Board of Harbor Commissioners

Crescent City Harbor District

July 22, 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, July 22, 2026**

Time: **Closed Session: 1:00 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 REAL PROPERTY NEGOTIATORS

Government Code section 54956.8; Property Address: 161 Starfish Way, Crescent City, CA 95531
District negotiators: Mike Rademaker (CEO/Harbormaster), Ryan Plotz (Counsel), Sandy Moreno (Financial Consultant);
Negotiating parties: Ocean Gold Seafoods, Inc; Under negotiation: Price and payment terms

3. [2:00 P.M.] Preliminary Items:

   a. 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 June 24, 2026 Regular Meeting.

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	June 24, 2026 11:00 a.m.

Board of Harbor Commissioners of the Crescent City Harbor District

MINUTES

Regular Session, Wednesday, June 24, 2026, at 11:00 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.

NOTE: The following negotiating parties were not present during the closed session: Sean E. McGraw, Scott Lawhon, and Daniel Dahan

a. 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

b. 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

c. 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

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

4) Consent Calendar:

a) Approve minutes of the June 8, 2026 Special Meeting and June 10, 2026 Regular Meeting.
b) Approve Moffatt & Nichol Invoice #810846
c) Approve Kolstad Land Surveyors Invoice #1582
d) Adopt Resolution No. 2026-07 authorizing acceptance and execution of Bill of Sale from the United States Coast Guard for assets located at 100 Anchor Way, Crescent City, California, and authorizing related actions.

Commissioner Evans made a motion to approve items A through D, however he thought it was prudent to discuss item E separately from the others. Commissioner Schmidt seconded the motion.

ACTION TAKEN: MOTION PASSED
AYES: EVANS, WEBER, SCHMIDT, NEHMER, SHEPHERD **// NAYS:** NONE
ABSENT: NONE **// ABSTAIN:** NONE

e) Approve Consent to Assignment and Assumption of Lease from Safe Coast Seafoods, LLC to Ocean Gold Seafoods, Inc.

Commissioner Evans made a motion to approve the lease assignment from Safe Coast Seafoods, LLC to Ocean Gold Seafoods Inc., with an admonition that the new lease should be brought before the board when the current assigned lease expires in 30 days for discussion and approval. Commissioner Weber seconded the motion.

ACTION TAKEN: MOTION PASSED
AYES: EVANS, WEBER, SCHMIDT, NEHMER, SHEPHERD **// NAYS:** NONE
ABSENT: NONE **// ABSTAIN:** NONE

5) Consider project management proposals and select preferred proposer. Approve Resolution 2026-08 authorizing the negotiation and execution of a professional services agreement with the selected proposer, subject to parameters established by the Board, and approval as to form by District Counsel.

Commissioner Schmidt made a motion to approve Kimley Horn as the selected proposer and adopt resolution 2026-08 to authorize executing an agreement. Commissioner Weber seconded the motion.

ACTION TAKEN: MOTION PASSED
AYES: EVANS, WEBER, SCHMIDT, NEHMER, SHEPHERD **// NAYS:** NONE
ABSENT: NONE **// ABSTAIN:** NONE

6) Discuss and review Grant Manager proposals. Interview proposers. Approve Resolution 2026-09 authorizing the negotiation and execution of a professional services agreement with the selected proposer, subject to parameters established by the Board, and approval as to form by District Counsel.

[2:30 PM] Interview Sunstone Cities LLC
[3:00 PM] Interview Macias Gini & O'Connell LLP (MGO)
[3:30 PM] Interview Community System Solutions (CSS)

After interviewing each of the prospective Grant Managers, Commissioner Evans made a motion to select Community System Solutions (CSS) and approve resolution 2026-09 to execute an agreement for the professional services from CSS. Commissioner Shepherd seconded the motion.

ACTION TAKEN: MOTION PASSED
AYES: EVANS, WEBER, SCHMIDT, NEHMER, SHEPHERD **// NAYS:** NONE
ABSENT: NONE **// ABSTAIN:** NONE

7) [4:00 PM] Consider and adopt Resolution No. 2026-10 approving a lease with BSD Property Management LLC for the property commonly known as Redwood Harbor Village, authorizing the CEO/Harbormaster to execute the lease subject to final approval by District Counsel, and directing the CEO/Harbormaster to prepare corresponding proposed leases for the areas commonly known as Bayside RV Park and the "Overflow Lot" for future Board consideration and final approval.

Commissioner Evans made a motion to approve Resolution 2026-10 approving a draft lease with BSD Property Management LLC for Redwood Harbor Village, provided that District Counsel add a cross-default provision to the lease. Commissioner Shepherd seconded the motion.

ACTION TAKEN: MOTION PASSED
AYES: EVANS, WEBER, SCHMIDT, NEHMER, SHEPHERD **// NAYS:** NONE
ABSENT: NONE **// ABSTAIN:** NONE

8) Consider and approve proposal from Alicia Williams to hold a fundraising event from 07/04/26 to 07/05/26.

Commissioner Evans made a motion to approve Alica William's Fundraiser and a corresponding letter for donations. Commissioner Shepherd seconded the motion.

ACTION TAKEN: MOTION PASSED
AYES: EVANS, WEBER, NEHMER, SHEPHERD **// NAYS:** NONE
ABSENT: NONE **// ABSTAIN:** SCHMIDT

9) Communications, Reports, and Directions to Staff

- **a. Harbor Commissioner & Committee Reports**
- **b. CEO/Harbormaster Report**
- **c. Financial Report**
  - **i. Financial Statement Summary Report as of May 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 May 2026**
  - **vii. Update on Grant Billing**
  - **viii. Update on Audit Status**
  - **ix. Adopt 26/27 Budget**
  - **x. Approve 26/27 Pay Schedule**
  - **xi. Approve 26/27 Organizational Chart**
  - **xii. Approve Insurance Renewal**
  - **xiii. Approve Summit Accounting Services invoice for July 15, 2025 – May 31, 2026.**
  - **xiv. Approve contract extension for Summit Accounting Services thru December 31, 2026.**

Agenda item #9 was continued to the next meeting.

10) MEETING ADJOURNMENT

Attested by: ____________________________

Justin Hanks
Clerk of the Board

5. **Informational presentation from SitelogIQ discussing potential expansion of the Harbor's solar array, installation of battery storage, and microgrid potential.**

Company background:
https://www.sitelogiq.com/

Public Comment?

Staff Report

To: Board of Harbor Commissioners

From: Mike Rademaker, CEO/Harbormaster

Date: July 17, 2026

Subject: Approval of Professional Services Agreements for PIDP Project Management and Grant Management Services

Potential Action

1. Approve the Agreement for Professional Services between the Crescent City Harbor District and Community System Solutions for grant management services associated with the District's Port Infrastructure Development Program grants, for a term of twenty-four months and compensation not to exceed $120,000 during the first twelve months; and
2. Approve the Agreement for Professional Services between the Crescent City Harbor District and Kimley-Horn and Associates, Inc. for project management services associated with the District's Port Infrastructure Development Program projects, for a term of twenty-four months and compensation not to exceed $350,000 during the first twelve months;
3. Authorize the CEO/Harbormaster to execute and administer the agreements on behalf of the District, including making any non-substantive clerical corrections necessary to finalize the documents, subject to applicable grant requirements and Board-approved budgetary appropriations.

Background

The attached agreements have been modified in one respect since they were previously presented to the Board at its July 15, 2026 meeting: each agreement now includes a provision requiring professional liability insurance coverage. The agreements are therefore being returned to the Board for consideration and approval. Except for this addition, the agreements and the remainder of this staff report, are unchanged from the versions presented on July 15, 2026.

The District has received two major Port Infrastructure Development Program grants from the United States Department of Transportation's Maritime Administration. The District's fiscal year 2022 PIDP award provides $7,366,566 in federal funding for construction of a new seawall, while the fiscal year 2024 PIDP award provides $8,000,000 in federal funding for replacement of Citizens' Dock. The executed grant agreements are in place, and the District is now positioned to begin drawing grant funds and advancing the projects through final design, permitting, procurement, construction, reporting, and closeout.

These projects represent a combined federal investment of more than $15.3 million and will require substantial technical coordination, financial documentation, federal procurement compliance, progress reporting, reimbursement administration, and project oversight. The District therefore issued requests for proposals for both project management and grant management services as key components of the project-delivery team.

Funding for the proposed services is anticipated to be provided primarily through the District's 2022 and 2024 PIDP awards, to the extent the services constitute allowable costs and sufficient funds are available within the applicable grant budgets. Certain project-related services may also be allocated to other available grant funding, including the California Coastal Conservancy Citizens' Dock Planning Grant or the Hazard Mitigation Grant Program, to the extent permitted by the applicable grant terms and approved project budgets. The agreements themselves do not condition the District's payment obligations upon receipt of grant reimbursement; however, both agreements are expressly contingent upon Board-approved budgetary appropriations for each fiscal year.

Discussion

Kimley-Horn project management agreement

The proposed agreement with Kimley-Horn and Associates, Inc. provides project management services principally during the pre-construction planning, final-design coordination, permitting, and construction-procurement phases of the seawall and Citizens' Dock projects.

Kimley-Horn's pre-construction responsibilities include reviewing available project information, identifying missing information or potential project risks, coordinating with the District and Engineer of Record, maintaining a master project schedule, and assisting with operational planning necessary to relocate existing cold-storage and seafood-processing activities from the anticipated construction area. The agreement also provides for review of plans, specifications, and estimates at the 60-percent, 90-percent, and 100-percent design stages for completeness, constructability, grant conformity, permitting requirements, and compliance with federal domestic-content requirements.

Kimley-Horn will also assist with regulatory coordination, preparation of a permit-compliance matrix, project-risk tracking, stakeholder coordination, and development of a Harbor Tenant Construction Impact Plan. These services are intended to identify and address design, permitting, sequencing, access, and operational issues before construction begins.

During the procurement phase, Kimley-Horn will assist the District with contractor prequalification, preparation and administration of the competitive bidding process, coordination of bidder questions and addenda, technical review of submitted bids, preparation of a bid tabulation and evaluation summary, and review of conformed contract documents before issuance of a notice to proceed. The scope specifically addresses compliance with federal procurement requirements, including applicable provisions relating to Davis-Bacon wages, Build America, Buy America, contractor eligibility, debarment and suspension, and required MARAD grant provisions. Contractor selection and contract-award authority will remain with the District and its Board.

The Kimley-Horn agreement has a twenty-four-month term. Compensation is based on the schedule of charges attached to the agreement and may not exceed $350,000 during the first twelve months. The attached cost schedule estimates approximately $319,102 in labor and $30,898 in associated direct costs, for a total estimated first-year cost of $350,000. The agreement requires detailed monthly invoicing, prohibits compensation for work outside the approved scope without a written amendment, and permits the District to terminate the agreement with or without cause upon thirty days' written notice.

Community System Solutions grant management agreement

The proposed agreement with Community System Solutions provides for administration of the District's separate 2022 and 2024 PIDP awards throughout the federal grant lifecycle. Although the seawall and Citizens' Dock projects will be coordinated as related infrastructure improvements, CSS will maintain separate financial, reporting, reimbursement, performance, and compliance records for each federal award.

CSS's responsibilities include establishing grant-compliance matrices and reporting calendars; maintaining expenditure, reimbursement, match, and budget-tracking tools; assisting with reimbursement requests through the federal Delphi eInvoicing system; preparing quarterly narrative, financial, and performance reports; and coordinating information required for SF-270 reimbursement requests and SF-425 financial reports. CSS will also assist the District with Uniform Guidance requirements, internal controls, audit documentation, record retention, environmental commitments, domestic-content requirements, labor documentation, and other conditions incorporated into the PIDP awards.

The scope further provides for coordination with District staff, the project manager, the Engineer of Record, the District's accounting professionals, contractors, consultants, and MARAD. CSS will assist in organizing procurement and contractor records, reviewing supporting documentation for grant-funded expenditures, maintaining audit-ready files, identifying compliance or reimbursement issues, preparing Board updates, and supporting eventual grant closeout.

The CSS agreement also has a twenty-four-month term and establishes a not-to-exceed amount of $120,000 during the first twelve months. Services will be billed at the hourly rates stated in Exhibit B, ranging from $55 to $100 per hour depending upon the personnel and type of work performed. As with the Kimley-Horn agreement, CSS must submit detailed monthly invoices, may not perform compensable work outside the approved scope without a written amendment, and may be terminated by the District with or without cause upon thirty days' written notice.

Coordination and District Oversight

The two agreements serve related but distinct functions. Kimley-Horn will provide technical project-management and procurement support, while CSS will focus on federal grant administration, reimbursement, reporting, documentation, and compliance. Both consultants will coordinate with District management, the project design team, the District's accounting professionals, and future construction contractors.

District staff will remain responsible for contract administration, review and approval of invoices, authorization of work, coordination of consultant activities, and presentation of matters requiring Board approval. Approval of these agreements does not award a construction contract or independently authorize physical construction. Construction procurement and any resulting construction contract will be returned to the Board for separate consideration.

Fiscal Impact

The combined maximum compensation authorized during the first twelve months is $470,000, consisting of up to $350,000 for Kimley-Horn's project management services and up to $120,000 for CSS's grant management services.

Funding for these services is intended to be provided through the District's 2022 and 2024 PIDP awards, with costs allocated between the grants according to the services performed and the applicable grant budgets and cost-eligibility requirements. Both agreements are expressly contingent upon the Board approving the necessary budgetary appropriations. Expenditures during the second twelve months of the agreements will likewise remain subject to future Board-approved appropriations and the continued availability and eligibility of grant funding.

Conclusion

Approval of the proposed agreements will place the project management and grant management resources needed to advance the District's two PIDP-funded infrastructure projects under contract. The services will assist the District in completing final design and permitting, conducting a federally compliant construction procurement, maintaining grant and financial records, obtaining reimbursements, satisfying federal reporting and audit requirements, and managing project risks. Staff therefore recommends approval of both agreements and authorization for the CEO/Harbormaster to execute and administer them on behalf of the District.

attachments

1. Agreement for Professional Services between the Crescent City Harbor District and Community System Solutions.
2. Agreement for Professional Services between the Crescent City Harbor District and Kimley-Horn and Associates, Inc.
3. June 24, 2026 Grant Activity Report.

6. **Consider and approve professional services agreement with Community System Solutions for grant management services.**

Draft CSS agreement available for download here:
https://www.ccharbor.com/files/7a8dea5df/CCHD-CSS+Agreement+for+Grant+Mgmt+Services+2026.07.17.pdf

Public Comment?

7. Consider and approve professional services agreement with Kimley-Horn for project management services.

Draft Kimley-Horn agreement available for download here:
https://www.ccharbor.com/files/fedf90c9f/CCHD-KH+Agreement+for+Project+Mgmt+Services+2026.07.22.pdf

Public Comment?

8. Approve release of a Request for Proposal for a consultant to perform construction design services for the new Seawall and Citizens Dock (Pier 1).

Public Comment?

July 22, 2026

To: Mike Rademaker, Crescent City Harbor District CEO and the Crescent City Harbor District Board of Commissioners

From: Mike Bahr, CEO, Community System Solutions

RE: Agenda Item: Release a Request for Proposal for a Consultant to Perform Construction Design Services for the new Seawall and Citizens' Dock, Pier 1.

Recommended Action: Approve release of a Request for Proposal for a Consultant to Perform Construction Design Services for the new Seawall and Citizens' Dock, Pier 1.

Hello Commissioners,

Attached is an RFP for a consultant to perform Construction Design Services for the new Seawall and Citizens' Dock, Pier 1.

In September 2023 an RFP was released for initial design services. Following a competitive process, the Crescent City Harbor District entered into an Agreement for Professional Services with Moffatt & Nichol. Task 1 in that contract was the creation of Preliminary Engineering & Design documents.

Those design documents were completed by Moffatt & Nichol and used to secure CEQA and NEPA approval for the project and apply for construction permits.

What are needed now are the 60% and 100% final design and construction documents in order to bid the construction of the projects.

For the past few months, staff and consultants have worked with Moffat & Nichol for a contract extension for this final design work. During that process the proposals from Moffat & Nichol were well above the amount of grant funds CCHD had for these services.

In addition, after discussion with the grant funders in the past two weeks, it was determined that the RFP issued in 2023 for Initial Design Services was out of date and a new RFP needed to be issued.

It needs to be noted that the attached RFP was not prepared with the assistance of the Project Managers for this project, Kimley-Horn, as it is expected they will be one of the respondents to this RFP. This RFP is built on the template CSS has developed for CCHD RFP's and includes suggestions made by Commissioners on other RFPs.

The scope of work includes the following items:

1. Construction Design Services providing 60% and 100% construction ready design drawings for a new Seawall and Citizens' Dock, Pier 1.
   - The 60% design submittal will include structural systems, geometry, materials, and primary design loads. The 60% package is intended to allow the CCHD and regulatory agencies to confirm design intent, identify permit requirements, and provide substantive comments prior to the commitment of final engineering resources
   - The 100% final design will include the complete, permit-ready, and contractor-biddable construction document set. The 100% package shall be suitable for direct submission to all permitting agencies and for competitive public bidding without further engineering.
   - The final design will be stamped by an Engineer of Record (EOR), who shall hold a current Professional Engineer (P.E.) license in California and shall have demonstrated experience in marine and coastal infrastructure design.

A complete Scope of Services being requested is included in Exhibit 1 of the RFP.

If a respondent to the RFP is chosen, the work would be paid from the Coastal Conservancy Citizens' Dock Grant and PIDP 2022 Grant and PIDP 2024 Grant. The amount in those grants available to pay for these services is $250,000 Coastal Conservancy and $557,000 from the PIDP grants.

The cost of a contract for these services is unknown until we get responses to this RFP.

The next steps will be to make any changes in the RFP as requested by the Board at this meeting; release the RFP and bring the responses back to Board for review at your August 26 meeting.

I will be in attendance at the Board meeting via Zoom and will be happy to answer any questions you may have.

Thank you,

Mike Bahr, CEO, Community System Solutions

Requested Action:

Approve release of a Request for Proposal for a Consultant to Perform Construction Design Services for the new Seawall and Citizens' Dock, Pier 1

Attachments:

CCHD RFP Request for Consultant to provide Construction Design Services

8. Approve release of a Request for Proposal for a consultant to perform construction design services for the new Seawall and Citizens Dock (Pier 1).

Draft RFP available for download here:
https://www.ccharbor.com/files/b2d14329e/CCHD+RFP+Construction+Design+Services.pdf

Public Comment?

9. **Consider and adopt Resolution No. 2026-14 appointing the District Treasurer pursuant to Harbors and Navigation Code section 6071, and authorizing the Treasurer to appoint one or more Deputy Treasurers as permitted by law.**

Public Comment?

Staff Report

To: Board of Harbor Commissioners

From: Mike Rademaker, CEO/Harbormaster

Date: July 17, 2026

Subject: Appointment of Board Secretary as Board Secretary/Treasurer

Background

At its July 15, 2026 meeting, the Board considered appointing its current Secretary to serve concurrently as District Treasurer under the combined title of Secretary/Treasurer. During the Board's consideration of the matter, an objection was raised concerning (1) whether a sitting Commissioner could lawfully serve as Treasurer and (2) whether the two offices could be held by the same individual. Because District Counsel was not available during the meeting to address those legal questions, the Board continued the matter to its July 22, 2026 meeting.

Following the July 15 meeting, District Counsel Ryan Plotz was specifically consulted regarding both issues. Mr. Plotz advised staff that the Board may legally appoint one of its Commissioners as District Treasurer and that the offices of Board Secretary and District Treasurer may be held concurrently by the same individual under the combined title of Secretary/Treasurer. Although this is not necessarily the most common approach, it is not unusual, and in fact numerous examples are cited below.

Harbors and Navigation Code section 6071 requires the Board to appoint a District Treasurer, who serves at the pleasure of the Board. The statute neither limits the appointment to any particular class of persons - such as a District employee, outside financial professional, or other non-Board individual - nor does it prohibit a sitting Commissioner from serving in that capacity. Accordingly, section 6071 presents no legal barrier to the Board appointing its current Secretary to serve concurrently as District Treasurer.

History

CCHD's own historical records support the use of a Commissioner as Treasurer. For example, correspondence dated as far back as October 2, 1952 lists five Commissioners and identifies E. J. Lessard as Chairman, Fred W. Endert as Secretary, William Buckner as Treasurer, and George Grant and J. Lyle Prickett as Commissioners. Thus, the District itself has previously assigned the Treasurer office to a sitting Harbor Commissioner. Furthermore, in more recent history, Commissioner Shepherd previously served in a combined Secretary/Treasurer role for a period of time, and the combined title has been used by numerous other California harbor and special districts.

David Negus, the District's former Director of Operations, was the last person directly appointed by the Board to serve as District Treasurer. As part of a subsequent organizational restructuring intended to streamline operations and reduce payroll expenses, the Director of Operations position was eliminated and its responsibilities were subsumed into the CEO/Harbormaster position. In implementing that restructuring, staff understood that the Treasurer responsibilities would be absorbed as part of the consolidated executive position. An earlier draft of Resolution 2026-14 was intended to make that understanding explicit through a formal Board appointment.

Nevertheless, the CEO/Harbormaster subsequently expressed concern that adding another statutory office to the consolidated executive position would further expand an already broad portfolio of executive, operational, financial, regulatory, personnel, grant, emergency-management, and public-facing responsibilities. The Chair then suggested the appointment of the current Secretary of the Board as District Treasurer, with the offices held by a single Secretary/Treasurer.

Discussion

Nature of the Treasurer Office

Within the Crescent City Harbor District, and among many other districts, the Treasurer title is more honorific and nominal in its actual usage, and it does not typically translate into direct operational action. In the District's current operating structure, most routine financial processing, bookkeeping, reconciliation, document preparation, banking coordination, and audit support are performed by District fiscal staff, outside financial consultants, financial institutions, and professional advisors. The Treasurer will typically not personally perform each clerical or accounting task required of the office. This is particularly true because such duties may be lawfully delegated to one or more Deputy Treasurers, and commonly are delegated that way in practice. If desired, the office can function principally as an oversight, review, authorization, certification, and reporting role, with appropriate staff and professional support doing most of the work. The Treasurer nevertheless remains ultimately responsible for the proper performance of the office and for the acts of any appointed Deputy Treasurer.

Officially, Harbors and Navigation Code section 6071 assigns the Treasurer responsibility for receiving and safely keeping District moneys, complying with laws governing the deposit and security of public funds, paying money only pursuant to duly authorized warrants, and providing written accountings of receipts, disbursements, and fund balances at least monthly. The office also carries oath and faithful-performance protection requirements.

Available Appointment Models

Option 1: Commissioner appointment. Section 6071 permits the Board to appoint a Commissioner as Treasurer. This approach places the statutory office with an elected official who is directly accountable to the Board and the public, avoids adding another office to District staff, and is consistent with CCHD's documented historical practice and the practice of other California harbor districts.

Option 2: Staff appointment. The Board may instead appoint a qualified District employee. A staff appointment can ensure easy access to records and coworkers, but it necessarily adds the statutory responsibilities of Treasurer to the employee's existing position, which could make it overly broad. CCHD used this model when former Director of Operations David Negus served as Treasurer, and the initial version of Resolution 2026-14 proposed the CEO/Harbormaster.

Option 3: Outside professional or contractor appointment. H&N Section 6071 does not require the Treasurer to be a District employee. The Board could appoint a qualified outside accounting or public-finance professional and support the appointment through a professional services agreement.

Comparable California Secretary/Treasurer Practice

A combined Secretary/Treasurer is a recurring governance structure among California special districts and local agencies, particularly where a smaller governing body seeks to consolidate officer functions. The following examples were verified through official agency records:

Agency	Verified Practice	Official Record
San Mateo County Harbor District	Commissioner Pietro Parravano was listed as Secretary/Treasurer in 2003, and Commissioner James J. Tucker was listed as Secretary/Treasurer in 2004. The District's 2026 officer-election report also directs the Board to elect a Commissioner as Treasurer and states that the Commission had previously determined that the Treasurer should be a Commissioner.	Board minutes, Sept. 3, 2003 and July 7, 2004; staff report, Jan. 21, 2026
Humboldt Bay Municipal Water District	Elected Director J. Bruce Rupp is identified by the District as its current Secretary/Treasurer.	Official Board biography and 2025 Board packets
Tranquillity Resource Conservation District	Director Matt Hurley is identified as Secretary/Treasurer on the District's official Board roster.	Official Board roster, accessed 2026

Caspar South Water District	Elected Board member Daniel Keen is identified as Secretary/Treasurer.	Official Board roster, accessed 2026
San Diego County Citrus Pest Control District	Board member Greg Kamin is identified as Secretary/Treasurer. District minutes and agendas show the combined title in regular use over multiple years.	Official Board roster; minutes 2020-2026
Gasquet Community Services District	Del Norte County operational-area hazard-planning records identify Eileen Rutledge as Secretary/Treasurer of the District. The cited planning record does not separately describe whether the officeholder was also a director.	Del Norte County Operational Area Hazard Mitigation Plan

Collectively, these examples show that appointing a governing-board member as Treasurer and combining the Secretary and Treasurer titles are well established California local-agency practices.

Monthly Reporting to the Secretary

Section 6071 requires the Treasurer to submit a written accounting at least monthly to the Secretary and to file a copy with the Board. That transmittal to the Secretary is a ministerial record-receipt and filing act. The statute does not direct the Secretary to audit, independently approve, countersign, or exercise substantive review authority over the Treasurer's report. The substantive accountability mechanism is the preparation of the written accounting and its filing with the full Board.

District Counsel Ryan Plotz has confirmed that when one person holds both offices, the individual may legally review and issue the report in the capacity of Treasurer, receive and maintain it in the capacity of Secretary, and then file or transmit the same report to the full Board. No statutory information is lost, no required recipient is omitted, and the Board receives the report in the same manner it would if the offices were held separately. As a practical matter, fiscal staff or a Deputy Treasurer may prepare the supporting schedules; the Treasurer may review and approve the report; and the Secretary/Treasurer may ensure that it is included in the Board packet and official records.

The combined title therefore eliminates only an internal handoff between two officer titles. It does not have any real-world deleterious impact, such as eliminating Board review, public availability through the Board packet, independent audit, bank reconciliation, warrant authorization, check-signature requirements, or any other existing financial control.

Faithful-Performance Coverage and Oath

Section 6071 requires the Treasurer to provide faithful-performance protection in an amount fixed by Board resolution and to take and file the constitutional oath of office. Government Code section 53226.3 permits a local agency to maintain insurance against losses caused by officers or employees in lieu of individual bonds when the insurance provides the same or greater protection. The Board adopted that approach through Resolution No. 2026-02.

The District's existing policy materials include Commissioners among the scheduled covered positions and provide faithful-performance protection. Before the Treasurer appointment becomes operative, staff will obtain written confirmation that the appointed Commissioner is covered while acting as District Treasurer, secure any necessary endorsement, or arrange a separate Treasurer bond if required by the carrier. The appointee will also take and file the oath applicable to the Treasurer office.

Fiscal Impact

No additional salary or stipend is proposed for the Secretary/Treasurer appointment. The District may incur a modest premium or bond expense if an endorsement or separate Treasurer bond is required. Routine staff and consultant support would be provided within existing assignments, and any additional compensation for a Deputy Treasurer would require separate Board approval. Appointing an outside professional as Treasurer would create a new contracted-services expense and is not included in the recommendation.

Conclusion

Review of Harbors and Navigation Code, consultation with District Counsel, CCHD's own historical records, and the practices of other California harbor and special districts establish that a Commissioner appointment to the office of Treasurer is legally permissible and that a combined Secretary/Treasurer structure is an often used local-agency governance model.

The proposed structure places the Treasurer office with an elected Board officer, avoids further expanding the consolidated CEO/Harbormaster position, retains professional fiscal and administrative support, and preserves all existing Board reporting, audit, authorization, reconciliation, and financial-control mechanisms. Adoption of the revised Resolution 2026-14 allows the option of appointing the current Board Secretary as District Treasurer and allows for a combined title Secretary/Treasurer.

RESOLUTION NO. 2026-14

A RESOLUTION OF THE CRESCENT CITY HARBOR DISTRICT APPOINTING THE DISTRICT TREASURER; AND RECOGNIZING THE AUTHORITY TO APPOINT DEPUTY TREASURERS

WHEREAS, the Crescent City Harbor District (the "District") is a special district organized and operating pursuant to the California Harbors and Navigation Code; and

WHEREAS, Harbors and Navigation Code section 6071 requires the Board of Harbor Commissioners to appoint a Treasurer who serves at the pleasure of the Board and is responsible for receiving and safely keeping District moneys, complying with laws governing the deposit and securing of public funds, making authorized disbursements, and providing regular written accountings; and

WHEREAS, section 6071 further authorizes the Treasurer to appoint a deputy or deputies, for whose acts the Treasurer remains responsible, and requires the Treasurer to satisfy applicable faithful-performance protection and oath-of-office requirements; and

WHEREAS, David Negus, the District's former Director of Operations, was previously appointed to serve as District Treasurer; and

WHEREAS, as part of an organizational restructuring intended to streamline District operations and reduce payroll expenses, the Director of Operations position was eliminated and its duties were subsumed into the CEO/Harbormaster position; and

WHEREAS, although the Treasurer responsibilities were understood by staff to be absorbed into the consolidated CEO/Harbormaster position, this has created a potentially unsustainable burden on a single employee in light of the extensive responsibilities already assigned to the consolidated position, and the Board now desires to expressly appoint an alternative District Treasurer; and

WHEREAS, by Resolution No. 2026-02, the Board previously elected to maintain insurance coverage in lieu of individual official bonds pursuant to Government Code section 53226.3 and related provisions; and

WHEREAS, the Board desires to ensure that the coverage maintained by the District expressly applies to the statutory office of District Treasurer, or, if necessary, that an appropriate endorsement or separate coverage is obtained; and

WHEREAS, the Board finds that formally appointing the Treasurer clarifies the District's current organizational structure.

NOW, THEREFORE, BE IT RESOLVED by the Board of Harbor Commissioners of the Crescent City Harbor District as follows:

SECTION 1. APPOINTMENT OF DISTRICT TREASURER.
The individual currently serving in the position of ____________________ for the Crescent City Harbor District shall serve as Treasurer. The Treasurer shall hold office at the pleasure of the Board. This appointment does not create additional compensation unless separately approved by the Board.

SECTION 2. DUTIES AND LIMITATIONS.
The Treasurer shall perform the duties prescribed by Harbors and Navigation Code section 6071 and all other applicable laws, resolutions, policies, and lawful directives of the Board. This appointment does not confer independent authority to expend, invest, transfer, or otherwise dispose of District funds except as authorized by law and Board-approved policies or actions.

SECTION 3. DEPUTY TREASURER OR DEPUTY TREASURERS.
Consistent with Harbors and Navigation Code section 6071, the Treasurer may appoint one or more qualified District employees as Deputy Treasurer(s) The Treasurer remains responsible for the acts of each deputy. A deputy shall receive no additional compensation unless separately approved by the Board. Appointment of a deputy does not alter the Board's exclusive authority to appoint or remove the District Treasurer.

SECTION 4. FAITHFUL-PERFORMANCE COVERAGE.
The Board reaffirms Resolution No. 2026-02 and the District's election under Government Code section 53226.3 to maintain insurance coverage in lieu of individual official bonds. For purposes of this appointment, the Board

determines that faithful-performance protection for the Treasurer shall be maintained in an amount of not less than fifty thousand dollars ($50,000). The District shall obtain written confirmation from its insurer or insurance broker that existing coverage applies to the District Treasurer. If such confirmation or endorsement cannot be obtained, the District shall procure legally sufficient coverage.

SECTION 5. PRIOR APPOINTMENT.
Any prior appointment of David Negus or any other District officer or employee as District Treasurer is acknowledged as terminated and is hereby rescinded to the extent any such appointment might otherwise be construed as remaining in effect.

SECTION 6. SEVERABILITY.
If any provision of this Resolution is held invalid, the remaining provisions shall remain in full force and effect.

SECTION 7. EFFECTIVE DATE.
This Resolution shall take effect immediately upon adoption.

APPROVED, ADOPTED AND SIGNED this 22nd day of July, 2026, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

____

Rick Shepherd
Chair, Board of Harbor Commissioners
Crescent City Harbor District

ATTESTED:

____

Justin Hanks
Clerk, Board of Harbor Commissioners
Crescent City Harbor District

10. Consider improvements to boat launch parking management.

Public Comment?

Staff Report

To: Board of Harbor Commissioners

From: Mike Rademaker, CEO/Harbormaster

Date: July 17, 2026

Subject: Proposed Boat Launch Parking Area Traffic-Flow Improvements

Background

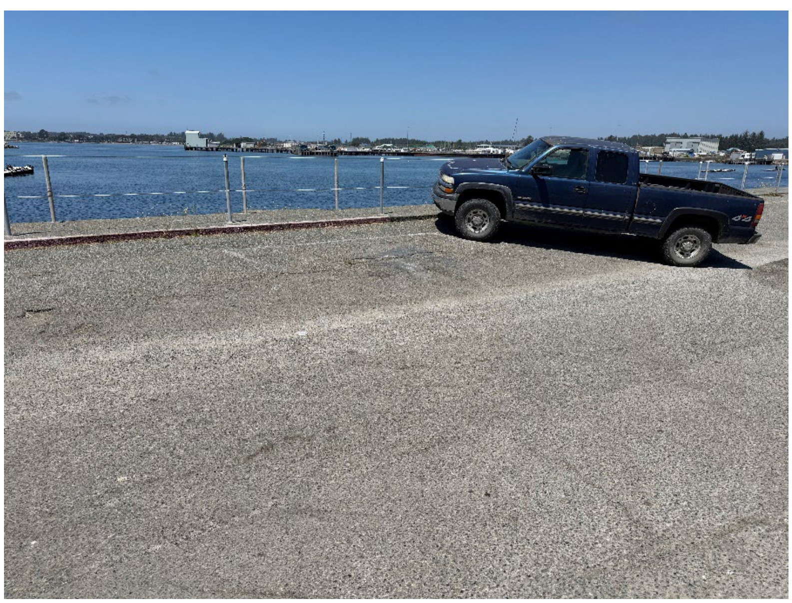
The parking area adjacent to the Crescent City Harbor District boat launch serves a combination of passenger vehicles, pickup trucks, vehicles towing boat trailers, and other larger vehicles. Because vehicles towing trailers require considerably more space to turn and maneuver than ordinary passenger vehicles, the placement of parked vehicles near the principal travel path can impede traffic even when those vehicles are otherwise lawfully parked.

Staff has observed that the present limits of the red-curb no-parking area do not provide sufficient clearance under all conditions. A vehicle may lawfully park immediately beyond the existing red curb while still narrowing the usable travel area and interfering with the movement of vehicles towing boats. The attached photographs illustrate the existing condition and the proposed areas of improvement.

DISCUSSION

Photograph 1 depicts the parking and circulation area from a distance. The blue pickup truck visible near the upper center of the photograph is positioned near a location where parked vehicles can restrict the convenient flow of traffic through the boat-launch area.

Photograph 2 shows the same vehicle from a closer position and different angle. The existing red curb identifies the present no-parking area. The pickup truck is parked immediately beyond the end of the red curb and therefore does not appear to be violating the existing parking restriction. Nevertheless, its location illustrates that the current no-parking boundary does not extend far enough to preserve adequate maneuvering space.



Photograph 3 depicts the same location from an angle that more clearly illustrates the effect on vehicles towing boat trailers. The turning path and overall length of a truck-and-trailer combination require substantially more clearance than an ordinary passenger vehicle. A vehicle parked near the end of the existing red curb can narrow the available travel lane and make it more difficult for boat-launch users to enter, exit, turn, or align their trailers safely.

Staff therefore recommends extending the existing no-parking area far enough to preserve a practical turning and travel corridor.

Photograph 4 depicts another portion of the same parking lot. Staff recommends that the parking spaces on the left side of the photograph be restricted to passenger vehicles only. Larger trucks, vehicles towing trailers, oversized vehicles, and similar vehicle combinations parked in that location may project farther into the circulation area or otherwise reduce the maneuvering space available to boat-launch users.

Restricting this portion of the lot to passenger vehicles would preserve the usefulness of the existing parking spaces while reducing the likelihood that larger vehicles will obstruct traffic. The restriction could be communicated through posted signs, pavement markings, curb markings, or a combination of those measures.

CONCLUSION

The current configuration permits vehicles to park lawfully in locations that may nevertheless impede the movement of trucks towing boat trailers. Extending the existing red-curb no-parking area and reserving the identified portion of the lot for passenger vehicles would improve traffic flow, provide clearer direction to motorists, and reduce avoidable conflicts within the boat-launch parking area.

11. 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

11. Communications, Reports, and Directions to Staff

b. CEO/Harbormaster Report

11. Communications, Reports, and Directions to Staff

   c. Financial Report

12. MEETING ADJOURNMENT

Adjournment of the Board of Harbor Commissioners will be until the next meeting scheduled for ***Wednesday, August 12, 2026****,* ***at 2p.m.*** *(Special Meeting). 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.*