

Board of Harbor Commissioners

Crescent City Harbor District

2 January 2024

Regular Harbor Commission Meeting



Regular Meeting

Board of Harbor Commissioners of the Crescent City Harbor District

Harry Adams, President Rick Shepherd, Secretary
Wes White, Commissioner; Brian Stone, Commissioner; Gerhard Weber, Commissioner

AGENDA

Date: **Tuesday, January 2, 2024**

Time: **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#

Call to Order

Roll Call

Pledge of Allegiance

Public Comment

This portion of the Agenda allows the public to comment to the Board on any issue not itemized on this Agenda, however, the Board may not take action or engage in discussion on any item that does not appear on the Agenda. Periods when public comments are allowed, Harbor Commissioners will allow attendees to submit questions and/or comments using the Zoom in-meeting chat function. The Harbor Commission asks that members of the public keep questions and comments succinct and relevant.

Regular Session

1. Consent Calendar

Consent Calendar items are considered routine and will be approved by one Motion, with no separate discussion prior to voting. The public, staff, or members of the Harbor Commission may request specific items be removed from the Consent Calendar for separate consideration or action.

- a. Approval of CCHD Meeting Minutes: July 21, 2023 Special Meeting; July 26, 2023 Special Meeting; August 1, 2023 Special Meeting; August 3, 2023 Special Meeting; August 17, 2023 Special Meeting; August 18, 2023 Special Meeting; September 5, 2023 Regular Meeting; September 19, 2023 Regular Meeting.**
- b. Approval of Tri-Agency Meeting Minutes: October 19, 2023.**

2. Comptroller's Report, Review Balances.

3. New Business

- a. Adjudicate an Appeal from Andrew Evanow, Sr., Seeking to Overturn a Trespass Order and Slip Revocation Order.**

4. Unfinished Business

- a. Grants Update**

5. Communications and Reports

- a. CEO/Harbormaster Report**
- b. Ad Hoc Committee Reports**
- c. Harbor Commissioner Reports**

6. MEETING ADJOURNMENT

Adjournment of the Board of Harbor Commissioners will be until the next meeting scheduled for Tuesday, February 6, 2024, at 2 p.m. PST. The Crescent City Harbor District complies with the Americans with Disabilities Act. Upon request, this agenda will be made available in appropriate alternative formats to person with disabilities, as required by Section 12132 of the Americans with Disabilities Act of 1990 (42 U.S.C. §12132). Any person with a disability who requires modification in order to participate in a meeting should direct such request to (707) 464-6174 at least 48 hours before the meeting, if possible.



1. **Consent Calendar**

Consent Calendar items are considered routine and will be approved by one Motion, with no separate discussion prior to voting. The public, staff, or members of the Harbor Commission may request specific items be removed from the Consent Calendar for separate consideration or action.

- a. **Approval of CCHD Meeting Minutes: July 21, 2023 Special Meeting; July 26, 2023 Special Meeting; August 1, 2023 Special Meeting; August 3, 2023 Special Meeting; August 17, 2023 Special Meeting; August 18, 2023 Special Meeting; September 5, 2023 Regular Meeting; September 19, 2023 Regular Meeting.**
- b. **Approval of Tri-Agency Meeting Minutes: October 19, 2023.**

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	July 21, 2023 2:30 p.m.



Board of Harbor Commissioners of the Crescent City Harbor District

MINUTES

Special Session, Friday, July 26, 2023, at 2:30 P.M.

CALL TO ORDER: **2:30 PM**

ROLL CALL:

<i>PRESENT:</i>	<i>President</i>	WES WHITE
	<i>Secretary</i>	HARRY ADAMS
	<i>Commissioner</i>	RICK SHEPHERD
	<i>Commissioner</i>	GERHARD WEBER
	<i>Commissioner</i>	BRIAN STONE

ABSENT: NONE

QUORUM: YES

PLEDGE OF ALLEGIANCE:

PUBLIC COMMENT:

No members of the public commented.

1) UNFINISHED BUSINESS

1A) Review and Vote to Approve Lease for 250 Citizens Dock Rd (Sheriff's Building North Side) with Fishermen's Catch

The Board deliberated on changes to the proposed lease agreement with Fishermen's Catch. Commissioner Stone raised concerns that the Board had not been given an adequate amount of time to research and consider the proposed lease terms. After

considering various changes to the lease agreement, and in recognition of the concerns raised by Commissioner Stone regarding: poundage, alternative site usage options, and the amount of time given to prepare for the meeting, the Board decided to continue the discussion to a future meeting.

2) ADJOURN SPECIAL SESSION

ADJOURNMENT TO THE BOARD OF HARBOR COMMISSIONERS NEXT REGULAR MEETING SCHEDULED FOR TUESDAY, AUGUST 1, 2023, AT 2 P.M., VIA ZOOM WEB CONFERENCE AND IN-PERSON AT THE MAIN HARBOR OFFICE LOCATED AT 101 CITIZENS DOCK ROAD.

Approved this ____ day of _____, 2023.

Wes White, President

Harry Adams, Secretary

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	July 26, 2023 3:30 p.m.



Board of Harbor Commissioners of the Crescent City Harbor District

MINUTES

Special Session, Wednesday, July 26, 2023, at 3:30 P.M.

CALL TO ORDER: **3:30 PM**

ROLL CALL:

<i>PRESENT:</i>	<i>President</i>	WES WHITE
	<i>Secretary</i>	HARRY ADAMS
	<i>Commissioner</i>	RICK SHEPHERD
	<i>Commissioner</i>	GERHARD WEBER
	<i>Commissioner</i>	BRIAN STONE

ABSENT: NONE

QUORUM: YES

PLEDGE OF ALLEGIANCE:

PUBLIC COMMENT:

No members of the public commented.

1) UNFINISHED BUSINESS

1A) Review and Vote to Approve Lease for 250 Citizens Dock Rd (Sheriff's Building North Side) with Fishermen's Catch

The Board deliberated on changes to the proposed lease agreement with Fishermen's Catch. Commissioner Stone advocated for a shorter lease term, increased poundage-based rent, and an indemnification clause relating to potential noxious odors and other

forms of nuisance. The Board requested that the changes be incorporated into a revised draft lease for further consideration at a future Board meeting.

2) ADJOURN SPECIAL SESSION

ADJOURNMENT TO THE BOARD OF HARBOR COMMISSIONERS NEXT REGULAR MEETING SCHEDULED FOR TUESDAY, AUGUST 1, 2023, AT 2 P.M., VIA ZOOM WEB CONFERENCE AND IN-PERSON AT THE MAIN HARBOR OFFICE LOCATED AT 101 CITIZENS DOCK ROAD.

Approved this ____ day of _____, 2023.

Wes White, President

Harry Adams, Secretary

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	August 1, 2023 1:50 p.m.



Board of Harbor Commissioners of the Crescent City Harbor District

MINUTES

Open Session, Tuesday August 1st, 2023, at 1:50 P.M.

CALL TO ORDER: **1:50 PM**

ROLL CALL:

<i>PRESENT:</i>	<i>President</i> <i>Secretary</i> <i>Commissioner</i> <i>Commissioner</i>	WES WHITE HARRY ADAMS RICK SHEPHERD BRIAN STONE
<i>ABSENT:</i>	<i>Commissioner</i>	GERHARD WEBER

QUORUM:

PLEDGE OF ALLEGIANCE:

PUBLIC COMMENT:

No members of the public commented.

1) NEW BUSINESS:

1A) Review and Vote to Approve Resolution 2023-12, Authorizing Installment Payments for the Matter of Fashion Blacksmith vs. Crescent City Harbor District

CEO/Harbormaster Petrick reported that the resolution would allow the Harbor to petition the Del Norte Superior Court to request installment payments if sufficient operating funds were not available.

Secretary Adams **motioned** to approve **Resolution 2023-12**; Commissioner Shepherd **seconded** the motion. President White called for a vote.

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

AYES: WHITE, STONE, ADAMS, SHEPHERD // **NAYS:** NONE

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

ADJOURN SPECIAL SESSION

ADJOURNMENT TO THE BOARD OF HARBOR COMMISSIONERS NEXT REGULAR MEETING SCHEDULED FOR TUESDAY, AUGUST 1ST, 2023, AT 2 P.M., VIA ZOOM WEB CONFERENCE AND IN-PERSON AT THE MAIN HARBOR OFFICE, LOCATED AT 101 CITIZENS DOCK ROAD.

Approved this ____ day of _____, 2023.

Wes White, President

Harry Adams, Secretary

**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

August 3, 2023
2:00 p.m.



Board of Harbor Commissioners of the Crescent City Harbor District

MINUTES

Special Session, Thursday August 3rd, 2023, at 2:00 P.M.

CALL TO ORDER: **2:00 PM**

ROLL CALL:

<i>PRESENT:</i>	<i>President</i>	WES WHITE
	<i>Secretary</i>	HARRY ADAMS
	<i>Commissioner</i>	RICK SHEPHERD
	<i>Commissioner</i>	BRIAN STONE
	<i>Commissioner</i>	GERHARD WEBER

ABSENT: *NONE*

QUORUM: *YES*

PLEDGE OF ALLEGIANCE:

PUBLIC COMMENT:

No members of the public commented.

1) Review and Vote to Approve Revised Lease for 250 Citizens Dock Road with Fisherman's Catch

Secretary Adams led the meeting as President Pro Tem. President White attended virtually. Commissioner Shepherd recused himself from the meeting to avoid any concerns about a possible conflict of interest. There was a brief discussion about prior revisions made to the proposed lease, however there were no new revisions or concerns addressed in the discussion. No members of the public commented.

Commissioner Weber **motioned** to approve the current revised version of the lease for 250 Citizens Dock Road; Secretary Adams **seconded** the motion. A vote was called.

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

AYES: WHITE, WEBER, ADAMS, // **NAYS:** STONE

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

1) ADJOURN SPECIAL SESSION

*ADJOURNMENT TO THE BOARD OF HARBOR COMMISSIONERS NEXT REGULAR MEETING
SCHEDULED FOR TUESDAY, AUGUST 15TH, 2023, AT 2 P.M., VIA ZOOM WEB CONFERENCE
AND IN-PERSON AT THE MAIN HARBOR OFFICE, LOCATED AT 101 CITIZENS DOCK ROAD.*

Approved this ____ day of _____, 2023.

Wes White, President

Harry Adams, Secretary

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	August 17, 2023 2:00 p.m.



Board of Harbor Commissioners of the Crescent City Harbor District

MINUTES

Special Session, Thursday August 17th, 2023, at 9:30 A.M.

CALL TO ORDER: **9:30 A.M.**

ROLL CALL:

<i>PRESENT:</i>	<i>President</i>	WES WHITE
	<i>Secretary</i>	HARRY ADAMS
	<i>Commissioner</i>	RICK SHEPHERD
	<i>Commissioner</i>	BRIAN STONE
	<i>Commissioner</i>	GERHARD WEBER

ABSENT: *NONE*

QUORUM: *YES*

PLEDGE OF ALLEGIANCE:

PUBLIC COMMENT:

Secretary Adams recused himself from participation in the Board's deliberations due to a potential financial conflict of interest.

A member of the public identified himself as a sportfisherman, and expressed frustration with the fishery closure affecting groundfish. The individual emphasized: 1) the resilience of Quillback rockfish, 2) erroneous computer models of the fishery, 3) mismanagement of the fishery on the part of federal and state agencies, and 4) the devastating financial impacts of closing the fishery.

Several other members of the public expressed similar concerns and criticisms.

1) Consider and Vote to Approve Letters to Public Officials and Other Actions Advocating for Immediate Changes to the CDFW Fishery Closure Affecting Nearshore Groundfish

Commissioner Stone requested that the Board continue the agenda item to an upcoming Board meeting to allow additional time to research and consider the issue before taking a vote on the letter, and also to remedy some procedural concerns.

Commissioner Shepherd discussed the wide-ranging economic impacts of the fishery closure, including impacts to the RV Parks, restaurants, boat captains, tourists, and lost revenue to the Harbor District from decreased fees and moorage. Commissioner Shepherd also expressed concerns about small boats facing more dangerous waters as they ventured beyond the 50-fathom boundary called for in the fishery closure, especially after the decommissioning of the local Coast Guard station. Commissioner Shepherd suggested that the fishery might be opened from 10-fathoms back to the shoreline, which would likely only have a very minimal impact to Quillback given their typical habitat.

President White requested that the scope of the letter be broadened to incorporate the ideas expressed by the public and Commissioners.

The Board expressed consensus that staff needed to incorporate changes to the letter discussed during the meeting.

1) ADJOURN SPECIAL SESSION

ADJOURNMENT TO THE BOARD OF HARBOR COMMISSIONERS NEXT REGULAR MEETING SCHEDULED FOR TUESDAY, SEPTEMBER 5TH, 2023, AT 2 P.M., VIA ZOOM WEB CONFERENCE AND IN-PERSON AT THE MAIN HARBOR OFFICE, LOCATED AT 101 CITIZENS DOCK ROAD.

Approved this ____ day of _____, 2023.

Wes White, President

Harry Adams, Secretary

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	August 18, 2023 3:00 p.m.



Board of Harbor Commissioners of the Crescent City Harbor District

MINUTES

Special Session, Friday August 18th, 2023, at 3:00 P.M.

CALL TO ORDER: **3:00 P.M.**

ROLL CALL:

<i>PRESENT:</i>	<i>President</i>	WES WHITE
	<i>Secretary</i>	HARRY ADAMS
	<i>Commissioner</i>	RICK SHEPHERD
	<i>Commissioner</i>	BRIAN STONE
	<i>Commissioner</i>	GERHARD WEBER

ABSENT: *NONE*

QUORUM: *YES*

PLEDGE OF ALLEGIANCE:

PUBLIC COMMENT:

Secretary Adams recused himself from participation in the Board's deliberations due to a potential financial conflict of interest.

Several members of the public expressed support for the draft version of the letter. Members of the public also emphasized the need for collective action to magnify the impact of the advocacy effort. Public comment also centered around the unexpected nature of the closure, and how the abrupt timing created problems for tourists who had planned vacations long in advance. Several members of the public criticized the data collection process used by NOAA, CDFW, and the Pacific Fishery Management Council, and computer models which didn't seem to accurately reflect the reality observed on the water.

1) Consider and Vote to Approve Letters to Public Officials and Other Actions Advocating for Immediate Changes to the CDFW Fishery Closure Affecting Nearshore Groundfish

Commissioner Shepherd **motioned** to approve the draft letter with improvements suggested by the Board. Commissioner Weber **seconded** the motion.

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

AYES: WEBER, STONE, SHEPHERD, WHITE // **NAYS:** NONE

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

1) ADJOURN SPECIAL SESSION

ADJOURNMENT TO THE BOARD OF HARBOR COMMISSIONERS NEXT REGULAR MEETING SCHEDULED FOR TUESDAY, SEPTEMBER 5TH, 2023, AT 2 P.M., VIA ZOOM WEB CONFERENCE AND IN-PERSON AT THE MAIN HARBOR OFFICE, LOCATED AT 101 CITIZENS DOCK ROAD.

Approved this ____ day of _____, 2023.

Wes White, President

Harry Adams, Secretary

**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

September 5, 2023
2:00 p.m.



Board of Harbor Commissioners of the Crescent City Harbor District

MINUTES

Regular Session, Tuesday, September 5, 2023, at 2:00 P.M.

CALL TO ORDER: **2:00 PM**

ROLL CALL:

<i>PRESENT:</i>	<i>President</i>	WES WHITE
	<i>Secretary</i>	HARRY ADAMS
	<i>Commissioner</i>	RICK SHEPHERD
	<i>Commissioner</i>	BRIAN STONE

<i>ABSENT:</i>	<i>Commissioner</i>	GERHARD WEBER
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PLEDGE OF ALLEGIANCE:

PUBLIC COMMENT:

A member of the public voiced their opposition to offshore wind power.

1) CONSENT CALENDAR

a. Approval of the Meeting Minutes of the August 1, 2023 Regular Meeting.

Commissioner Stone **moved** to approve the minutes. Secretary Adams **seconded** the motion.

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

AYES: SHEPHERD, ADAMS, STONE, WHITE // **NAYS:** NONE

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

2) Comptroller's Report, Review Balances

Comptroller Zickgraf reviewed the current financial statements of the Harbor, and noted an average operating balance of approximately \$700,000. The discussion then turned to Renewable Energy Capital, and its default on lease payments owed to the Harbor. An additional point of discussion centered on using liens as an enforcement mechanism for bad debt.

3) New Business

3A) Presentation of Competing Proposals from GHD and M&N to Prepare Engineering Designs and Environmental Reviews for a New Seawall and Citizens Dock. Consider Presentations, Engage in Q&A with Each Firm, and Vote to Select the Winning Bid.

Aislene Delane, Grant Writer and Manager for Community System Solutions, facilitated the discussion. Ms. Delane explained the preliminary selection process that narrowed the proposals down to a final two firms. Ms. Delane also explained the staff recommendation to select the GHD (Gutteridge Haskins & Davey) engineering firm. Finally, Ms. Delane explained that the total budget for this phase of the project was set at \$550,000, which would be 100% grant funded, including the match requirement.

Andrea Hilton, Project Manager for GHD, then reviewed the firm's proposal and answered questions from the Board. Satish Chilka, a Structural and Marine Engineer for GHD then reviewed some of the more technical aspects of the proposal and answered questions from the Board. Ms. Hilton emphasized GHD's comprehensive approach to risk management and the firm's plans for public outreach. Additionally, GHD pointed out that they had both design and environmental team members in-house, whereas the other respondents used a subcontractor for at least one of those elements. Although GHD's initial budget proposal was higher than the requested amount, GHD suggested multiple ways to bring their costs down to the amount budgeted.

Younes Nouri, Project Manager and Coastal Engineer, presented the proposal from Moffatt & Nichol (M&N), supported by M&N's Coastal Planner Adam Wagschal, and Coastal Engineer Robert Sloop. M&N emphasized their prior success working on projects for CCHD, their extensive experience working with MARAD (United States Maritime Administration), and their cost advantage over GHD (quoting a cost approximately 25% less than GHD).

The Board then deliberated on which firm presented the most compelling case for their selection. Commissioner Stone **motioned** to select Moffatt & Nichol, and Secretary Adams **seconded** the motion.

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

AYES: SHEPHERD, ADAMS, STONE, WHITE // **NAYS:** NONE

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

3B) Review and Vote to Accept Opportunities and Constraints Report Prepared by Moffatt & Nichol.

Robert Sloop, Coastal Engineer for Moffatt & Nichol, presented the findings of an Opportunities and Constraints (O&C) Report, which he explained was intended to lay the foundation for a more comprehensive Master Plan document. Mr. Sloop further explained that the O&C Report would be beneficial for grant funding opportunities prior to completion of the Master Plan.

Discussion of the O&C Report centered around tourist attractions, aquaculture, future dredging, dry stacks, development of new Harbor facilities and businesses, and potential offshore wind power development. Commissioner Stone advocated for a significant expansion of docks. Commissioner Shepherd was particularly interested in aquaculture. President White discussed how the O&C Report could be used to help recruit new businesses and promote economic development. Mike Bahr, CEO and Grant Writer for Community System Solutions, discussed how the O&C Report would guide future grant writing.

Commissioner Shepherd **motioned** to approve and adopt the O&C Report, and Commissioner Stone **seconded** the motion.

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

AYES: SHEPHERD, ADAMS, STONE, WHITE // **NAYS:** NONE

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

3C) Consider and Vote to Approve Burnout Competition to be Held at the Inner Boat Basin Parking Lot on October 7, 2023.

Asst. Harbormaster Mike Rademaker explained that the previous year's Burnout Competition was one of the more popular events in the Harbor that year, with over 1,000 people attending. The Harbor District's profit-sharing agreements brought in over \$3,000 in revenue for the Harbor District itself, and the revenue for commercial vendors who participated in the event was several multiples of that.

Commissioner Shepherd **motioned** to approve the Burnout Competition, and Secretary Adams **seconded** the motion.

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

AYES: SHEPHERD, ADAMS, STONE, WHITE // **NAYS:** NONE

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

3D) Discuss CCHD Writing a Letter Advocating for Electrical Power Redundancy.

President White explained that the community was currently served by two 67 KV electrical lines, which provided a certain level of redundancy. Unfortunately, the redundancy was undermined by having both lines follow the same geographical path, which made them vulnerable to natural disasters, such as the recent wildfires that resulted in the lines being out of commission for several weeks.

Discussion then turned to solutions to provide enhanced redundancy. A separate geographic pathway for new power lines was desirable, and could be constructed in coordination with the Coos-Curry Electrical Cooperative and Bonneville Power Administration operating in Coastal Southern Oregon. New lines could connect to the Del Norte area's grid operated by Pacific Power to improve redundancy for Coos and Curry Counties in Oregon, and Del Norte County in California. Commissioner Stone explained that he had been in contact with California State Senator Mike McGuire's office and his staff, and they were looking at appropriating \$117 million to \$130 million in State funds. Several members of the public then voiced their support of the initiative.

Commissioner Shepherd **motioned** to direct CCHD staff to prepare an advocacy letter the Burnout Competition, and Secretary Adams **seconded** the motion.

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

AYES: SHEPHERD, ADAMS, STONE, WHITE // **NAYS:** NONE

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

Due to the long length of the meeting, the remaining agenda items (CEO Report and Commissioner Reports) were continued to the next meeting.

4) Adjourn to Closed Session.

5) Report from Closed Session.

No information was publicly disclosed following the closed session.

*ADJOURNMENT TO THE BOARD OF HARBOR COMMISSIONERS NEXT REGULAR MEETING
SCHEDULED FOR TUESDAY SEPTEMBER 19, 2023, AT 2 P.M., VIA ZOOM WEB CONFERENCE
AND IN-PERSON AT THE MAIN HARBOR OFFICE, LOCATED AT 101 CITIZENS DOCK ROAD.*

Approved this ____ day of _____, 2023.

Wes White, President

Harry Adams, Secretary

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	September 19, 2023 2:00 p.m.



Board of Harbor Commissioners of the Crescent City Harbor District

MINUTES

Regular Session, Tuesday, September 19, 2023, at 2:00 P.M.

CALL TO ORDER: **2:00 PM**

ROLL CALL:

<i>PRESENT:</i>	<i>President</i>	WES WHITE
	<i>Secretary</i>	HARRY ADAMS
	<i>Commissioner</i>	RICK SHEPHERD
	<i>Commissioner</i>	BRIAN STONE
	<i>Commissioner</i>	GERHARD WEBER

ABSENT: *NONE*

PLEDGE OF ALLEGIANCE:

PUBLIC COMMENT:

A member of the public voiced their opposition to the tire burnout competition scheduled for October 7, 2023. Their opposition was primarily based on concerns of pollution from the chemicals in tires. Commissioner Shepherd responded that he was sensitive to concerns about pollution and potential impacts to fish, but that he was persuaded that mitigation efforts, including the use of a removable steel plate, and comprehensive post-event cleanup, would minimize any potential impact.

1) Comptroller's Report, Review Balances

Comptroller Zickgraf reviewed the current financial statements of the Harbor, and noted an average operating balance of approximately \$600,000. The discussion then turned to Renewable Energy Capital (REC), and missing income from the two RV parks, with REC failing to

make its required payments. An additional point of discussion centered on legal fees, and the likelihood that those expenses would be significantly reduced over the coming months.

The next topic of discussion was the financial audit for the period of July 1, 2021 through June 30, of 2022. The audit revealed operating revenue of approximately \$1.8 million, and a decrease in the Harbor's cash position of \$329,000. The decrease was largely attributed to increased legal fees and outside consultant services. Commissioner Stone raised concerns that the depreciation schedule needed to be adjusted to more accurately reflect the realities in the Harbor. Commissioner Weber noted that the audit revealed dramatically improved financial oversight and proper accounting.

Commissioner Weber **moved** to approve the audit, and Commissioner Stone **seconded** the motion.

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

AYES: WEBER, SHEPHERD, ADAMS, STONE, WHITE // **NAYS:** NONE

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

2) New Business

2A) Review Pre-Publication Draft of Ordinance Code 52-2023.

CEO/Harbormaster Tim Petrick reviewed the draft text of the proposed ordinance, which primarily pertained to revising the Harbor's fee schedule. There were additional revisions to disorderly conduct and trespassing provisions, drug-free zones, designation of public parks, and enforcement authorities.

The discussion was dominated by concerns relating to the fee schedule. Mr. Petrick explained that five comparable Harbors were chosen during a market analysis, with particular weight having been given to Brookings and Humboldt, on account of them being the most relevant market competitors. Mr. Petrick noted that moorage rates hadn't increased since 2013, and the proposed ordinance was intended to bring the rates more in line with market rates. Even after the adoption of the proposed ordinance, there would likely need to be additional upward adjustment, but it was being phased in to allow customers to adjust more gradually.

Commissioner Stone advocated for a sharper increase in the fee schedule. Secretary Adams remarked that he had received several phone calls on the fee increases. He recognized that many members of the community were hurting financially, due to factors such as the salmon fishery closure, wildfires, and inflation. Nonetheless, it was not possible to continue operating the Harbor based on fees that hadn't increased in 10 years. President White emphasized that the market dictates everything. It was not a matter of subjective opinion, but rather an objective analysis of what the market would bear.

A member of the public commented on the portion of the fee schedule relating to parking violations and criminal misdemeanors, noting that the Harbor was not currently conducting enforcement operations. Mr. Petrick responded that it was intended to allow for future enforcement, and the fee schedule was forward looking to a certain extent.

Commissioner Stone **moved** to establish an Ad Hoc Committee to study and analyze the ordinance further. No other Commissioners seconded the motion. Commissioner Adams **moved** to go forward with publishing the proposed ordinance. Commissioner Weber **seconded** the motion.

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

AYES: SHEPHERD, ADAMS, WEBER, WHITE // **NAYS:** STONE

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

3) Unfinished Business

3A) Grants Update.

Aislene Delane, Grant Writer and Manager for Community System Solutions, facilitated the discussion. Ms. Delane reviewed the status of grant applications being prepared, and research being conducted for future grant applications. Additional insight was provided by Mike Bahr, CEO and Grant Writer for Community System Solutions. The discussion focused on an application made to FEMA for storm damage repairs along Anchor Way. FEMA had placed a temporary moratorium on funding due to lack of new appropriations from Congress, but it was anticipated that funding would resume shortly.

3B) South Beach Bathroom Project Update.

Mike Bahr, CEO and Grant Writer for Community System Solutions, reported that discussions were taking place with W. Marshall Jones Construction to finalize contract terms.

A member of the public requested that the Board consider moving the proposed bathroom location to the north side of Anchor Way, which the individual believed would reduce the visual impairment of the ocean view, and might also be more cost effective.

3C) Citizens' Dock Planning Update.

Aislene Delane, Grant Writer and Manager for Community System Solutions, facilitated the discussion. Ms. Delane reviewed comments received from a recent public planning meeting. Concerns were raised about whether the icehouse would be included in the redesign. Commercial fishermen were adamant about the need for the icehouse.

3D) Master Plan Grant Update.

Mike Bahr, CEO and Grant Writer for Community System Solutions, reported that discussions were taking place with the State Coastal Conservancy, which expressed support for funding elements of the Harbor's 10-Year Strategic Plan. Discussions also centered on the highest and best uses of vacant Harbor properties that could be developed.

4. Communications and Reports

4A. CEO/Harbormaster Report

CEO/Harbormaster Tim Petrick reviewed his report to the Board. The discussion focused on potential development at the former site of the Redwood Harbor Village RV Park, with enthusiasm expressed from the Board on the idea of creating a food court with additional pop-up shops.

4B. Harbor Commissioner Reports.

Commissioner Stone and President White explained that letters regarding electricity line redundancy had been sent out to stakeholders, and preliminary discussions with Coos-Curry Electrical Cooperative, Bonneville Power Administration, and Pacific Power had taken place to advance the goal of increasing redundancy.

Commissioner Shepherd reported on a draft letter to political representatives advocating for appropriations that could potentially support the financially struggling community and replace some of the lost revenue from fishery closures, the wildfires, and other challenging conditions.

Secretary Adams reported on a trip he made, at his own expense, to a meeting of the Pacific Fisheries Management Council in Spokane, Washington. Secretary Adams advocated for recreational and commercial fishing interests, and recommended improvements that could be made to the analytical work conducted by the Council.

5) Adjourn to Closed Session.

6) Report from Closed Session.

No information was publicly disclosed following the closed session.

ADJOURNMENT TO THE BOARD OF HARBOR COMMISSIONERS NEXT REGULAR MEETING SCHEDULED FOR TUESDAY, OCTOBER 3, 2023, AT 2 P.M., VIA ZOOM WEB CONFERENCE AND IN-PERSON AT THE MAIN HARBOR OFFICE, LOCATED AT 101 CITIZENS DOCK ROAD.

Approved this ____ day of _____, 2023.

Wes White, President

Harry Adams, Secretary

**SPECIAL SESSION MINUTES
TRI-AGENCY BOARD OF DIRECTORS
BOARD CHAMBERS
981 H ST., SUITE #100
CRESCENT CITY, CA**

Thursday

OCTOBER 19, 2023

5:00 PM

The Tri-Agency Board of Directors made up of members of the City of Crescent City, the Crescent City Harbor District and the Del Norte County Board of Supervisors, is now meeting in special session. Only those items that indicate a specific time will be heard at the assigned time. All other items may be taken out of sequence to accommodate the public and staff availability.

The following board members will be attending the meeting remotely pursuant to Gov. Code § 54953(b) from the following publicly accessible locations:

Wes White: 1431 Crest Drive, Eugene, OR 97405

Blake Inscore: 1 Old Golf Course Rd, Monterey, CA 93940

BUSINESS:

Pledge of Allegiance led by Director Altman

Roll Call

Directors present: Director Ray Altman, Director Howard, Director Wilson, Secretary/Treasurer Brian Stone, and Vice Chair Blake Inscore (via Zoom)

Director absent: Chairman Wes White

Others present: City Manager Eric Wier and City Clerk/Administrative Analyst Robin Altman

Public Comment

The following resident addressed the Tri-Agency Board of Directors:

Kevin Hendrick: stated that the opportunity to have Bob Black as Special Counsel for the Tri-Agency is a good choice as he is one of the best attorneys in town.

ADMINISTRATIVE:

1. Legal Services Agreement with Robert N. Black

- *Recommendation:* Receive public comment, discuss and approve an agreement with Robert N. Black for legal services.

City Manager Wier explained that the reason for the meeting tonight was to engage into an agreement with Bob Black to be Special Counsel for the Tri-Agency.

On a motion by Director Howard, seconded by Director Altman and carried on a 5-0 polled vote with Vice-Chair White being absent, the Tri-Agency Board of Directors approved an agreement with Robert N. Black for legal services.

ADJOURNMENT

There being no further business to come before the Tri-Agency Board of Directors, Secretary/Treasurer Stone adjourned the meeting at 5:05 p.m. to the next meeting of the Board of Directors of the Tri Agency, date, time and location to be determined.

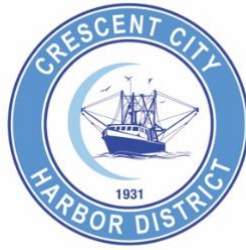
ATTEST:

Robin Altman
City Clerk/Administrative Analyst



2. Comptroller’s Report, Review Balances

Public Comment?



COMPTROLLER'S REPORT, JANUARY 2, 2024 BOARD MEETING

The Board and Leadership continue to make progress in meeting the Board's primary goals. These include safeguarding and advancing independent commercial fishing, obtaining grants for infrastructure improvements, creating sustainable operating income, saving, and creating jobs, expanding coastal access, and increasing community engagement. Positive progress is evident in grants, audits, leases, and successful events.

CASH & INVESTMENTS: The Crescent City Harbor District's combined cash and investments total \$488,494.15 as of December 29, 2023, distributed across various accounts.

- Bayside Checking #1766: \$2,689
- CCHD Checking #4766: \$126,432
- CCHD Savings #4774: \$5,021
- LAIF Reserve: \$345,267
- RHV Checking #0707: \$9,086
- TOTAL: \$488,494

ACCOUNTS PAYABLE: The total outstanding Accounts Payable amounts to \$117,674, with a detailed schedule provided in the attached Board Member documents.

NET INCOME: Year to Date, the Net Income as of December 29, 2023, is \$122,955, excluding depreciation. This includes operating income, grant reimbursements, and tax proceeds.

CASH FLOW: The Year-to-Date cash flow, as of December 29, 2023, is reported at (\$352,506).

EXPENSE DRIVER: Legal services constitute the primary variable expense, totaling \$363,224 year-to-date. Progress has been made with court relief and insurance settlements, but ongoing efforts are essential.

REVENUE INFLOW: Anticipate additional revenue inflow, including \$75,000 in grant reimbursements for the Leadership Team and CSS grant management, a \$100,000 settlement from REC, and \$40,000 from first-of-the-month billings. Increased poundage fees will also be received during Q3 and into Q4.

AR MANAGEMENT: Accounts Receivable are actively managed, with improvements expected in Q3 and Q4. However, late rent payments from C.Renner and Crescent Seafood are noted.

DRAFT BUDGET: A Draft Budget for January 1, 2024, through June 30, 2024, has been prepared for the Ad-Hoc Committee's review. Recommendations will be presented to the full Board following a detailed income and spending review. Recommend a focused effort on revenue generation and economic development, prioritizing a strategic approach over further operating expenses or staffing reductions. The Finance Ad-Hoc Committee is scheduled to meet on January 3, 2023 and will then prepare recommendations for the full board.

BAYSIDE RV PARK:

A forecast for Bayside RV Park indicates an estimated loss of (\$51,350) for the period from January 1, 2024, through June 30, 2024.

BAYSIDE RV PARK	
	INCOME
RENTS LTRs ESTIMATED	\$ 111,720
	EXPENSES
Bank Fees and Surcharges	\$ 1,500
Laundry Expense	\$ 2,400
Legal Fees / Settlements	\$ 9,000
Liability Payments / Sales Tax	\$ 204
Outside Services	\$ 7,200
Professional / Legal Services	\$ 8,300
Refunds / Discounts	\$ 80
Repairs and Maintenance	\$ 1,500
Supplies and Small Tools	\$ 1,800
Utilities Electric & Gas	\$ 40,000
Utilities Propane	\$ 6,600
Utilities Telephone	\$ 1,200
Utilities Water & Sewer	\$ 9,000
Waste Removal and Recycling	\$ 16,800
webhosting and wifi connection	\$ 7,200
Dwelley/Frazier RV Note Payable	\$ 50,286
EXPENSES TOTAL	\$ 163,070
PROFIT / LOSS ESTIMATED	\$ (51,350)

FINANCIAL REPORTS:

A draft YTD Income Statement before Depreciation is attached. This is working draft as books are closed after the 15th of each month. The Balance Sheet, and Unaudited Income

Statement are YTD as of November 30, 2023. Adjustments may be required upon receiving the final court order regarding the arbitration award to Fashion Blacksmith. Additionally, documents will be adjusted from audit results.

The Interest Account 3803 Fashion Blacksmith Interest represents the adjusted interest expense of the arbitration award, before and after rate adjustment. Unassigned/Additional Expenses Account 5400 of (\$625,000) shows the payment made to Fashion Blacksmith by the District's insurer. This expense has a corresponding Credit to the District's Long-Term Liability Account associated with the District's liability to Fashion Blacksmith.

LOOKING AHEAD:

The next six months will focus on designing, planning, and generating income from operations. The aim is to break even or have a slight operational gain/loss before depreciation by June 30, 2024, resolving past issues and ensuring a successful 2024-2025 fiscal year.

Comptroller's Project's

- Complete FY 2022-2023 Audit and Annual Filings by 1/31/24
- Continue to improve office and accounting operating systems, enhancing integration of CRM systems, and improving customer communications, and invoicing, on-going.
- Finance Committee to present required biannual Budget Review with recommendations to full Board by 2/15/24.
- Continue with Audit of Commercial Leases and Poundage Fees, Implement Annual adjustments by 2/28/24. Present results to full Board by 3/31/24.
- Prepare recommendations for full Board for ensuring Bayside RV Park does not continue to operate at a loss by 2/28/24.
- Actively assist team with grant administration, events, stakeholder communications, and new business development, on-going.
- By 05/31/24, evaluate and present findings and recommendations for adjustments to Marina Services and Slip Rentals.
- Present FY 2024-2025 budget for ratification to Board by 06/01/24.
- Provide FY 2023-2024 Closing Report to Board by 07/31/23.
- Prepare documents and reports for FY 2023-2024 auditor review by 10/31/24, with updates to written procedures.
- Present FY 2023-2024 Audit to Board for ratification by 11/15/23.
- Release new employee handbook by 6/30/24.
- Establish standard Board and financial reporting format and schedule by 6/30/24.



Crescent City Harbor District

Income Statement Before Depreciation

July 1 - December 29, 2023

	TOTAL
Income	
2400 COMMERCIAL REVENUE	282,148
2600 SERVICES & FEES	71,451
2650 DISCOUNTS/REFUND GIVEN ADJUSTMENTS	-684
2700 MOORAGE - SLIP RENTALS	206,194
2800 RV PARKS REVENUE OPERATIONS	38,867
3000 SALES OF PRODUCT REVENUE	2,194
3099 UNCATERGORIZED REVENUE	-1,566
Total Income	\$598,604
Cost of Goods Sold	\$3,612
GROSS PROFIT	\$594,992
Expenses	
3200 ADVERTISING	795
3300 AUTO EXPENSES	26,375
3400 BANK FEES / SURCHARGES	15,142
3500 DUES / CHARITABLE CONTRIBUTIONS	21,614
3600 CONTRACTORS OPERATIONS	53,307
3700 INSURANCE POLICIES	142,474
3800 INTEREST EXPENSE	
3802 USDA Interest	167,563
3803 Fashion Blacksmith Interest	68,205
Total 3800 INTEREST EXPENSE	235,768
3900 LEGAL & PROFESSIONAL FEES	
3901 Accounting	1,600
3903 Attorney Professional Services Legal	218,676
3904 Legal Reimbursements	63,802
3905 Additional Non-Attorney	80,746
Total 3903 Attorney Professional Services Legal	363,224
3906 Engineering	48,574
3907 Grant Management & Acquisition	64,780
3908 IT Services	13,232
3910 Professional Services PM and Planning	5,735
Total 3900 LEGAL & PROFESSIONAL FEES	497,144
4000 OFFICE / GENERAL OPERATIONS	59,099
5000 PAYROLL EXPENDITURES	725,882
5100 REPAIRS / MAINTENANCE	29,681
5200 SUPPLIES, MATERIALS & FUEL	29,420
5300 TRAVEL / TRAINING	9,359
5400 UNASSIGNED / ADDITIONAL EXPENSES	-625,072



Crescent City Harbor District

Income Statement Before Depreciation

July 1 - December 29, 2023

	TOTAL
5500 UTILITIES	
5501 Electricity	43,570
5502 Propane	6,890
5503 Telephone	6,810
5504 Water & Sewer Service	51,499
5505 Trash & Recycle	16,086
5506 WI-FI / Internet Services	15,300
5507 Solar Energy	38,955
Total 5500 UTILITIES	179,109
Total Expenses	\$1,400,098
NET OPERATING INCOME	\$ -805,106
Other Income	
5700 GRANTS RECEIVED	75,000
5800 INTEREST INCOME	10,634
5900 NON-OPERATING INCOME	
5901 Harbor House Team Housing	18,600
Total 5900 NON-OPERATING INCOME	18,600
6000 TAX PROCEEDS	244,073
6001 Property Tax	59,149
6002 TOT Proceeds	520,606
Total 6000 TAX PROCEEDS	823,827
Total Other Income	\$928,061
NET OTHER INCOME	\$928,061
NET INCOME	\$122,955



Crescent City Harbor District

Statement of Cash Flows

July 1 - December 28, 2023

	TOTAL
OPERATING ACTIVITIES	\$ -2,482,322
FINANCING ACTIVITIES	\$2,142,959
NET CASH INCREASE FOR PERIOD	\$ -339,363
Cash at beginning of period	841,355
CASH AT END OF PERIOD	\$501,992



Crescent City Harbor District

Balance Sheet Unaudited

As of November 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 CASH AND INVESTMENTS	405,100
Total Bank Accounts	\$405,100
Accounts Receivable	\$ -6,473
Other Current Assets	
1200 OTHER CURRENT ASSETS	
1201 Commercial Lease Receivables	482,898
1202 Deferred Pension Contributions	82,863
1203 Solar Licensing Agreement REC	185,607
1206 PrePaid Expenses	27,355
1211 Lemus REC Receivables	102,000
Total 1200 OTHER CURRENT ASSETS	880,723
1250 UNDEPOSITED FUNDS	117
1300 INVENTORY	23,447
Total Other Current Assets	\$904,287
Total Current Assets	\$1,302,913
Fixed Assets	\$161,320
Other Assets	
1550 NON-CURRENT ASSETS	
1551 Non-Depreciable Capital Assets	465,511
1552 Depreciation Accumulated	23,606,346
Total 1550 NON-CURRENT ASSETS	24,071,857
Total Other Assets	\$24,071,857
TOTAL ASSETS	\$25,536,090
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$126,602
Credit Cards	
1700 CREDIT CARD ACCOUNTS	8,192
Total Credit Cards	\$8,192
Other Current Liabilities	
1900 PAYROLL LIABILITIES	
1904 Pension Defer Cash In-flows	511,299
1906 Accrued Payroll Liabilities	118,560
1907 Compensated Absences	62,416



Crescent City Harbor District

Balance Sheet Unaudited

As of November 30, 2023

	TOTAL
Total 1900 PAYROLL LIABILITIES	692,275
2000 CURRENT LIABILITIES	
2001 Customer Deposits	21,140
2002 Interest Payable	142,249
2003 Current Portion Long Term Debt	190,176
2004 Current Portion Lease Liability	35,446
Total 2000 CURRENT LIABILITIES	389,011
CDTFA PAYABLE	0
Total Other Current Liabilities	\$1,081,286
Total Current Liabilities	\$1,216,080
Long-Term Liabilities	
2100 LONG TERM DEBT	0
2101 Dwelley / Frazier Note Bayside RV Park	55,235
2102 USDA Loan	5,122,633
2103 Lease Liability	590,221
2104 Net Pension Liability	441,179
2105 Fashion Blacksmith	1,379,895
Total 2100 LONG TERM DEBT	7,589,162
Total Long-Term Liabilities	\$7,589,162
Total Liabilities	\$8,805,242
Equity	\$16,730,847
TOTAL LIABILITIES AND EQUITY	\$25,536,090



Crescent City Harbor District

Profit and Loss July - November, 2023

	TOTAL
Income	
2400 COMMERCIAL REVENUE	
2402 Commercial Hoist Leases	11,020
2403 Commercial Leases	198,174
2405 Rec RV Park Leases	8,961
2406 Commercial Storage	65
2407 Commercial Utilities	10,258
2409 Freezer Rental	3,552
2410 Poundage Fees	5,459
Total 2400 COMMERCIAL REVENUE	237,489
2600 SERVICES & FEES	0
2602 No Insurance Fee	17,250
2603 Fees & Sales Additional	3,617
2604 Event Rentals	6,100
2605 Permits Fish Sales	625
2606 Key Fob Sales	330
2607 Late Payment Fee	4,815
2608 Launch Permit Fees	5,933
2610 Live-a-Board Fees	2,350
2611 Mobile Crane Rental	2,283
2612 Storage Revenue	16,605
2613 Utilities Marina	6,039
2614 Work Dock Use	32
2615 Surcharge / Admin Fee	260
2616 Harbor Fees Additional	420
Total 2600 SERVICES & FEES	66,658
2650 DISCOUNTS/REFUND GIVEN ADJUSTMENTS	-684
2700 MOORAGE - SLIP RENTALS	188,603
2800 RV PARKS REVENUE OPERATIONS	19,837
3000 SALES OF PRODUCT REVENUE	2,194
3099 UNCATERGORIZED REVENUE	0
Total Income	\$514,097
Cost of Goods Sold	
3100 COST OF GOODS SOLD	3,735
Total Cost of Goods Sold	\$3,735
GROSS PROFIT	\$510,362
Expenses	
3200 ADVERTISING	795



Crescent City Harbor District

Profit and Loss July - November, 2023

	TOTAL
3300 AUTO EXPENSES	
3301 Fuel Expenses	2,957
3302 Maintenance and Repair	2,387
3303 Truck Leases/Auto Exp	15,751
Total 3300 AUTO EXPENSES	21,095
3400 BANK FEES / SURCHARGES	
3401 Bank Fees	932
3402 Merchant Fees	11,382
Total 3400 BANK FEES / SURCHARGES	12,314
3500 DUES / CHARITABLE CONTRIBUTIONS	21,554
3600 CONTRACTORS OPERATIONS	
3601 Contractors 1099	2,760
3602 Outside Services	57,439
Total 3600 CONTRACTORS OPERATIONS	60,199
3700 INSURANCE POLICIES	
3701 Auto Insurance	10,640
3702 Liability & Property Policies	109,943
3703 Workers Comp	12,650
Total 3700 INSURANCE POLICIES	133,233
3800 INTEREST EXPENSE	
3802 USDA Interest	167,563
3803 Fashion Blacksmith Interest	78,462
Total 3800 INTEREST EXPENSE	246,025
3900 LEGAL & PROFESSIONAL FEES	
3901 Accounting	1,600
3903 Attorney Professional Services Legal	179,709
3904 Legal Reimbursements	63,519
3905 Additional Non-Attorney	80,746
Total 3903 Attorney Professional Services Legal	323,975
3906 Engineering	34,356
3907 Grant Management & Acquisition	58,000
3908 IT Services	11,387
3910 Professional Services PM and Planning	5,735
Total 3900 LEGAL & PROFESSIONAL FEES	435,052
4000 OFFICE / GENERAL OPERATIONS	
4001 Fuel Expense	3,924
4002 Office Equipment Leases	4,476
4003 Office Expenses	11,961
4004 Permits / Licenses	22,368



Crescent City Harbor District

Profit and Loss

July - November, 2023

	TOTAL
4006 Subscriptions & Software	4,599
4007 Uniform Expenses	2,049
4008 Website & Hosting Expenses	1,941
4013 Refunds / Adjustments	850
4020 Meals & Entertainment	1,405
4025 Recruitment Expense	735
4026 Taxes and License	1,893
4027 Parking & Tolls	41
Total 4000 OFFICE / GENERAL OPERATIONS	56,243
5000 PAYROLL EXPENDITURES	609,609
5100 REPAIRS / MAINTENANCE	25,206
5200 SUPPLIES, MATERIALS & FUEL	28,573
5300 TRAVEL / TRAINING	6,837
5500 UTILITIES	
5501 Electricity	32,037
5502 Propane	5,539
5503 Telephone	5,616
5504 Water & Sewer Service	48,460
5505 Trash & Recycle	9,541
5506 WI-FI / Internet Services	14,721
5507 Solar Energy	38,955
Total 5500 UTILITIES	154,869
Total Expenses	\$1,811,603
NET OPERATING INCOME	\$ -1,301,241
Other Income	
5700 GRANTS RECEIVED	
5701 Citizens Dock Planning Grant Reimbursements	75,000
Total 5700 GRANTS RECEIVED	75,000
5800 INTEREST INCOME	
5802 LAIF Investment Gain	10,634
Total 5800 INTEREST INCOME	10,634
5900 NON-OPERATING INCOME	
5901 Harbor House Team Housing	15,500
Total 5900 NON-OPERATING INCOME	15,500
6000 TAX PROCEEDS	
6001 Property Tax	59,149
6002 TOT Proceeds	520,606
Total 6000 TAX PROCEEDS	579,755
Total Other Income	\$680,889



Crescent City Harbor District

Profit and Loss

July - November, 2023

		TOTAL
Other Expenses		
6500 DEPRECIATION		394,655
6600 Additional Expenses		1,940,178
Total Other Expenses		\$2,334,833
NET OTHER INCOME		\$ -1,653,944
NET INCOME		\$ -2,955,185

Crescent City Harbor District

Statement of Cash Flows

July - November, 2023

	TOTAL
OPERATING ACTIVITIES	\$ -2,587,478.59
FINANCING ACTIVITIES	\$2,151,340.44
NET CASH INCREASE FOR PERIOD	\$ -436,138.15
Cash at beginning of period	841,354.51
CASH AT END OF PERIOD	\$405,216.36



3. New Business

- a. Adjudicate an Appeal from Andrew Evanow, Sr., Seeking to Overturn a Trespass Order and Slip Revocation Order.**

Public Comment?



4. Unfinished Business

a. Grants Update

Public Comment?

Crescent City Harbor District Grant Tracking Chart 12_27_23

GRANT AWARDED								
Grant Name	Grant Funder	Funded Projects	Project Amount	Grant Amount Received	Match Remaining	Grant Start Date	Project Timeline	Status
Port Infrastructure Development Grants (PIDP)	ODOT - Maritime Administration	1) Construction of a new seawall 2) repair and renovate the seafood packing and trucking area 3) replace the aged cargo handling equipment atop the seawall	\$9,208,207.00	\$7,366,565.60	\$1,570,489.00	Jan-23	1-Jan-28	Environmental Studies and Initial Design being prepared by Moffatt & Nichol
CA Coastal Conservancy Grant Citizen's Dock Planning	CA Coastal Conservancy	1) Design, Environmental Impact Studies and Permitting for a new Citizen's Dock.	\$927,000.00	\$927,000.00	\$143,000 (In-Kind)	Jun-23	36 months	Environmental Studies and Initial Design being prepared by Moffatt & Nichol
CA Coastal Conservancy Grant South Beach Bathroom	CA Coastal Conservancy	Design, Permitting and Construction of Bathrooms and Showers on Anchor Way, near Starfish Way.	\$450,000.00	\$450,000.00	\$117,000 (In-Kind)	Jun-23	36 months	RFP being updated and will be re-released in January.
Harbor Mitigation Grant Program (HMGP)	Cal OES and FEMA	Climate Resiliency - 1) Identify Highest best use of developable properties; 2) Design & Engineering; NEPA/CEQA; for Climate Resiliency Solutions along Harbor	\$1,500,000.00	\$1,350,000.00	\$150,000.00	Jan-24	Must be completed within 5 years of obligation	Awaiting award contract documents from Cal-OES; Reviewing previous studies and plans for Harbor properties.
STPG Climate Adaptation Transportation Planning (partnering with Del Norte Local Transportation Commission)	Caltrans and OPR	Identify climate mitigation projects along U.S. Hwy 101 and Anchor Way along South Beach.	\$250,000.00	\$250,000.00	\$8,000.00	Summer 2023	30 months	Del Norte Local Transportation Commission awarding contract to planning team
CA Coastal Conservancy Grant Fish Filet Building, Bathroom and Pop Up Store (partnering with DNATL Community Food Council)	Coastal Conservancy	1) Installation of Fish Filet Building; 2) Purchase and Installation of bathroom and pop-up store	\$500,000.00	\$500,000.00	\$0.00	Dec-23	36 months	DNATL Community Food Council preparing permit documents to install buildings. Location of buildings being determined with CCHD.

Crescent City Harbor District Grant Tracking Chart 12_27_23

GRANTS APPLIED FOR UNDER REVIEW								
Grant Name	Grant Funder	Project Applied For	Project Amount	Grant Amount Requested	Match Requirement	Announcement Date	Project Timeline	Status
Storm Damage Disaster Response 4683	FEMA	Repair of Anchor Way Breakwater, Anchor Way Road and Whaler Island Groin Breakwater	\$3,500,000.00	\$3,500,000.00	6%	Q1 2024	18 months	Responding to FEMA questions about cost of the work
Storm Damage Disaster Response 4683 - Build Back Better	FEMA	Construct new Anchor Way Breakwater, Anchor Way road and Whaler Island Groin Breakwater.	\$7,695,828.00	\$7,695,828.00	6%	Spring 2024	18 months	Proposal submitted 11/17. Awaiting FEMA response.
GRANT APPLICATIONS WORKING ON								
Grant Name	Grant Funder	Project Applying For	Project Amount	Grant Amount To Request	Cost Sharing/Match Requirement	Grant Submittal Date	Grant Announcement	Status
Boating Infrastructure Grant	DBW	Boat Ramps	\$1,500,000	\$1,500,000	TBD	TBD	Aug-24	Working on Application
Sea-Level Rise Adaptation Planning Grant	CA Ocean Protection Council	Sea Level Rise Adaptation Plan	\$400,000	\$400,000	TBD	Late March 2024	4-Jun	Attend Workshop. Submit Application
Rural Business Development Grants in California	USDA RD	Economic Development Initiative	\$250,000	\$250,000	\$0	Feb 28 2024	Dec-23	Reviewing application
GRANT OPPORTUNITIES WORKING ON								
Grant Name	Grant Funder	Project Applying For	Project Amount	Grant Amount To Request	Cost Sharing/Match Requirement	Grant Submittal Date	Grant Announcement	Status
Program to Support Offshore Wind Infrastructure Improvement	CA Department of Energy	Planning Studies and Commercial Area Development/Construction to support offshore wind efforts	\$2,000,000.00	\$2,000,000.00	\$200,000.00	2Q 2024	4Q 2024	Working on list of projects to include once the application is released.
Clean Ports Program	U.S. EPA	Electric Infrastructure Construction Projects and new electric equipment	\$2,000,000.00	\$2,000,000.00	20% - can be in-kind	May 1 2024	1Q 2024	Grant application not released yet, due May 2024.
EDA Public Works Program	U.S. EDA	Infrastructure Construction Projects and new equipment	\$3,450,000.00	\$3,000,000.00	\$450,000.00	Rolling Application	Funding available in 2024	Reviewing project eligibility criteria.

Crescent City Harbor District Grant Tracking Chart 12_27_23

Boating Safety & Enforcement Equipment Grant Program (BSEE)	DBW	Purchase of new Patrol Boat	\$1,250,000.00	\$1,250,000.00	\$250,000.00	Spring 2024	Funding available in 2024	Grant application not released yet, due March-April 2024.
Community Energy Resiliency Investment Program	CA Energy Commission	Installation of Microgrids	\$2,500,000.00	\$2,500,000.00	TBD	Spring 2024	Funding available in 2024	Grant application not released yet, due March-April 2024.



5. Communications and Reports

a. CEO/Harbormaster Report



5. Communications and Reports

b. Ad Hoc Committee Reports

Public Comment?



5. Communications and Reports

c. Harbor Commissioner Reports

- (1) Commissioner Wes White**
- (2) Commissioner Gerhard Weber**
- (3) Commissioner Brian Stone**
- (4) Secretary Rick Shepherd**
- (5) President Harry Adams**

Public Comment?

6. MEETING ADJOURNMENT

Adjournment of the Board of Harbor Commissioners will be until the next meeting scheduled for Tuesday, February 6, 2024, at 2 p.m. PDT. 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 persons 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.

