

**Special 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

September 30, 2026
2:00 p.m.



Board of Harbor Commissioners of the Crescent City Harbor District

MINUTES

Regular Session, Wednesday, September 30, 2026, at 2:00 P.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) Consent Calendar:

- a) Approve minutes of the August 26, 2026 Regular Meeting**
 - b) Approve Kimley-Horn August invoice# 37087017**
 - c) Approve Mitchell Law Firm August invoice #12081**
 - d) Approve Community System Solutions August invoice #13116-01 HMGP**
 - e) Approve Community System Solutions August invoice #701261-02 PIDP 2022**
 - f) Approve Community System Solutions August invoice #701262-02 PIDP 2024**
- Commissioner Schmidt made a motion to approve consent calendar items (a) through (f) and Commissioner Weber seconded the motion. Item (g) was moved for separate discussion and approval at the request of Commissioner Schmidt.

ACTION TAKEN: MOTION PASSED (approve consent calendar items (a) through (f))

AYES: EVANS, SHEPHERD, SCHMIDT, NEHMER // **NAYS:** WEBER

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

g) Approve GHD invoice #380-0097247 (Structural Engineering Inspection)

After discussing item #4 on the agenda, the Board returned to the consent calendar item (g). Commissioner Shepherd made a motion to approve item (g) and Commissioner Evans seconded the motion.

ACTION TAKEN: MOTION PASSED

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

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

3) Consider report from GHD Engineering on marina repair options following the 2025 tsunami.

4) Consider structural condition assessment of CCHD buildings conducted by GHD Engineering.

5) Consider and adopt amendments to the Finance & Administration Policies and Procedures Manual.

Commissioner Shepherd made a motion to adopt amendments to the Finance & Administration Policies and Procedures Manual and Commissioner Weber seconded the motion.

ACTION TAKEN: MOTION PASSED

AYES: EVANS, WEBER, SHEPHERD // **NAYS:** SCHMIDT, NEHMER

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

Subsequently, there was a motion for reconsideration, pursuant to Rosenberg's Rules of Order, to rescind the approval, and have the agenda item considered collectively with agenda items 6 and 7

ACTION TAKEN: MOTION PASSED

AYES: EVANS, NEHMER, SCHMIDT, SHEPHERD // **NAYS:** WEBER

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

6) Consider and adopt revised Agreement for Professional Services template.

Commissioner Shepherd made a motion to continue agenda items 5, 6, and 7 to the October 14, 2026 Board meeting, after District Counsel had a chance to review the documents associated with each agenda item and propose any necessary changes, taking into consideration an email sent from Commissioner Nehmer to Mr. Plotz on September 29, 2026, and any other changes Mr. Plotz felt was appropriate for grant compliance purposes. Commissioner Schmidt seconded the motion.

ACTION TAKEN: MOTION PASSED

AYES: EVANS, NEHMER, SCHMIDT, SHEPHERD // **NAYS:** WEBER

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

7) Consider and adopt revised Records Management Handbook and Retention Schedule.

(see previous agenda item: continued until the meeting to be held on October 14th, 2026 per agenda item #6 motion)

8) Consider and approve new public restroom location for Coastal Conservancy South Beach Restroom grant.

Continued to a future meeting.

9) Consider and approve Halloween Fun Run for October 31, 2026.

Commissioner Shepherd made a motion to approve the Halloween Fun Run. Commissioner Nehmer seconded the motion.

ACTION TAKEN: MOTION PASSED

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

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

10) Consider and approve Harbor of Lights Festival for November 28, 2026.

Commissioner Schmidt made a motion to approve the Harbor Lights Festival for 2026 with a \$20 power credit for each boat that participates and with a marketing budget not to exceed \$750, Commissioner Weber seconded the motion.

ACTION TAKEN: MOTION PASSED

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

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

11) Dredging Update.

12) Communications, Reports, and Directions to Staff

a. Harbor Commissioner & Committee Reports

b. CEO/Harbormaster Report

c. Financial Report

i. Statement Summary Report as of August 31, 2026

ii. Balance Sheet by Month

iii. Profit and Loss by Month

iv. Profit and Loss by Class

v. Budget to Actual Report

vi. Cash Flow Report for August 2026

vii. Consider Staff Report on Pending Financial Matters

viii. Review Initial Cash Flow Projection Report for FY26/27

ix. Approve decrease in restricted funds from \$181,000 to \$56,000

Commissioner Weber made a motion to approve decreasing the amount of restricted funds from \$181,000 to \$56,000 and Commissioner Shepherd seconded the motion.

ACTION TAKEN: MOTION PASSED

AYES: EVANS, WEBER, SCHMIDT, SHEPHERD **// NAYS:** NEHMER

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

x. Approve Fashion Blacksmith Settlement Payment in the amount of \$100,000
Commissioner Shepherd made a motion to approve making a Fashion Blacksmith Settlement Payment in the amount of \$100,000 and Commissioner Evans seconded the motion.

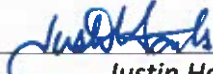
ACTION TAKEN: MOTION PASSED

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

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

13) MEETING ADJOURNMENT

Attested by:


Justin Hanks
Clerk of the Board