

Board of Harbor Commissioners

Crescent City Harbor District

June 10, 2026

Regular Harbor Commission Meeting



Regular Meeting

Board of Harbor Commissioners of the Crescent City Harbor District

Chair Rick Shepherd, Vice Chair John Evans

Commissioner Gerhard Weber, Commissioner Dan Schmidt, Commissioner Annie Nehmer

AGENDA

Date: Wednesday, June 10, 2026

Time: Closed Session: 12:30 p.m.
Open Session: 2:00 p.m.

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

VIRTUAL MEETING OPTIONS

TO WATCH (via online)

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

TO LISTEN (via telephone)

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



1. Preliminary Items

- a. Call to Order**
- b. Roll Call**
- c. Pledge of Allegiance**



1. Preliminary Items

d. General Public Comments

The general comment period is provided for subjects not included on the agenda but within the subject matter jurisdiction of the District. Each person is limited to a maximum of 3 minutes of speaking time. To maintain meeting decorum, Board members and staff should refrain from responding to statements or questions during this time, but may be available to follow-up with members of the public after the meeting.



2. Adjourn to closed session:

a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Government Code section 54956.9(d)(1), Name of case: *Fashion Blacksmith, Inc. v. Crescent City Harbor District*
Facts and circumstances: post-judgment discussions regarding payment terms

b. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Government Code section 54956.8; Property Address: Undeveloped land, along Starfish Way, between the intersections with Citizens Dock Rd and Anchor Way, in Crescent City, CA, which is a portion of Assessor Parcel No. 117-020-016, consisting of approximately 95,000 square feet; District negotiators: Mike Rademaker (CEO/Harbormaster), Ryan Plotz (Counsel), Sandy Moreno (Financial Consultant); Negotiating parties: Sean E. McGraw, Scott Lawhon, and Daniel Dahan; Under negotiation: Price and payment terms



2. (continued)

c. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

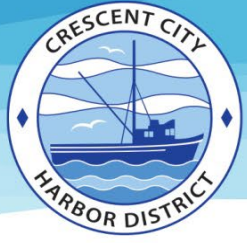
Government Code section 54956.8; Property Address: 750 US Highway 101, Crescent City Harbor, CA 95531

District negotiators: Mike Rademaker (CEO/Harbormaster), Ryan Plotz (Counsel), Sandy Moreno (Financial Consultant); Negotiating parties: Daniel Dahan, Sean E. McGraw, and Scott Lawhon; Under negotiation: Price and payment terms

d. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Government Code section 54956.8; Property Address: 159 Starfish Way, Crescent City, CA 95531

District negotiators: Mike Rademaker (CEO/Harbormaster), Ryan Plotz (Counsel), Sandy Moreno (Financial Consultant); Negotiating parties: Daniel Dahan, Sean E. McGraw, and Scott Lawhon; Under negotiation: Price and payment terms



3. [2:00 P.M.] Reconvene in open session and disclose any reportable action taken during closed session.

Public Comment?



3. Preliminary Items

b. General Public Comments

The general comment period is provided for subjects not included on the agenda but within the subject matter jurisdiction of the District. Each person is limited to a maximum of 3 minutes of speaking time. To maintain meeting decorum, Board members and staff should refrain from responding to statements or questions during this time, but may be available to follow-up with members of the public after the meeting.



4. Consent Calendar:

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

- a) Approve minutes of the May 27, 2026 Regular Meeting.
- b) Approve Advanced Security Systems Invoice #782501.
- c) Approve Community Systems Solutions Invoice #13115-14.
- d) Approve Moffatt & Nichol Invoice #810178
- e) Approve Wiest Law Firm Invoice #2026-M142
- f) Approve payment to Fashion Blacksmith Inc.

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	May 27, 2026 11:30 a.m.



Board of Harbor Commissioners of the Crescent City Harbor District

MINUTES

Regular Session, Wednesday, May 27, 2026, at 11:30 A.M.

These minutes were prepared pursuant to Government Code Section 54953(c)(2) and CCHD Board Bylaws Section 7.15(a). These are "Action Minutes" that are limited to recording actions taken by the Board.

1) Roll Call. Commissioners Present: Schmidt, Evans, Weber, Nehmer, Shepherd

2) Adjourn to closed session.

a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

*Government Code section 54956.9(d)(1)
Name of case: Fashion Blacksmith, Inc. v. Crescent City Harbor District
Facts and circumstances: post-judgment discussions regarding payment terms*

**** NOTE:** *The following negotiating parties were not present during the closed session: Cameron Weist, Andrew Flynn, Sean E. McGraw, Scott Lawhon, Daniel Dahan, and College of the Redwoods ***

b. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

*Government Code section 54956.8.
Property Address: 750 US Highway 101, Crescent City Harbor, CA 95531
District negotiators: Mike Rademaker (CEO/Harbormaster), Ryan Plotz (Counsel), Sandy Moreno (Financial Consultant)
Negotiating parties: Sean E. McGraw, Scott Lawhon, and Daniel Dahan
Under negotiation: Price and payment terms*

c. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

*Government Code section 54956.8.
Property Address: 159 Starfish Way, Crescent City, CA 95531
District negotiators: Mike Rademaker (CEO/Harbormaster), Ryan Plotz (Counsel), Sandy Moreno (Financial Consultant)*

Negotiating parties: Sean E. McGraw, Scott Lawhon, and Daniel Dahan
Under negotiation: Price and payment terms

d. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Government Code section 54956.8.

Property Address: Undeveloped land, along Starfish Way, between the intersections with Citizens Dock Rd and Anchor Way, in Crescent City, CA, which is a portion of Assessor Parcel No. 117-020 016, consisting of approximately 95,000 square feet.

District negotiators: Mike Rademaker (CEO/Harbormaster), Ryan Plotz (Counsel), Sandy Moreno (Financial Consultant)

Negotiating parties: Sean E. McGraw, Scott Lawhon, and Daniel Dahan
Under negotiation: Price and payment terms

e. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: CEO/Harbormaster

3) [2:00 P.M.] Reconvene in open session

Commissioner Shepherd reported that the harbormaster and staff would not be receiving any wage increases.

4) Consent Calendar:

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

- a) Approve minutes of the April 28, 2026 Special Meeting and May 13, 2026 Regular Meeting.
- b) Approve Woods Plumbing Invoice# CA-9747
- c) Approve Moffatt & Nichol Invoice# 808995
- d) Approve Mitchell Law Firm Invoice# 11103
- e) Approve Wiest Law Firm Invoice# 2026-M142

Commissioner Shepherd made a motion to approve the consent calendar, provided that the May 13th, 2026 regular meeting minutes be amended to note that an ad-hoc committee was established to address potential water and sewer rate increases, and the Weist Law Firm Invoice was continued to a future meeting. Commissioner Evans seconded the motion.

ACTION TAKEN: MOTION PASSED

AYES: EVANS, WEBER, SCHMIDT, NEHMER, SHEPHERD // **NAYS:** NONE

ABSENT: NONE // **ABSTAIN:** NONE

5) Discuss and review Project Manager proposals and selection process. Give direction to staff regarding next steps.

6) Approve Resolution 2026-06 ordering an election, requesting county elections to conduct the election, and requesting consolidation of the election.

Commissioner Evans made a motion to approve Resolution 2026-06 and Commissioner Nehmer seconded the motion.

ACTION TAKEN: MOTION PASSED

AYES: EVANS, WEBER, SCHMIDT, NEHMER, SHEPHERD // **NAYS:** NONE

ABSENT: NONE // **ABSTAIN:** NONE

7) Consider and approve vehicle refinancing.

Commissioner Evans made a motion to approve refinancing leased vehicles for two years, and Commissioner Shepherd seconded the motion.

ACTION TAKEN: MOTION PASSED

AYES: EVANS, WEBER, SHEPHERD // **NAYS:** NONE

ABSENT: NONE // **ABSTAIN:** NEHMER, SCHMIDT

8) Consider and approve 1st Annual Lost Coast Rally Ride & Car Show to be held on Saturday, June 27, 2026.

Commissioner Nehmer made a motion to approve the Rally and Car Show. Commissioner Shepherd seconded the motion.

ACTION TAKEN: MOTION PASSED

AYES: EVANS, WEBER, SCHMIDT, NEHMER, SHEPHERD // **NAYS:** NONE

ABSENT: NONE // **ABSTAIN:** NONE

9) Consider and approve a modified 2026 Community Artisan Market.

Commissioner Shepherd made a motion to approve the harbor hosting the 2026 Community Artisan Market. Commissioner Evans seconded the motion.

ACTION TAKEN: MOTION PASSED

AYES: EVANS, WEBER, SCHMIDT, NEHMER, SHEPHERD // **NAYS:** NONE

ABSENT: NONE // **ABSTAIN:** NONE

10) Consider and approve a revised Harbor Facilities Plan.

Commissioner Evans made a motion to approve the Revised Harbor Facilities Plan and Commissioner Weber seconded the motion.

ACTION TAKEN: MOTION PASSED

AYES: EVANS, WEBER, SCHMIDT, NEHMER, SHEPHERD // **NAYS:** NONE

ABSENT: NONE // **ABSTAIN:** NONE

11) Discussion, consideration, and possible action regarding the City of Crescent City's proposed water and sewer rate adjustments, including possible adoption of an official District position.

Commissioner Schmidt made a motion to oppose the Water and Sewer rate increases and Commissioner Nehmer seconded the motion.

ACTION TAKEN: MOTION FAILED

AYES: SCHMIDT, NEHMER // **NAYS:** NONE

ABSENT: NONE // **ABSTAIN:** EVANS, WEBER, SHEPHERD

12) Communications, Reports, and Directions to Staff

a. Harbor Commissioner & Committee Reports

b. CEO/Harbormaster Report

c. Financial Report

i. Balance Sheet by month

ii. Profit and Loss by month

iii. Profit and Loss by month Budget to Actual as of 04/31/26

iv. Cash Flow Report for April 2026

v. Update on grant billing

vi. Update on 24/25 audit status

vii. Review 25/26 Q3 budget and approve adjustments

viii. Update on USDA loan modification plan

ix. Update on CPRA requests

x. Status report on other pending projects

13) MEETING ADJOURNMENT

Attested by:

Justin Hanks
Clerk of the Board



ADVANCED SECURITY SYSTEMS
 "Delivering Peace of Mind"

Invoice	
Customer	Crescent City Harbor District E Dock
Customer Number	45696
Invoice Number	782501
Invoice Date	5/22/2026
PO Number	0
PAYMENTS APPLIED THRU	5/22/2026
Job / Service Ticket #	11430-1 PW

CURRENT CHARGES

Description	Amount	Amount
<i>Crescent City Harbor District E Dock , 101 Citizens Dock Rd, Crescent City, CA</i>		
2.33 Commercial Monitoring Access Control, 5/22/2026 - 7/31/2026	27.50	64.17
2.33 Commercial Cellular Alarm Communications Access Control, 5/22/2026 - 7/31/2026	15.00	35.00
2.33 Commercial Access Control Monitoring Access Control, 5/22/2026 - 7/31/2026	10.00	23.33
2.33 Virtual Keypad/Mobile Application Access Access Control, 5/22/2026 - 7/31/2026	5.00	11.67
0.90 Purchase of Access Control System	4,589.98	4,130.98
0.90 Installation of Access Control	3,840.00	3,456.00
1.00 Credit (1) 12DC 5 AMP Power Supply	(378.00)	(378.00)
1.00 Addition (1) 1100XH Receiver	155.00	155.00
1.00 Addition (1) 381-2 Cable	15.60	15.60
	Subtotal:	\$7,513.75
Tax		323.70
Payments/Credits Applied		0.00
	Invoice Balance Due:	\$7,837.45

Registration Code: 1C4C06

Page 1

Please detach and return this portion with your payment to ensure proper credit.



REMITTANCE INFORMATION

Customer Number	45696
Invoice Number	782501
Invoice Date	5/22/2026
Due Date	6/6/2026
Invoice Balance Due	\$7,837.45

TOTAL DUE \$7,837.45

Amount Enclosed: _____

Crescent City Harbor District E Dock
 101 Citizens Dock Rd
 Crescent City, CA 95531

Advanced Security Systems
 1336 4th Street
 Eureka, CA 95501

Certificate of Commercial Monitoring

Crescent City Harbor District E Dock
101 Citizens Dock Rd
Crescent City, CA 95531

This installation may entitle you to a discount in your insurance.
Send this certificate to your insurance company, agent, or broker.

Monitoring Since: 04/16/2026
Control Instrument: DSC 1616
Classification: Burglary
Connection: Central Station Connection
Communication Method: Digital
Central Station Phone #: (707) 442-0681
Toll Free#: (800) 580-0881

Alarm Specifications:

Burglary Audible Perimeter Int. Motion
 Fire Medical Sprinkler Cell

Advanced Security Systems

1336 Fourth Street
Eureka, CA 95501
(707) 443-6366

3551 Westwind Blvd
Santa Rosa, CA 95403
(707) 544-9200

1528 Northcrest Dr, Ste B
Crescent City, CA 95531
(707) 464-1975

13361 E. Hwy 20
Clearlake Oaks, CA 95423
(707) 998-0324

Certificate expires one year from the date of signature

Signed:



Date: 05/22/2026





ADVANCED SECURITY SYSTEMS

1336 4th Street
Eureka, CA 95501

Phone 707-443-6366 | Toll Free 877-443-6366

www.advancedsecurity.us

IMPORTANT ALARM INFORMATION REQUIRED

Your alarm system is connected to our Central Station Monitoring Center. When an alarm is triggered, our dispatchers receive details including the type of alarm (e.g., burglary, fire, or panic) and its specific location (e.g., front door, living room motion sensor, bedroom smoke detector). Based on this information, the dispatcher will contact your designated responsible parties and notify the appropriate emergency response agency, if necessary.

It is important that your designated contacts are aware they may receive phone calls or text messages at any time regarding alarm activity. These individuals must be authorized to communicate with our dispatchers on your behalf. To do so, they will need to provide your verbal password. Please ensure your contacts are familiar with the password you list on this form.

To update your Responsible Persons Call List, please complete the form below and include your Central Station account identification number (CSID). If you do not know your CSID, call us at (877) 443-6366 so we can assist in identifying your account and making the necessary updates.

Keeping this information current is essential. Outdated contact lists can lead to delays in response or unnecessary dispatches due to false alarms. Whenever you make changes to your responsible contacts, please notify our Central Station immediately. We recommend providing mobile phone numbers to ensure 24-hour accessibility.

Please fill out this form and either email it to programmer@advancedsecurity.us or mail to Advanced Security Systems or fax to our office at (707) 443-6377. Thank you!

Account Name: _____

Account Number: _____

Site Phone / Primary Phone Number: _____

Account Holder Email Address: _____

Responsible Person(s)

	Contact Name	Cell Phone (include area code)	Home Phone (include area code)	Work Phone (include area code)
1 st				
2 nd				
3 rd				
4 th				

Password(s): _____

Directions (if your premise could be difficult for emergency responders to locate or access):

Special Instructions or Other Requests:

DELIVERING PEACE OF MIND

SANTA ROSA • EUREKA • CRESCENT CITY

Cont. Lic. No. 527700 / Alarm Lic. No. ACO 2883

Petrusha Enterprises, Inc. DBA Advanced Security Systems



ADVANCED SECURITY SYSTEMS

1336 Fourth Street
Eureka CA 95501

Phone (707) 443-6366 • Toll Free (877) 443-6366

Advanced Security Systems offers our customers an Auto-Pay Program. When you choose to enroll in our Auto-Pay Program you authorize Advanced Security Systems to electronically withdraw payments from your checking account or credit card automatically. The withdrawal will take place on the seventh of the month of which your payment is due and will eliminate your need to mail in check, or call with your credit card information. A statement will continue to be sent or emailed to you as confirmation of your payment and the transaction should appear on your bank or credit card statement. **If you would like this invoice emailed instead of regular mail, please provide us with your email address below.**

To participate in the Auto-Pay Program, please complete the attached form and return it to Advanced Security Systems. You can email to ar@advancedsecurity.us or mail it to Advanced Security Systems, 1336 4th Street, Eureka, CA 95501. If you have any questions, please call (877) 443-6366.

Sincerely,
Accounts Receivable - Advanced Security Systems

✂.....

AUTOMATIC PAYMENT ENROLLMENT FORM

Email Address: _____

DIRECT WITHDRAWAL

Please provide your bank's routing number and the number of the checking account to which we should use to make the withdrawal.

Bank Name _____

Checking Routing Number _____

Bank Account Number _____

---OR---

Visa / Master Card / Discover/American Express Card Number _____

Expiration date: _____

AUTHORIZATION

Card Holder Name _____ Phone Number _____

Company (if applicable) _____

Billing Address _____

City/State/Zip _____

SIGNATURE: _____ DATE: _____

Bill Payer ID: _____



ADVANCED SECURITY SYSTEMS

1336 Fourth Street
Eureka CA 95501

Phone (707) 443-6366 • Toll Free (877) 443-6366

Crescent City Harbor District E Dock
101 Citizens Dock Rd
Crescent City, CA 95531

1	Poor	2	Fair	3	Good	4	Very Good	5	Excellent
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Advanced Security Systems values your feedback. We strive to always improve our services and will appreciate your help to achieve this. For each item identified below, please circle the number to the right that best fits your judgment of its quality. Use the scale above to select the quality number.

	Scale				
1. Was the sales consultant on time & helpful?	1	2	3	4	5
2. Were the installation technicians courteous & on time?	1	2	3	4	5
3. Are you satisfied with the installation technician's work?	1	2	3	4	5
4. Was the installation area left clean & neat?	1	2	3	4	5
5. Was the job completed according to the agreement?	1	2	3	4	5
6. Do you understand the operation of the security system features and keypad?	1	2	3	4	5
7. Do you understand how to test the system?	1	2	3	4	5
8. Do you understand the CANCEL alarm reset procedure?	1	2	3	4	5
9. Were our office personnel friendly, informative & helpful?	1	2	3	4	5
10. Would you recommend ADVANCED SECURITY SYSTEMS to a friend?	1	2	3	4	5
11. Are you satisfied with your system?	1	2	3	4	5

Comments: _____



INVOICE 13115-14 – May 2026

To: Crescent City Harbor District

Invoice Time Period: May 2, 2026 – May 31, 2026

For: Professional Services: CalOES/FEMA HMGP grant

Scope of Work Performed: Grant Services – RFP preparation

1. Multiple calls and emails each week with Harbor CEO to review project opportunities and discuss current grant project elements.
2. Prepared materials and presented at Harbor Board meetings.
3. Reviewed RFP responses.
4. Finalized and Submitted MARAD PIDP 2026 grant application for \$11.2 million for construction of Citizens' Dock pier 2.
5. Worked on CA Coastal Commission Pre Application for Seawall and Citizens' Dock.

Charges by categories: Labor

Project Lead: \$75 per hour @ 25 hours = \$1,875

Proposal Writers: \$75 per hour @ 33.34 hours = \$2500

Total Due this Invoice: \$4,375

Please Make Check Payable to Community System Solutions

When Check is ready, please call Mika McKenzie at 541-968-9886 to pick up the check.

Thank you! Mike Bahr, CEO, Community System Solutions

Communitysystemsolutions.com
916-827-0016



4225 E. Conant Street,
Long Beach, CA 90808
Tel: (562) 590-6500
moffattnichol.com

Domestic Wire/ACH Information

Bank/Account Name: US Bank/Moffatt & Nichol
Address: 800 Nicollet Mall BC-MN-H201, Minneapolis, MN 55402
Account Number: 158300224298
Routing Number: 122235821

Check Lockbox Account

Payable to: Moffatt & Nichol
P.O. Box 51760
Los Angeles, CA 90051-0068
clientpayments@moffattnichol.com

Attention: Mike Rademaker
Crescent City Harbor District
101 Citizens Dock Road
Crescent City, CA 95531
United States

Invoice: 00810178
Invoice Date: 5/14/2026
Project: 231132
Project Name: CCHD Citizens dock and seawall Replacement

For Professional Services Rendered Through 4/25/2026

	Fee	Available	Billings		
			To Date	Previous	Current
1 - Preliminary Engineering & Design	324,860.00	16.12	324,843.88	324,843.88	0.00
2 - Environmental Review & Activities	223,187.00	12.81	223,174.19	223,174.19	0.00
Billings					
	Fee	% Complete	To Date	Previous	Current
3 - Amendment 4					
19 - Supplemental Geotechnical Analysis & Foundation Redesign	64,700.00	100.00	64,700.00	64,700.00	0.00
20 - Environmental Documentation Updates & Agency Coordination	35,300.00	100.00	35,300.00	35,300.00	0.00
4 - Amendment 5					
Billings					
	Fee	% Complete	To Date	Previous	Current
21 - Bathymetric Survey	20,000.00	100.00	20,000.00	20,000.00	0.00
22 - Underwater Inspection	80,000.00	100.00	80,000.00	80,000.00	0.00
5 - Amendment 7					
Billings					
	Fee	% Complete	To Date	Previous	Current
23 - Permit Applications, Processing and Management	110,000.00	75.00	82,500.00	27,629.22	54,870.78
5 - Contingency	20,000.00	0.00	0.00	0.00	0.00
Current Billings					54,870.78
Amount Due This Bill					USD 54,870.78

ENTERED ON: 5/19/26
BY: KHA

1450 G-CDP \$54,870.78

Total Fee : 878,047.00
To Date Billings : 830,518.07
Total Remaining : 47,528.93

Outstanding Receivables	Invoice Number	Date	Amount	Balance Due
	00803471	10/13/2025	181,755.00	81,755.00
	00808995	4/8/2026	11,129.22	<u>11,129.22</u>
				92,884.22

pd CK 8525



Invoice

2026-M142

Balance Due
\$7,493.75

Weist Law

1875 S Bascom Ave, Suite 2400 Campbell, California 95008
U.S.A
831-438-7900
kelsey@weistlaw.com
<https://www.weistlaw.com/>

Invoice Date : May 04, 2026

Terms : Net 45

Due Date : June 18, 2026

Crescent City Harbor District

Please note that our business address has changed to:

1875 S Bascom Ave, Suite 2400
Campbell, CA 95008

All checks should be delivered to this new address moving forward. Please update your records accordingly. Thank you!

#	Description	Qty	Rate	Amount
1	Bond Counsel Hourly Fees Per Agreement dated January 30, 2026 For assistance with financial planning	13.75	545.00	7,493.75
			Sub Total	7,493.75
			Total	\$7,493.75
			Balance Due	\$7,493.75

The Weist Law Firm thanks you for your business. If you have any questions please reach out, we are happy to help. To access a copy of The Weist Law Firms W-9, it is available here: <https://tinyurl.com/3h3j28sz>

CHECK INSTRUCTIONS: Please make check payable for the Total Invoice Amount to Weist Law LLP and mail to the firm address above with a copy of this invoice.

OR

WIRE TRANSFER INSTRUCTIONS: Please provide for immediate wire transfer of the Total Invoice Amount to Weist Law LLP in accordance with the following:



5. Discuss and review Project Manager proposals. Interview proposers. Give direction to staff.

Background Materials available for download here:

<https://www.ccharbor.com/files/5f2bad032/Project+Manager+Selection+--+Background+Materials+2026.05.27.pdf>

Scoring Sheet:

<https://www.ccharbor.com/files/c3e476f7d/Project+Manager+Scoring+Sheet.xlsx>

Public Comment?



6. Consider and approve marketing proposal from Orchid Marketing Company.

Public Comment?



Phone: (707) 572-5289

E-mail: orchidmarketingco@gmail.com

Web : www.orchidmarketingco.com



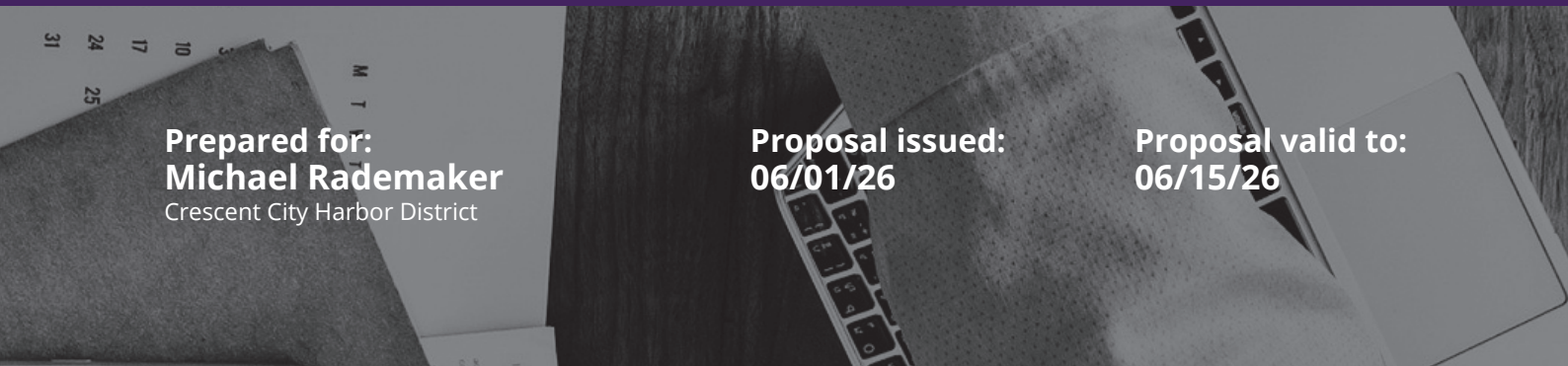
MARKETING PROPOSAL

Crescent City Harbor District

Prepared for:
Michael Rademaker
Crescent City Harbor District

Proposal issued:
06/01/26

Proposal valid to:
06/15/26



SCOPE OF WORK - DESCRIPTION OF SERVICES



HOURLY RATE

\$35/Hour

In today's crowded digital landscape, audiences are drawn to brands that feel authentic, intentional, and human. Thoughtfully designed, human-made graphics create a stronger emotional connection than generic or automated visuals, helping brands stand out while building trust and credibility. When paired with consistent, high-quality video content, these visuals reinforce brand recognition, boost engagement, and keep messaging cohesive across platforms. This approach ensures your social media presence not only looks professional, but also feels personal, relatable, and aligned with your business goals.

GRAPHIC DESIGN

- Strategic, brand-aligned graphic design to captures attention and drive engagement.
- Visual content created specifically for specific social platforms.
- Development of a cohesive, recognizable visual identity that strengthens brand trust.
- Creative content aligned with business goals, campaigns, and events.
- Content writing and calls-to-action designed to boost clicks and engagement.
- Platform-optimized designs that follow current social media best practices and trends.
- Collaborative content planning to ensure consistent, on-brand messaging.
- Flexible revisions to refine messaging and maximize performance.

Note: Static graphics for the following holidays are included in this contract at no hourly rate - New Year's Eve/Day, Valentine's Day, St. Patrick's Day, Easter, 4th of July, Halloween, Thanksgiving and Christmas.

CONTENT CREATION & CAPTURE

- Develop high-quality, engaging content tailored to the target audience and aligned with brand messaging and business objectives. This includes Facebook, Instagram, and TikTok.
- Produce a mix of content formats, including website articles/blogs, social media posts, videos, and marketing collateral to maximize audience engagement.
- Monitor content performance and audience engagement metrics, providing recommendations for continuous improvement and future content strategies.
- Attend events, when applicable, to capture content and boost interest.

WEBSITE UPDATES

- Ongoing website maintenance and updates on an as needed basis to ensure content remains accurate, current, and aligned with goals.
- Monitor/implement website updates required for regulatory, accessibility, security, and compliance standards.
- Publish and format news articles, press releases, and other time-sensitive content as needed.
- Update website information, including board member profiles, contact details, service descriptions, policies, forms, and resource materials.
- Perform routine quality assurance checks to identify and correct broken links, outdated content, formatting issues, and other website errors.
- Maintain website functionality and appearance by applying minor design, layout, and content improvements as requested/needed.



SOCIAL MEDIA (FACEBOOK AND INSTAGRAM)

\$300/Month

- Strategic monthly content calendar to include scheduled posts and paid campaigns, with ad spend thoughtfully mapped to maximize impact based on goals.
- Organic posting when applicable, as well as shares from Harbor business pages.
- Consistent posting of approximately 2–3 posts or shares per week on Facebook and Instagram.
- Ongoing management of one active paid ad (when applicable/requested) to support visibility and growth, with ad budgets discussed in advance or set monthly.
- Community management and page monitoring to ensure reviews, comments, and messages receive timely, professional responses when applicable.
- Quarterly performance reporting with insights into growth, engagement, and top-performing content.
- Custom graphic design support for social media campaigns.

Costs do not include any tangible products (brochure, signage, etc.) or other additional services. If Orchid Marketing Company will be ordering tangible items, there will be a 10% fee per order and will be billed on a separate item line from the cost of the products. Any additional services added to the above listed services will need to be discussed. For all digital advertising outside of Facebook and Instagram, there will be a 10% ad placement fee.



TOTALS

Graphic Design & Content
Creation
\$35/Hour

Social Media Campaign
\$300/Month

Signature: _____ Date: _____

Payments to be completed within 30 days of issued invoices.



7. Communications, Reports, and Directions to Staff

a. Harbor Commissioner & Committee Reports

(1) Commissioner Dan Schmidt

(2) Commissioner Annie Nehmer

(3) Commissioner Gerhard Weber

(4) Vice Chair John Evans

(5) Chair Rick Shepherd



7. Communications, Reports, and Directions to Staff

b. CEO/Harbormaster Report



7. Communications, Reports, and Directions to Staff

c. Financial Report

- i. Update on Grant Billing**
- ii. Update on FY 24/25 Audit**
- iii. Update on USDA Loan Modification Plan**
- iv. Review 1st Draft of FY26/27 Budget**
- v. Status Report on Pending Projects**

Crescent City Harbor District
Proposed Budget FY26/27

Last Revised : 6/6/26

	Draft Audit QB OL Bal 06/30/25	Budget FY25/26	QB OL Bal 06/06/26	Budget FY26/27
INCOME				
2400 COMMERCIAL REVENUE				
2401 Commercial Fees Additional	107,801	120,000	119,834	122,300
2402 Commercial Hoist Leases	224,460	250,000	270,260	324,000
2403 Commercial Leases	370,653	380,000	368,071	560,518
2407 Commercial Utilities	21,321	20,000	18,631	19,382
2408 Concessions Leases	(25,271)	0		0
2409 Freezer Rental	9,007	7,992	7,881	7,992
2410 Poundage Fees	47,436	60,000	68,621	79,800
Total 2400 COMMERCIAL REVENUE	<u>755,408</u>	<u>837,992</u>	<u>853,298</u>	<u>1,113,992</u>
2600 SERVICES & FEES				
2601 Equipment Rental	120	200	96	500
2602 No Insurance Fee	40,500	38,000	39,960	30,000
2603 Fees & Sales Additional	2,516	600	2,816	4,000
2604 Event Rentals	312	2,750	2,386	4,000
2605 Permits Fish Sales	1,050	1,300	750	1,050
2606 Key Fob Sales	322	0	323	500
2607 Late Payment Fee	4,769	4,500	11,781	6,000
2608 Launch Permit Fees	16,751	15,000	13,973	17,650
2609 Laundry Sales	708	500	476	600
2610 Live-a-Board Fees	9,600	8,400	7,920	7,200
2611 Mobile Crane Rental	7,440	7,500	6,156	6,480
2612 Storage Revenue	34,550	38,000	39,385	41,300
2613 Utilities Marina	30,392	32,000	29,478	32,450
2614 Work Dock Use	1,290	1,200	950	1,200
2615 Surcharge / Admin Fee	3,867	2,400	3,810	2,400
2616 Harbor Fees Additional	2,975	1,200	0	0
2617 Non-Taxable labor fees	1,197	1,200	90	0
Total 2600 SERVICES & FEES	<u>158,360</u>	<u>154,750</u>	<u>160,350</u>	<u>155,330</u>
2650 Discounts and Adjustments	0	0	0	0
2700 MOORAGE - SLIP RENTALS				
2701 Rec Slip Rentals / Dockwa	564,208	545,000	509,059	551,000
Total 2700 MOORAGE - SLIP RENTALS	<u>564,208</u>	<u>545,000</u>	<u>509,059</u>	<u>551,000</u>
2800 RV PARKS REVENUE OPERATIONS				
2800 RV Parks Revenue Operations	485	500	0	0
2801 RV Bayside Leases	196,458	178,000	176,165	0
2802 RV BS Dump Station	105	120	335	0
2803 RV BS Fees	1,740	2,100	1,255	0
2804 RV BS Freezers	185	180	175	0
2805 RV BS Laundry	2,156	1,200	1,032	0
2808 RV RHV Laundry	0	600	146	0
2809 RV Guest Rentals	42,414	62,000	56,950	0
Total 2800 RV PARKS REVENUE OPERATIONS	<u>243,543</u>	<u>244,700</u>	<u>236,058</u>	<u>0</u>

Crescent City Harbor District
Proposed Budget FY26/27

Last Revised : 6/6/26

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2900 Additional Operating Income	0	0	0	0
3000 SALES OF PRODUCT REVENUE				
3001 Gift Shop Sales	1,995	2,000	1,332	600
Total 3000 SALES OF PRODUCT REVENUE	<u>1,995</u>	<u>2,000</u>	<u>1,332</u>	<u>600</u>
3099 Uncategorized Income	4,144	0	0	0
Renewable Energy Credit	0	0	0	0
Stripe sales	1,890	0	0	0
TOTAL INCOME	<u>1,729,547</u>	<u>1,784,442</u>	<u>1,760,097</u>	<u>1,820,922</u>
3100 COST OF GOODS SOLD				
3101 Gift Shop Items	997	1,200	0	300
3102 Laundry Expense	354	750	238	300
Total 3100 COST OF GOODS SOLD	<u>1,351</u>	<u>1,950</u>	<u>238</u>	<u>600</u>
GROSS PROFIT	<u>1,728,196</u>	<u>1,782,492</u>	<u>1,759,859</u>	<u>1,820,322</u>
EXPENSES				
3200 ADVERTISING				
3201 Ads and Notices	7,000	4,000	3,743	4,800
3202 Events	0	0	0	0
Total 3200 ADVERTISING	<u>7,000</u>	<u>4,000</u>	<u>3,743</u>	<u>4,800</u>
3300 AUTO EXPENSES				
3301 Fuel Expenses	3,154	3,600	3,562	6,000
3302 Maintenance and Repair	2,889	3,600	2,821	3,600
3303 Truck Leases/Auto Exp	3,209	40,000	37,534	20,772
Total 3300 AUTO EXPENSES	<u>9,252</u>	<u>47,200</u>	<u>43,918</u>	<u>30,372</u>
3400 BANK FEES / SURCHARGES				
3401 Bank Fees	1,321	600	440	480
3402 Merchant Fees	455	2,000	1,704	600
3403 Fines Additional Fees	30	0	0	0
3404 QuickBooks Payments Fees	8,254	5,553	5,566	0
Total 3400 BANK FEES / SURCHARGES	<u>10,060</u>	<u>8,153</u>	<u>7,709</u>	<u>1,080</u>
3500 Dues	9,319	3,000	242	100
3600 CONTRACTORS OPERATIONS				
3602 Outside Services	84,516	22,500	27,929	60,000
Total 3600 CONTRACTORS OPERATIONS	<u>84,516</u>	<u>22,500</u>	<u>27,929</u>	<u>60,000</u>
3700 INSURANCE POLICIES				
3701 Auto Insurance	20,340	26,500	25,245	28,250
3702 Liability & Property Policies	304,985	153,096	153,970	184,764

Crescent City Harbor District
Proposed Budget FY26/27

Last Revised : 6/6/26

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3703 Workers Comp	57,519	20,000	14,794	15,600
Total 3700 INSURANCE POLICIES	<u>382,844</u>	<u>199,596</u>	<u>194,009</u>	<u>228,614</u>
3800 INTEREST EXPENSE				
3801 Additional Interest Expenses	0	0	22	0
3802 USDA Interest	133,025	162,000	165,288	155,419
3803 FB Arbitration Award	171,335	46,150	46,150	33,602
3804 FB Judgement		112,500	112,500	100,000
3805 Finance Charge	34	6,500	5,833	8,314
Total 3800 INTEREST EXPENSE	<u>304,394</u>	<u>327,150</u>	<u>329,793</u>	<u>297,336</u>
3900 PROFESSIONAL FEES / CONSULTANTS				
3901 Accounting	17,425	67,500	67,450	69,300
3902 Auditing	22,000	24,000	12,000	24,000
3903 Attorney Professional Services Legal	130,092	60,000	43,841	60,000
3904 Additional Non-Attorney	9,041	12,000	18,179	12,000
3905 Legal Reimbursements	6,922	6,000	137	1,200
3906 Engineering	16,479	10,000	0	9,000
3907 Grant Management & Acquisition	20,500	0	0	0
3908 IT Services	22,606	24,000	23,002	24,000
3909 IT Reimbursements	15,057	6,000	6,876	7,200
3910 Permitting, Planning & PM	0	0	0	0
Total 3900 PROFESSIONAL FEES / CONSULTANTS	<u>260,122</u>	<u>209,500</u>	<u>171,485</u>	<u>206,700</u>
4000 OFFICE / GENERAL OPERATIONS				
4002 Office Equipment Leases	6,195	6,500	4,756	5,400
4003 Office Expenses	2,410	3,600	2,048	2,400
4004 Permits / Licenses	24,591	26,280	26,276	24,775
4006 Subscriptions & Software	24,604	31,950	28,090	18,000
4007 Uniform Expenses	4,055	4,800	3,842	4,800
4008 Website & Hosting Expenses	3,261	4,200	4,129	4,320
4020 Meals In-Town / Team Appreciation	(172)	0	0	0
4025 Recruitment Expense	924	1,000	365	450
4026 Taxes and License	129	1,300	1,297	360
4028 Postage & Shipping	541	600	412	500
Total 4000 OFFICE / GENERAL OPERATIONS	<u>66,537</u>	<u>80,230</u>	<u>71,214</u>	<u>61,005</u>
5000 PAYROLL EXPENDITURES				
5001 Payroll Expenses	806,962	627,000	595,307	624,000
5002 Payroll Benefits	139,267	121,400	118,828	124,800
5003 Health Benefits	167,486	190,400	179,988	187,200
5005 Payroll Tax Expense	75,288	61,000	55,968	62,400
5006 Commissioner Expense	37,200	36,000	34,500	36,000
5013 Team Housing & Additional Expenses	0	20,428	20,449	0
5015 Payroll Processing	28,109	16,000	15,797	3,600
Total 5000 PAYROLL EXPENDITURES	<u>1,254,313</u>	<u>1,072,228</u>	<u>1,020,839</u>	<u>1,038,000</u>
5100 REPAIRS / MAINTENANCE				
5101 Heavy Equipment Lease Payments	4,108	0	0	0
5102 Operations Purchases	1,545	5,000	1,463	12,000

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5104 Repairs General	31,817	35,000	10,746	60,000
Total 5100 REPAIRS / MAINTENANCE	<u>37,470</u>	<u>40,000</u>	<u>12,209</u>	<u>72,000</u>
5200 SUPPLIES, MATERIALS & FUEL				
5201 Maintenance Supplies / Materials	18,017	20,000	19,331	36,000
5202 Operations Supplies / Materials	8,840	7,500	5,847	3,600
5203 Fuel Maintenance	7,876	10,000	9,108	12,000
Total 5200 SUPPLIES, MATERIALS & FUEL	<u>34,732</u>	<u>37,500</u>	<u>34,286</u>	<u>51,600</u>
5300 TRAVEL / TRAINING				
5301 Accomodations / Hotels	0	0	0	0
5304 Airfare	0	0	0	0
5305 Mileage / Fuel	0	100	39	120
5306 Rideshare, Rentals, Ground Transport	0	0	0	0
5307 Trainings / Meetings	1,885	1,000	613	720
Total 5300 TRAVEL / TRAINING	<u>1,885</u>	<u>1,100</u>	<u>652</u>	<u>840</u>
5500 UTILITIES				
5501 Electricity	133,263	150,000	108,452	60,000
5502 Propane	8,105	10,000	8,481	0
5503 Telephone	12,551	12,000	11,085	12,000
5504 Water & Sewer Service	35,121	39,000	37,894	33,391
5505 Trash & Recycle	108,551	120,000	88,740	62,300
5506 WI-FI / Internet Services	7,385	5,600	5,085	6,000
5507 Solar Engergy	0	0	0	0
Total 5500 UTILITIES	<u>304,976</u>	<u>336,600</u>	<u>259,737</u>	<u>173,691</u>
5600 WRITE-OFFS				
5601 Commercial Bad Debt	0	50,000	24,298	0
Total 5600 WRITE-OFFS	<u>0</u>	<u>50,000</u>	<u>24,298</u>	<u>0</u>
TOTAL EXPENSES	<u>2,767,421</u>	<u>2,438,757</u>	<u>2,202,062</u>	<u>2,226,138</u>
NET OPERATING INCOME (LOSS)	<u>(1,039,225)</u>	<u>(656,265)</u>	<u>(442,203)</u>	<u>(405,816)</u>
OTHER INCOME				
5605 DONATIONS RECEIVED				
5605 Donations Received	0	0	500	0
5606 Event Sponsorship	0	0	0	0
Total 5605 DONATIONS RECEIVED	<u>0</u>	<u>0</u>	<u>500</u>	<u>0</u>
5700 GRANTS RECEIVED				
5750 Grant Income	325,164	0	363,710	0
Total 5700 GRANTS RECEIVED	<u>325,164</u>	<u>0</u>	<u>363,710</u>	<u>0</u>
5800 INTEREST INCOME				
5800 Interest Income	36,778	0	0	0
5801 Additional Investment / Interest Earned	0	0	0	0

Crescent City Harbor District
Proposed Budget FY26/27

Last Revised : 6/6/26

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5802 LAIF Investment Gain	25,271	12,200	11,684	8,000
Total 5800 INTEREST INCOME	<u>62,049</u>	<u>12,200</u>	<u>11,684</u>	<u>8,000</u>
6000 TAX PROCEEDS				
6001 Property Tax	290,808	539,000	491,897	565,500
6002 TOT Proceeds	567,086	345,303	244,460	364,000
Total 6000 TAX PROCEEDS	<u>857,893</u>	<u>884,303</u>	<u>736,357</u>	<u>929,500</u>
TOTAL OTHER INCOME	<u>1,245,107</u>	<u>896,503</u>	<u>1,112,251</u>	<u>937,500</u>
OTHER EXPENSE				
6500 Depreciation	3,827,907	3,827,907	3,508,915	3,827,907
6600 Arbitration Judgement	0	0	0	0
6200 Non-Operating Expenses	1,048	0	0	0
6203 Penalties and Fines	0	400	259	0
Reconciliation Discrpancies-1	189,636	0	(2,913)	0
TOTAL OTHER EXPENSE	<u>4,018,591</u>	<u>3,828,307</u>	<u>3,506,261</u>	<u>3,827,907</u>
NET OTHER INCOME/(EXPENSE)	<u>(2,773,485)</u>	<u>(2,931,804)</u>	<u>(2,394,010)</u>	<u>(2,890,407)</u>
NET INCOME (LOSS)	<u>(3,812,709)</u>	<u>(3,588,069)</u>	<u>(2,836,213)</u>	<u>(3,296,223)</u>
Capital Expenditures				
FBI Arbitrtion Award		138,338	138,338	138,338
FBI Settlement		250,000	250,000	250,000
USDA Loan		100,000	98,642	104,884
Capital Improvement Projects		0	427,409	0
Emergency Reserves		0	0	0
Asset Purchases		5,000	0	24,000
		0	0	0
Total Capital Expenditures		<u>493,338</u>	<u>914,389</u>	<u>517,222</u>
Net Increase (Decrease) In Position		<u>(4,081,407)</u>	<u>(3,750,601)</u>	<u>(3,813,445)</u>
Net Increase (Decrease) In Position (w/o Depr)		<u>(253,500)</u>	<u>(241,687)</u>	<u>14,462</u>
LAIF Reserve	304,687	259,825	262,371	
Total Cash On Hand (includes undeposited funds)	79,494	64,792	120,038	
Total Cash and Reserves on Hand	<u>384,181</u>	<u>324,616</u>	<u>382,409</u>	<u>0</u>

8. MEETING ADJOURNMENT

*Adjournment of the Board of Harbor Commissioners will be until the next meeting scheduled for **Wednesday, June 24, 2026**, at 2 p.m. 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.*

