

**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

December 5, 2025  
2:00 p.m.



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

### MINUTES

***Special Session, Friday, December 5, 2025, at 2:00 P.M.***

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

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

**2) Receive an update on the 2022 and 2024 PIDP grants and vote to approve a Confirmation of Match letter for the U.S. Maritime Administration (MARAD) to be signed by the CCHD Board Chair.**

Commissioner Shepherd made a motion to approve a confirmation of match letter and Commissioner Schmidt seconded the motion, the motion passed.

ACTION TAKEN: MOTION PASSED

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

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

**3) Consider lighted boat holiday festival and other potential future events.**

Commissioner Evans moved to provide a \$25 utility credit to whoever participated in the proposed lighted holiday festival and Commissioner Shepherd seconded the motion.

ACTION TAKEN: MOTION PASSED

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

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

**4) Financial Report**

**a. Approve October Financial Reports : Balance Sheet, Profit and Loss, and Budget To Actual**

**b. Approve cash flow report for October 2025**

After a review of the October 2025 Cash Flow Report, the Balance Sheet, Profit and Loss, and Budget and Actual, Commissioner Shepherd moved to pass the report as it was presented, and Commissioner Evans seconded the motion, and it passed.

**ACTION TAKEN: MOTION PASSED**

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

***c. Update on 24/25 audit.***

***d. Review and approve proposed accounts receivable entry for current year.***

No action was taken on this agenda item.

***e. Status report on grant reimbursements.***

***f. Approve transitioning to a new payroll service provider and adjusting employee pay dates, effective for the payroll cycle commencing January 1, 2026.***

No action was taken for this agenda item.

***g. Update on plan to address USDA loan payment and insurance requirements.***

***h. Update of RV park lease negotiations.***

***i. California Public Records Act (CPRA) update.***

***5) 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 CREDE invoices for August, September and October.***

Commissioner Shepherd moved to approve the CREDE invoices for the months of August, September, and October, and Commissioner Evans seconded the motion and the motion passed.

**ACTION TAKEN: MOTION PASSED**

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

***b. Approve Mitchell Law Firm October Invoice.***

Commissioner Evans made a motion to approve the invoice as it was presented and Commissioner Shepherd seconded the motion. The motion passed as it was presented.

ACTION TAKEN: MOTION PASSED

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

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

**Attested by:**

  
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Justin Hanks  
Clerk of the Board