtained, probably in a week or so, CCHD would be applying to receive the payment directly. President Stone 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***

Commissioner White inquired concerning an accounting change that had been requested by the Board to move payroll expenses, and associated reserve balances, from individual RV park accounts (Bayside and RHV) over to the main CCHD Operating Account. Interim CEO/Harbor Master Tim Petrick replied that the change had been implemented, and retroactive to the beginning of the fiscal year. 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 Report***

Interim CEO/Harbor Master Tim Petrick report included: a report on the installation of the MarineSync wireless remote electrical meter reporting system, including ensuring the system was function, and update on Crescent Electric replacing the outlets and breakers used by the Farmer's Market, proposed summer music events, and overview of preparations to restore an old filet station and return it to commercial operation, staffing of the boat launch ramp by security/admin personnel on weekends during the morning rush to better enforce launch permits.

Commissioner White inquired re the status of the Land Use Plan and the Harbor's financial audit. Interim CEO/Harbor Master Tim Petrick replied that the Land Use Plan was still under review with the Coastal Commission. With regard to the audit, it appeared to be very near completion. There had been some recent correspondence with the auditor to clarify a few issues. Commissioner WES WHITE directed Mr. Petrick to follow up with the Coastal Commission to see if anything could be done to expedite the review.

##### ***(4B) Commissioner Reports.***

**(a) Commissioner Adams:** no report.

(b) Commissioner Weber: had been working on public outreach, including contacting the local Republican and Democratic parties, Elks Lodge [Benevolent and Protective Order of Elks], and the Rotary Club.

(c) Commissioner Shepherd: had worked with CEO/Harbor Master Tim Petrick and the local Commercial Fisherman’s Association to oppose California State Assembly Bill 534 [the bill intended to mandate that trap fisheries use only ropeless fishing by 2025]. The bill did not advance out of the Committee on Water, Parks and Wildlife. As such, the opposition effort was considered a huge success.

(d) Commissioner White: directed that General Counsel Ruben Duran respond to an issue that was raised during public comment relating to pre-employment vetting of Harbor District employees. Commissioner White left the matter for Mr. Duran to respond as he deemed appropriate. Commissioner White also encouraged the Board to resume in-person meetings, to the extent permitted under revised COVID-19 public health directives. Commissioner White then reflected on the importance of preventing Board meetings from becoming divisive. Commissioner White encouraged his colleagues to focus on the issues, and to respect differences of opinion when it came time to vote. Commissioner White took pride in a longstanding tradition of good collegiality among Harbor Commissioners, despite varying opinions on the issues. Commissioner White encouraged the Board to continue that longstanding practice. Commissioner Shepherd then thanked Commissioner White for expressing his sentiments. Commissioner Adams expressed similar support, and specifically supported the notion of resuming in-person meetings.

(e) President Stone: expressed support for the comments of Commissioner White, and addressed the issue of resuming in-person meetings. President Stone noted that a major factor was the vaccination of everyone who would be in physical proximity at in-person meetings. President Stone directed Tim Petrick research how to safely and legally resume in-person meetings.

### **MOVE TO CLOSED SESSION**

1. PUBLIC EMPLOYEE APPOINTMENT  
(Government Code section 54957(b)(1))  
Title: CEO/Harbor Master
  
2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(Government Code section 54956.9(d)(1))  
*Crescent City Harbor District v. Dutra et al.*  
Sacramento Superior Court Case No.: 34-2017-00215044-CU-BC-GDS
  
3. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
(Government Code Section 54956.9(d)(4))  
Number of potential cases: 1

### **RECONVENE REGULAR SESSION**

REPORT FROM CLOSED SESSION:

President Stone announced that the Board had decided to solicit applications for the CEO/Harbor Master position.

5) **ADJOURNMENT**

*ADJOURNMENT TO THE BOARD OF HARBOR COMMISSIONERS NEXT REGULAR MEETING SCHEDULED FOR TUESDAY, MAY 18, 2021 AT 2 P.M., VIA ZOOM WEB CONFERENCE.*

Approved this \_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Brian Stone, President

\_\_\_\_\_  
Wes White, Secretary

## Crescent City Harbor District Check Detail

May 14 - 27, 2021

Type	Num	Date	Name	Account	Original Amount
Check	ACH PAYMENT	05/14/2021	CALPERS RETIREMENT	1040 · CCHD US BANK OPERATING 4766	-2,281.90
Check	ACH PAYMENT	05/24/2021	DISH NETWORK	1045 · REDWOOD HARBOR VILLAGE 0707	-971.16
Bill Pmt -Check	1304	05/17/2021	MENDES SUPPLY CO	1047 · BAYSIDE- RV PARK-1766	-70.80
Bill Pmt -Check	1305	05/17/2021	PACIFIC POWER	1047 · BAYSIDE- RV PARK-1766	-5,339.11
Check	1306	05/24/2021	CLR LAUNDRY	1047 · BAYSIDE- RV PARK-1766	-637.38
Check	1307	05/24/2021	ROBERT J. FRAZIER	1047 · BAYSIDE- RV PARK-1766	-4,190.50
Check	1308	05/24/2021	KENNETH BRUCE DWELLEY	1047 · BAYSIDE- RV PARK-1766	-4,190.50
Bill Pmt -Check	1309	05/24/2021	SCRIBBLE SOFTWARE	1047 · BAYSIDE- RV PARK-1766	-38.33
Bill Pmt -Check	2021	05/17/2021	MENDES SUPPLY CO	1045 · REDWOOD HARBOR VILLAGE 0707	-70.80
Bill Pmt -Check	2022	05/17/2021	PACIFIC POWER	1045 · REDWOOD HARBOR VILLAGE 0707	-5,222.64
Check	2023	05/24/2021	CLR LAUNDRY	1045 · REDWOOD HARBOR VILLAGE 0707	-642.50
Bill Pmt -Check	2024	05/24/2021	ADVANCED SECURITY SYSTEMS CC	1045 · REDWOOD HARBOR VILLAGE 0707	-106.50
Bill Pmt -Check	2025	05/24/2021	SUBURBAN PROPANE	1045 · REDWOOD HARBOR VILLAGE 0707	-147.03
Bill Pmt -Check	2026	05/24/2021	SCRIBBLE SOFTWARE	1045 · REDWOOD HARBOR VILLAGE 0707	-38.33
Bill Pmt -Check	5957	05/17/2021	ENGLUND MARINE	1040 · CCHD US BANK OPERATING 4766	-350.27
Bill Pmt -Check	5958	05/17/2021	MENDES SUPPLY CO	1040 · CCHD US BANK OPERATING 4766	-156.89
Bill Pmt -Check	5959	05/17/2021	QUILL	1040 · CCHD US BANK OPERATING 4766	-388.43

**Crescent City Harbor District**  
**Check Detail**  
May 14 - 27, 2021

Bill Pmt -Check	5960	05/17/2021	WANNER FAMILY CHIROPRACTIC	1040 · CCHD US BANK OPERATING 4766	-40.00
Bill Pmt -Check	5961	05/17/2021	PACIFIC POWER	1040 · CCHD US BANK OPERATING 4766	-24.92
Bill Pmt -Check	5962	05/17/2021	C RENNER PETROLEUM INC	1040 · CCHD US BANK OPERATING 4766	-1,149.58
Check	5963	05/24/2021	CARPENTERS LOCAL 751	1040 · CCHD US BANK OPERATING 4766	-60.00
Bill Pmt -Check	5964	05/24/2021	4IMPRINT	1040 · CCHD US BANK OPERATING 4766	-1,873.62
Bill Pmt -Check	5965	05/24/2021	BEST NAME BADGES	1040 · CCHD US BANK OPERATING 4766	-104.12
Bill Pmt -Check	5966	05/24/2021	DN TRIPLICATE	1040 · CCHD US BANK OPERATING 4766	-133.50
Bill Pmt -Check	5967	05/24/2021	FASTENAL	1040 · CCHD US BANK OPERATING 4766	-55.20
Bill Pmt -Check	5968	05/24/2021	MAY, ABRAHAMSEN & BASANTI	1040 · CCHD US BANK OPERATING 4766	-80.00
Bill Pmt -Check	5969	05/24/2021	NORTH ATLANTIC SUPPLY COMPANY	1040 · CCHD US BANK OPERATING 4766	-592.88
Bill Pmt -Check	5970	05/24/2021	O'REILLY AUTO PARTS	1040 · CCHD US BANK OPERATING 4766	-6.73
Bill Pmt -Check	5971	05/24/2021	PROGRESSIVE INSURANCE	1040 · CCHD US BANK OPERATING 4766	-792.20
Bill Pmt -Check	5972	05/24/2021	SUBURBAN PROPANE	1040 · CCHD US BANK OPERATING 4766	-60.00
Bill Pmt -Check	5973	05/24/2021	THERMO FLUIDS INC	1040 · CCHD US BANK OPERATING 4766	-556.37
Bill Pmt -Check	5974	05/24/2021	XEROX	1040 · CCHD US BANK OPERATING 4766	-525.69
Bill Pmt -Check	5975	05/24/2021	SCRIBBLE SOFTWARE	1040 · CCHD US BANK OPERATING 4766	-38.34
				<b>TOTAL</b>	<b>-30,936.22</b>



## **2. New Business**

- a. Discuss a proposal submitted by a landscaping company to maintain Harbor District grounds. Vote to either accept the submitted proposal or solicit additional proposals.**

***Public Comment?***

May 25, 2021

R. A. Kirkland's, Inc.  
2427 Howland Hill Road, P. O.Box 511  
Crescent City, CA 95531  
[Ewright7378@charter.net](mailto:Ewright7378@charter.net)  
Phone 707-218-7182

Bids \$70,000.00

For Landscape Maintenance Services  
To The Crescent City Harbor District

Randall A. Kirkland, President, May 25, 2021

*Randall A. Kirkland*    *MAY 25, 2021*

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May 25, 2021

**R. A. Kirkland's, Inc. Proposal for The Landscape Maintenance for Crescent City Harbor District**

2.01 General approach is to Plan, Organize, Control, and Motivate.

2.02 a. Landscape maintenance is unique in that is dictated by plant life cycle and the weather. Work requirements are reasonably predictable but influenced by the seasons and our local coastal weather patterns plus plant selection. These are influences affecting planting and maintenance which in turn affect staffing.

Labor pool requires both specialized and depth to respond to a installation the size and varied to that proposed for the C C Harbor.

R. A. Kirkland's started in 1995 and has 26 years maintaining over175 local sites including private, commercial, and institutional on the year round bases with both new and mature landscaping makes us unique to this area and a good selection for the C C Harbor District project.

Kirkland's longevity and breadth of experience demonstrate the ability and capability necessary to provide the C C Harbor District the level of care demanded of the proposed landscape.

Kirkland's, Inc. is a perfect fit and would ensure the C C Harbor with the performance it will require of the contractor selected.

## 2.02 c Identification of Contractor

R. A. Kirkland's, Inc. a California Corporation  
California Contractor's License 1022045  
2427 Howland Hill Road, P.O.Box 511  
Crescent City, CA 95531  
Phone (707) 218-7182  
Email: [ewright7378@charter.net](mailto:ewright7378@charter.net)  
Crescent City Business License #04298  
Fed. E.I.D. 20-8824735

## 2.02 d Staffing

Kirkland employs 11 on a year round basis  
Direct contact for the C C Harbor District would be: Randy Kirkland, owner, president of R. A. Kirkland's, Inc. at (707) 218-7182.  
Job Supervisor would be Telly Arispe at (707) 951-7118.  
Senior site foreman would be Harley Satterfield at (707) 458-5031.  
Digital communication would be Ed. Wright, Assistant to the President , at : [ewright7378@charter.net](mailto:ewright7378@charter.net).

## 2.02 e Fiscal Stability

Chase Bank 5/21/2021  
Edward Jones 5/21/2021  
Colwell, Benz and Hartwick on 1120-S for R. A. Kirkland's, Inc. 2/16/21

## 2.02 f 2.02 l Experience

Debbie ( and Bob) Cochjran May17, 2021-05-24  
Steve Alexander, Pastor Smith River Baptist Church May 17, 2021-05-24  
Christie Lynn Rust, United Methodist Church, Crescent City

## 3.02 PRE- PROPOSAL MEETING:

MET WITH Mr. Tim Petrick on a 'WALK AROUND' of the site and proposed work on May 12<sup>th</sup>.

2.02 g Proposed Method to Maintain CC Harbor

Staffing 10 men 1 day every week April thru September.  
Schedule 2 days per month for 6 months October through March week for 6 months .  
Meetings as requested with C C Harbor staff.  
Detailed monthly invoicing showing areas and tasks performed.

2.02hi 1 INSURANCE

Kirkland's if chosen, it will provide insurance in the form required by CC Harbor District.

2.02hii CURRENT VALUE OF WORK.

See Cholwell, Benze & Hartwck attached as 2.

2.02hiii EMR RATING FOR WORKMAN'S COMP.

See WROIB attached

2.02 lx R. A. Kirkland's, Inc. will provide insurance with enumerated requirements if selected.

2.02 I Litigation History – None to report

2.02 j Work History:

Steve Alexander May 17, 2021-05-2021  
Christie Lynn Rust May 17, 2021  
Grace Evangelical Lutheran Church Council May 17, 2021  
Debbie and Bob Cochran may 17, 2021

R. A. Kirkland's, Inc has no past history of CC Harbor Work

Pre Proposal Meeting

FORMAT OF PROPOSAL AND SUBMITTAL.

As per The Request For Proposals To Provide Landscape Maintenance Services to The Crescent City Harbor District RFP Dated May 11, 2021.  
And this document dated may 25, 2021

EXHIBIT A SCOPE.

R. A. Kirkland's, Inc. has reviewed the Scope of Services and acknowledges that they are incorporated in any proposed agreement for landscape of maintenance of lands

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Randy A. Kirkland, May 25, 2021-05-24-2021

President R. A. Kirkland's, Inc.

May 25, 2021-05-24-2021

2427 Howland Hill Road

Crescent City, CA 95531

(707) 218- 7182

emai: [ewright7378@charter.net](mailto:ewright7378@charter.net)

From: dlclrt@aol.com  
To: "ewright7378@charter.net" <ewright7378@charter.net>  
Cc:  
Bcc:  
Priority: Normal  
Date: Monday May 17 2021 5:43:54PM  
Randy Kirkland

---

To Whom It May Concern:

My husband and I contacted Mr. Randy Kirkland regarding an estimate on bringing our lawn back to life. Mr. Kirkland arrived when he said he would. He walked around our lawn, advised us of several problems that were going on and let us know what he could do to remedy the situation. A few days after our meeting, we received a bid with very detailed explanations of everything he would do to repair the lawn and about how long it would take. His bid was extremely reasonable for what he proposed.

Within a few days of letting him know that we wanted him to begin, his crew of six or seven arrived, performed numerous tasks simultaneously, cleaned up after themselves and were gone. Our lawn began to grow back, fill in and turn green. His employees always arrived with proper equipment and didn't waste a minute getting to work. We are extremely appreciative of his expertise and work.

I would highly recommend Randy and his crew to anyone looking for lawn and yard care.

Sincerely,

Debbie (and Bob) Cochran  
dlclrt@aol.com

From: dlclrt@aol.com  
To: "ewright7378@charter.net" <ewright7378@charter.net>  
Cc:  
Bcc:  
Priority: Normal  
Date: Monday May 17 2021 5:43:05PM  
Randy Kirkland

---

Crescent City Harbor District,

We have been asked to provide a reference to your office regarding Mr. Randy Kirkland and his lawn care and maintenance business.

Mr. Kirkland recently began caring for the lawn around Grace Lutheran Church on Cooper Street including the areas around our surrounding buildings. He also maintains the lawn at a house the church owns on the corner of Arlington and Washington Blvd. We are extremely pleased with his professionalism, knowledge, and work product. His crew arrives, goes to work immediately and leaves no mess behind. Our lawns are already showing great improvement.

We would not hesitate to recommend that your board of commissioners entrust Mr. Kirkland with your property.

Sincerely,

Grace Evangelical Lutheran Church Council  
188 E. Cooper  
Crescent City, CA 95531  
707-464-4712

**From:** "Steve Alexander" <steveandkarena@charter.net>  
**To:** ewright7378@charter.net  
**Cc:**  
**Bcc:**  
**Priority:** Normal  
**Date:** Monday May 17 2021 10:20:22AM  
**Recommendation for Kirkland Landscaping**

---

To whom it may concern

I want to give a strong recommendation for Kirkland landscaping company in regards to the landscaping needs of the Harbor District. Randy and his crew always does a great job for our church and he comes highly recommended.

Thank you  
Steve Alexander  
Pastor, Smith River Baptist Church

Sent from my iPad

From: "Christie Lynn Rust" <christielynnrust@gmail.com>  
To: ewright7378@charter.net  
Cc:  
Bcc:  
Priority: Normal  
Date: Monday May 17 2021 10:33:05AM  
Letter of reference for Randy Kirkland

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To whom it may concern,

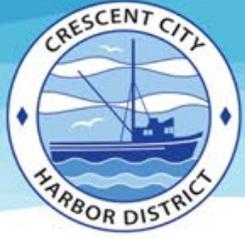
I have known Mr. Kirkland for many years now regarding his Lawn and Garden care business. I have known of the supreme quality that he extends to all of his clients. For years I have been the representative for the United Methodist Church here in Crescent City. In that time, Mr. Kirland's service has done an outstanding job keeping our church looking extremely nice. They have kept the lawns mowed on a regular basis, removed any weeds and regularly fertilized the lawns. They have also expertly repaired and replaced many components of the automatic watering system. Two years ago they also removed and replaced all the bushes and plants just to beautify the church grounds. For all of this, he and his crew did at no cost to our church! I am still overwhelmed by his generosity that he and his team of workers showed to our church!

Outside the church, I personally have hired his firm to do all my lawn and gardening. I have also shared his references to many of my friends and family members. They have also been very happy with his service.

In conclusion, I highly respect and recommend Mr. Kirkland and his crew of hard working professionals to you for your lawn and garden needs! His professional approach to his business and his choice of employees is top notch! I urge you to choose these very hard workers for your needs. I rate them a 10 out of 10.

Very Sincerely,

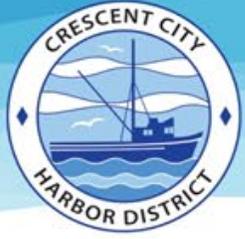
Christie Lynn Rust  
United Methodist Church, Crescent City  
218-6769



## **2. New Business**

- b. Discuss access to Harbor District restrooms after hours.**

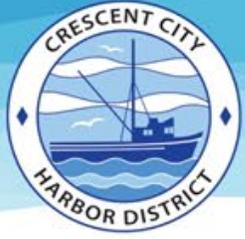
***Public Comment?***



### **3. Unfinished Business**

#### **a. Solar Project Update**

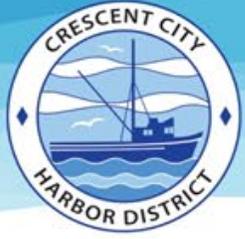
***Public Comment?***



### **3. Unfinished Business**

#### **b. Dredge Permit Update**

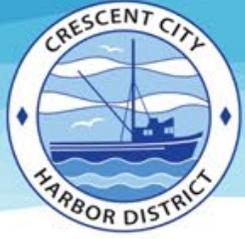
***Public Comment?***



### **3. Unfinished Business**

#### **c. Whaler Island Music Event Update**

***Public Comment?***



## **4. Communication and Reports**

### **a. Financial Reports: Account Balances**

***Public Comment?***

<b>BANK BALANCES AS OF 5.13.21</b>		<b>BANK BALANCES AS OF 5.27.21</b>		<b>DIFFERENCE</b>
CCHD OPERATING	\$248,233.85	CCHD OPERATING	\$229,172.37	-\$19,061.48
CCHD SAVINGS	\$30,021.29	CCHD SAVINGS	\$30,021.29	\$0.00
REDWOOD HARBOR	\$111,543.30	REDWOOD HARBOR	\$114,188.11	\$2,644.81
BAYSIDE RV PARK	\$44,408.40	BAYSIDE RV PARK	\$48,919.79	\$4,511.39
LAIF ACCOUNT	\$1,393,819.08	LAIF ACCOUNT	\$1,393,819.08	\$0.00
<b>TOTALS</b>	<b>\$1,828,025.92</b>	<b>TOTALS</b>	<b>\$1,816,120.64</b>	<b>-\$11,905.28</b>



## **4. Communications and Reports**

### **b. CEO/Harbormaster Reports**

Ruben, Gina, Bob, and myself met to discuss the Ordinance codification project. The project has been officially transferred to BB&K. Paralegals will be working to put the ordinances into a cohesive and clean legal document and I will continue to work with Ruben and Gina to provide a working document for the ad hoc committee to review before final board approval.

PPL has finalized the plans for the power line replacements around South Bend Seafoods. They are working on scheduling the work with pavement contractors and we are lucky they had one more transformer in stock. They are currently experiencing 6 month plus wait times on ordering equipment.

We are getting closer to a deal with a new fish processor in the area near South Bend Seafoods. Yohan buys and sells live hagfish and once the new power is installed he will be paying for the build out of the power and building out an operation. We are currently discussing lease terms.

***Continued on next slide...***



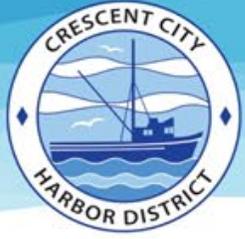
## **4. Communications and Reports**

### **b. CEO/Harbormaster Reports**

Saturday June 5<sup>th</sup> (this Saturday) is the first Farmer's Market of the season at the harbor! There is a lot of buzz around town about it and I encourage everyone to come down and make it the great success that we know it will be.

I met with Call Nichols from the Shellfish Growers Climate Coalition. We discussed some of the possibilities surrounding growing and selling local oysters in the Crescent City Harbor. He has been working with a seafood chef setting up pop up restaurants on the north coast. I have put him in contact with Alex and there is potential for some part of the redevelopment to include a local oyster project.

***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. Adjourn to Closed Session

### CLOSED SESSION

- a. 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, June 15 2021, at 2 p.m. PDT. Until the Governor rescinds Executive Order N-29-20, all Harbor Commission meetings will be held via Zoom Web Conferencing. Access code for public participation can be found in the meeting notice posted on the Harbor District website or on the Harbor bulletin board at 101 Citizens Dock Road.*

*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.*

