

Board Of Harbor Commissioners

Crescent City Harbor District

August 16, 2022

Regular Harbor Commission Meeting



Regular Meeting

Board of Harbor Commissioners of the Crescent City Harbor District

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

AGENDA

Date: Tuesday, August 16, 2022

Time: Open Session 2:00 p.m.
Closed Session Following Closed Session

Place: 101 Citizens Dock, Crescent City, CA 95531 and via Zoom Webinar

PURSUANT TO AB 361, THE PUBLIC AND BOARD MAY PARTICIPATE IN THIS MEETING VIA TELECONFERENCE AS SOCIAL DISTANCING MEASURES ARE RECOMMENDED BY STATE OFFICIALS.

Virtual Meeting Options

Link for Zoom Webinar: <https://us02web.zoom.us/j/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 Agenda for separate consideration or action.

- a. Approval of the Meeting Minutes of the July 19th, 2022 Regular Meeting.**
- b. Approval of Resolution No. 2022-12 Making Findings and Determinations Under AB 361 for Continued Virtual Meetings.**

2. Financial Reports

- a. Account Balances**
- b. Comptroller's Report**

3. New Business

- a. Presentation from Chris Dufour of Redwoods Leavitt Insurance Agency on Harbor Insurance Coverage Breakdown.**
- b. Breakdown of Attorney Bills from BB&K Law Firm.**
- c. Discuss and vote to approve the Harbormasters attendance at the Annual Training Conference held by the California Association of Harbormasters and Port Captains Association.**

4. Unfinished Business

- a. Long-term tenants Relocation Update**
- b. Solar/PPL Update**
- c. Dredge Update**
- d. Social Media Update**
- e. Grant Update**
 - i. Presentation from Moffatt & Nichol on the Benefits of the Crescent City Harbor Opportunities Evaluation.**
 - ii. Update from Mike Bahr on Grant Status and benefits of Opportunities Evaluation from a grant writing perspective.**
 - iii. Consider Crescent City Opportunities Evaluation Proposal and vote to approve.**

- 5. Communications and Reports**
 - a. CEO / Harbormaster Report**
 - b. Harbor Commissioner Reports**

- 6. Adjourn to Closed Session**

CLOSED SESSION

- a. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

(Gov. Code section 54956.9(d)(2).): One matter.

- b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

(Government Code section 54956.9(d)(2))

Significant Exposure to Litigation: One case based on correspondence with Fashion Blacksmith regarding claim for damages.

- 7. Adjourn Closed Session**

- 8. Report out of Closed Session**

- 9. ADJOURNMENT**

Adjournment of the Board of Harbor Commissioners will be until the next meeting scheduled for Tuesday, September 6, 2022, 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 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.



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- b. Approval of Resolution No. 2022-12 Making Findings and Determinations Under AB 361 for Continued Virtual Meetings.**

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 19th, 2022 2:00 p.m. |
|---|------------------------------|

Board of Harbor Commissioners of the Crescent City Harbor District

MINUTES

Regular Meeting, Tuesday July 19th, 2022 at 2:00 P.M.

CALL OR ORDER: **2:00 PM**

ROLL CALL:

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

Absent: NONE

Quorum: YES

PLEDGE OF ALLEGIANCE:

PUBLIC COMMENT:

Dennis Daniel, local attorney representing Mr. and Mrs. Steele (owners of the F/V Tally Ho II), addressed the board regarding the revocation notice of the vessel. Mr. Daniel expressed the wishes of the Steeles to have more time to service the vessel and make necessary repairs. Harbormaster Petrick agreed to the terms.

Annie Nehmer addressed the board about the electric bills for the marina tenants. Harbormaster Petrick expressed that the harbor office had recently switched systems and was currently working to fix the issues.

1. CONSENT CALENDAR

(1A) Approval of the Meeting Minutes of the June 21, 2022 Regular Meeting.

(1B) Approval of Resolution No. 2022-11, Making Findings and Determinations Under AB 361 for Continued Virtual Meetings.

Commissioner Stone **moved** to approve the consent calendar. Secretary Adams **seconded** the motion. President Shepherd then opened up public comment on the agenda item. No members of the public commented. President Shepherd then called for a vote.

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

Ayes: WEBER, WHITE, STONE, ADAMS, SHEPHERD / Nays: NONE

Absent: NONE / Abstain: NONE

2. FINANCIAL REPORTS

(2A) Account Balances, Accounts Receivable Report

The board reviewed account balances. Comptroller Thomas Zickgraf reported on efforts to be more aggressive with A/R collections with the help of new accounting systems.

President Shepherd then opened up public comment. No public comment.

3. NEW BUSINESS

(3A) Presentation from Redwoods Leavitt Insurance Agency. Consider the Harbor's insurance policies. Discuss and vote to approve continuing coverage.

Harbormaster Petrick presented the proposed coverage and explained to the Commission that he would like to see improvement of the coverage of Citizen's Dock, and he plans to find more robust coverage in the future. He also remarked that the District saved significantly on workers compensation insurance.

The Board of Commissioners discussed monthly premiums and Commissioner White **moved** to approve the insurance quote. Commissioner Stone **seconded** the motion. President Shepherd opened up public comment. No members of the public commented. President Shepherd then moved the discussion back to the Board.

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

Ayes: STONE, WHITE, ADAMS, SHEPHERD / Nays: NONE

Absent: NONE / Abstain: WEBER

Commissioner Weber requested a presentation from Redwoods Leavitt Insurance Agency on the proposed coverage at the next meeting.

(3B) Consider proposal from GeoEngineers, Inc., to provide continuing dredge spoils management services. Discuss and vote to approve proposal.

Harbormaster Petrick explained that GeoEngineers, Inc requested additional funds to complete the survey for beneficial use of dredge spoils.

Secretary Adams **moved** to approve the motion. Commissioner Stone **seconded** the motion. President Shepherd then called for public comment. No members of the public commented. President Shepherd then brought the discussion to a vote.

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

Ayes: WHITE, STONE, WEBER, ADAMS, SHEPHERD / Nays: NONE

Absent: NONE / Abstain: NONE

(3C) Consider proposal from Moffatt & Nichol to research and identify development and growth opportunities for the Harbor. Discuss and vote to approve proposal.

Harbormaster Petrick presented a “pre-development plan” proposed by Moffatt & Nichol to analyze and determine how future development within the Crescent City Harbor could best function and best serve commercial fishing, cargo, personnel, and recreational boating operations. Petrick added that if the Commission decided to approve this study, it would be a valuable tool for grant applications.

Commissioner White suggested that the District’s Grant Writer, Mike Bahr, attend the next meeting to explain to the commission how these studies will benefit his efforts. Commissioner Stone also requested that a representative from Moffatt & Nichol attend the next meeting to speak about the proposed study.

President Shepherd requested that the item be tabled for the next regular meeting. Secretary Adams **moved** to table the item. Commissioner Stone **seconded** the motion. President Shepherd then brought the discussion to a vote to table this item until the next meeting.

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

Ayes: WEBER, STONE, WHITE, ADAMS, SHEPHERD / Nays: NONE

Absent: NONE / Abstain: NONE

4. UNFINISHED BUSINESS

(4A) Dredge Update

Harbormaster Petrick reported that there were no new updates on dredging. Commissioner Stone mentioned that he had attended a meeting with Caltrans about the last chance grade project and the potential opportunity for the District to obtain some rock or soil from the project to utilize for infrastructure development and reinforcement of existing structures.

(4B) Long-term Tenants Relocation Update

President Shepherd expressed that the Long-term Tenants Relocation Update from Renewable Energy Capital would be available on the District website after the meeting.

(4C) Solar/PPL Update

The Solar/PPL Update was also including in the documents provided by Renewal Energy Capital and would also be posted on the District’s website.

5. COMMUNICATIONS AND REPORTS

(5A) Year-End Financial Report

Comptroller Thomas Zickgraf reported that the CCHD Operating amount for FY 2022 was in the negative but was offset by the tax proceeds and the COVID-19 relief grant that were received during the fiscal year, so the District ultimately broke even in FY 2022 before depreciation. Zickgraf then informed the Commission that the next step is to finalize the District’s balance sheet and to identify the District’s assets and liabilities.

District Financial Advisor, Stephen Denny, provided an Audit update for the Commission.

(5B) CEO/Harbormaster Report

Harbormaster Petrick congratulated Mike Rademaker on his new position as Deputy Harbormaster. Petrick also thanked the three E3 students who had interned at the District. Deputy Harbormaster Rademaker reported on the District’s increased social media efforts.

(5C) Harbor Commissioner Reports

- (a) Commissioner White: reported that he was unable to attend the last Visitors Bureau Meeting.
- (b) Commissioner Stone: reported that the Tri-agency did not meet the month before.
- (c) Commissioner Weber: requested that the District investigate potential options to build a path from the crosswalk to the harbor parking lot for pedestrian use.
- (d) Secretary Adams: requested that the Harbor have improved cleaning efforts after the fourth of July festivities. He also inquired about the power issues on H-dock.
- (e) President Shepherd: no report for this meeting.

6. ADJOURNMENT

ADJOURNMENT TO THE BOARD OF HARBOR COMMISSIONERS NEXT REGULAR MEETING SCHEDULED FOR TUESDAY, AUGUST 2, 2022 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 _____, 2022

Rick Shepherd, President

Harry Adams, Secretary

RESOLUTION NO. 2022-12

**A RESOLUTION OF THE BOARD OF HARBOR
COMMISSIONERS OF THE CRESCENT CITY HARBOR
DISTRICT MAKING FINDINGS AND DETERMINATIONS
UNDER AB 361 FOR CONTINUED VIRTUAL MEETINGS**

WHEREAS, the Crescent City Harbor District (“District”) is committed to preserving and nurturing public access and participation in meetings of the Board of Harbor Commissioners (“Board”); and

WHEREAS, all meetings of District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963)(the “Brown Act”), so that any member of the public may attend, participate, and watch the District Board meetings or any meetings where District legislative bodies conduct their business; and

WHEREAS, starting in March 2020, in response to the spread of COVID-19 in the State of California, the Governor issued a number of executive orders aimed at containing the COVID-19 virus; and

WHEREAS, among other things, these orders waived certain requirements of the Brown Act to allow legislative bodies to meet virtually; and

WHEREAS, on September 16, 2021 the Governor signed Assembly Bill 361 (“AB361”)(in effect as of October 1, 2021), which allows legislative bodies to meet virtually provided there is a state of emergency, and either: (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the California Health Officer issued an order on December 22, 2021 that the recent emergency of the Omicron variant has further emphasized the importance of prevention efforts;

WHEREAS, social distancing is form of prevention that allows for the participation of the community, staff, presenters, and legislative body members in a safe environment, with no risk of contagion and it is recommended that legislative bodies continue to implement 100% of remote meetings; and

WHEREAS, on January 4, 2022, the Board adopted Resolution 2022-01 authorizing remote teleconference meetings of the Crescent City Harbor District; and

WHEREAS, on February 1, 2022, the Board adopted Resolution 2022-02 authorizing the extension of remote teleconference meetings of the Crescent City Harbor District; and

WHEREAS, on March 1, 2022, the Board adopted Resolution 2022-03 authorizing the extension of remote teleconference meetings of the Crescent City Harbor District; and

WHEREAS, on April 5, 2022, the Board adopted Resolution 2022-04 authorizing the extension of remote teleconference meetings of the Crescent City Harbor District; and

WHEREAS, on May 3, 2022, the Board adopted Resolution 2022-04 authorizing the extension of remote teleconference meetings of the Crescent City Harbor District; and

WHEREAS, on June 21, 2022, the Board adopted Resolution 2022-04 authorizing the extension of remote teleconference meetings of the Crescent City Harbor District; and

WHEREAS, on July 19, 2022, the Board adopted Resolution 2022-04 authorizing the extension of remote teleconference meetings of the Crescent City Harbor District; and

WHEREAS, the Board has reconsidered the circumstances of the state of emergency and finds that state officials continue to recommend measures to promote social distancing; and

WHEREAS, the Board desires that the District shall continue to hold virtual meetings pursuant to AB 361 and Government Code section 54953(e).

NOW, THEREFORE, THE BOARD OF HARBOR COMMISSIONERS OF THE CRESCENT CITY HARBOR DISTRICT DOES HEREBY RESOLVE AND FIND AS FOLLOWS:

Section 1. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. The Board of Harbor Commissioners of the Crescent City Harbor District shall be authorized to continue to meet virtually in accordance with Government Code section 54953(e) and without compliance with section 54953(b)(3).

Section 3. This Resolution does not prevent or prohibit the Board from holding hybrid meetings (containing both virtual and in-person components) or from meeting in-person, provided such meetings comply with AB 361 and with all state and local health orders.

Section 4. The Board shall take action to renew this Resolution every 30 days for as long as any state or local officials continue to recommend any measures to promote social distancing, but the Board may terminate the Resolution at any time. In the event that more than 30 days pass between regular Board meetings, the Board shall take action to renew this Resolution prior to taking any action or engaging in any deliberation or discussion in a virtual meeting; renewal of this Resolution may occur either at the beginning of the next regular meeting or at a special meeting called for such purposes. In the event this Resolution has lapsed, and the Board has not terminated it, the Board shall be authorized to, and shall, make any required findings in order to meet virtually under AB 361.

Section 5. If any provision of this Resolution or the application of any such provision to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The Board declares that the Board would have adopted this Resolution irrespective of the invalidity of any particular portion of this Resolution.

Section 6. This Resolution shall take effect immediately upon its adoption.

APPROVED, ADOPTED AND SIGNED this 16th day of August 2022.

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

ATTEST:

Mike Rademaker, Clerk
Board of Harbor Commissioners
Crescent City Harbor District

AYES:
NOES:
ABSENT:
ABSTAIN:



2. Financial Reports

- a. Account Balances**
- b. Comptroller's Report**

Public Comment?

| BANK BALANCES AS OF 7.29.22 | | BANK BALANCES AS OF 8.12.22 | | DIFFERENCE |
|------------------------------------|-----------------------|------------------------------------|-----------------------|--------------------|
| CCHD OPERATING | \$14,879.62 | CCHD OPERATING | \$214,658.53 | \$199,778.91 |
| CCHD SAVINGS | \$30,021.29 | CCHD SAVINGS | \$30,021.29 | \$0.00 |
| REDWOOD HARBOR | \$9,219.14 | REDWOOD HARBOR | \$8,392.96 | -\$826.18 |
| BAYSIDE RV PARK | \$29,185.93 | BAYSIDE RV PARK | \$43,499.30 | \$14,313.37 |
| LAIF ACCOUNT | \$1,530,532.19 | LAIF ACCOUNT | \$1,375,532.19 | -\$155,000.00 |
| TOTALS | \$1,696,543.40 | TOTALS | \$1,741,106.12 | \$58,266.10 |



Thomas Zickgraf, Comptroller
Crescent City Harbor District
101 Citizens' Dock Road
Crescent City, CA 95531
www.ccharbor.com
Phone: 707-464-6174
Email: tzickgraf@ccharbor.com

Thank you for the opportunity to serve as the Comptroller for the Crescent City Harbor District, I am grateful for the opportunity.

My Primary goals for FY 2022-2023 are to:

- ensure the Crescent Harbor Districts accounting and finances are managed per GAAP
- to provide insight and financial reporting
- to help safeguard the Harbor's assets
- to minimize financial risks
- to provide guidance and assistance
- to ensure all required financial reporting is completed.

Since my start in May 2022, the major objectives the Office Team and I accomplished are:

- FY 2022-2023 Budget Developed & Adopted
- Initial Close of FY 2021-2022
- Integration of QuickBooks Accounting & MarinaGo Reservations Systems into GAAP compliant Enterprise System
- AR & AP Clean-Up (on-going)
- Revised Chart of Accounts
- Updated Reporting, Financial Oversight & Audit Prep
- Audit of Customer Files (Insurance, Registration, Payments, etc.)

During Q1 2022, the team's main objectives are to:

- Complete Engagement with Outside Consultant
- Build Balance Sheet, Confirm Assets & Depreciation Schedule
- Improve Financial Reporting, Reduce AR Collection Times
- Complete FY2020-2021 Audit & Address Deficiencies
- Create and Implement Standard Close Process
- Create and Implement Quarterly Review & Report
- Correctly Invoice and Collect Balances from Clients
- Establish ways for Customers to make payments via email links and automatic credit card payments

Q2 Objectives Include:

- Complete Payroll Review for Audit & Mid-Year Review
- Prepare for FY2021-2022 Audit
- Prepare Mid-Year Review
- Transition RV Park Operations to Developer

Q3 Objectives Include:

- Complete audit prep and all document schedules for FY 2021-2022 Audit
- Present Mid-Year FY2022-2023 Review to Commissioners
- Present Mid-Year FY 2022-2023 Budget Modifications
- Further Operational Transfer to Developer
- New Grant Projects

Q4 Objectives Include:

- Prepare Draft FY2023-2024
- Prepare Draft FY 2022-2023 Close
- New Grant Projects

Additional projects and assignments will be added. Key Performance Indicators, Standard Operating Procedures and best practices are being developed and implemented. Audit preparedness, protecting CCHD's resources and to be of service are the primary goals.

Cheers,

A handwritten signature in black ink, appearing to read 'T. Zickgraf', written in a cursive style.

Thomas Zickgraf, Comptroller

**CRESCENT CITY HARBOR DISTRICT
INCOME STATEMENT
07-01-2022 THROUGH 07-31-2022**

| | AMOUNT |
|--------------------------------------|----------------------|
| Marina: Commercial Leases | \$ 60,956.67 |
| Marina: Commercial Poundage Fees | \$ 482.89 |
| Marina: Commercial Freezer | \$ 999.00 |
| Marina: Fees to Live-a-Board | \$ 825.00 |
| Marina: Commercial Mobile Crane | \$ 75.00 |
| Marina: Commercial Utilities | \$ 1,482.07 |
| Marina: Fees | \$ 290.35 |
| Marina: Launch Ramp | \$ 2,601.25 |
| Marina: Moorage | \$ 29,017.68 |
| Marina: Storage | \$ 852.50 |
| Marina: Utilities | \$ 26.04 |
| Marina: Gift Shop Sales | \$ 2,706.60 |
| TOTAL MARINA INCOME | \$ 100,315.05 |
| Penalty Charges: Late Fees | \$ 900.00 |
| Penalty Charges: No Insurance | \$ 2,100.00 |
| TOTAL PENALTY CHARGES | \$ 3,000.00 |
| RHV: Leases | \$ 23,559.02 |
| RHV: Fees for Pets | \$ 330.00 |
| TOTAL RHV INCOME | \$ 23,889.02 |
| Bayside: Leases | \$ 30,879.42 |
| Bayside: Freezers | \$ 25.00 |
| TOTAL BAYSIDE INCOME | \$ 30,904.42 |
| TOTAL INCOME OPERATING INCOME | \$ 158,108.49 |
| Less Gift Shop Inventory Sold | \$ (542.77) |
| GROSS OPERATING PROFIT | \$ 157,565.72 |
| Accounting | \$ 16,705.92 |
| IT Support | \$ 1,600.00 |
| Legal Services | \$ 8,501.50 |
| TOTAL PROFESSIONAL SERVICES | \$ 26,807.42 |
| Payroll Admin | \$ 41,556.33 |
| Payroll Bayside | \$ 5,385.86 |
| Payroll Benefits | \$ 16,732.38 |
| Payroll Commissioners | \$ 9,504.06 |
| Payroll Maintenance | \$ 21,335.04 |
| Payroll Redwood Harbor | \$ 3,852.49 |
| Payroll Retirees | \$ 17,121.71 |
| Payroll Security | \$ 11,416.23 |
| Payroll Tax Expense | \$ 6,035.63 |
| Payroll Taxes Bayside | \$ 555.06 |
| Payroll Taxes Harbor | \$ 397.03 |
| Payroll Worker's Comp | \$ 3,818.20 |
| TOTAL PAYROLL EXPENSES | \$ 137,710.02 |

**CRESCENT CITY HARBOR DISTRICT
INCOME STATEMENT
07-01-2022 THROUGH 07-31-2022**

| | AMOUNT |
|---|------------------------|
| Auto Expenses & Lease Payments | \$ 8,024.48 |
| Community Support | \$ 93.50 |
| Fuel Expenses | \$ 3,732.55 |
| Insurance Expenses | \$ 5,938.80 |
| Office Copier Rental | \$ 104.42 |
| Office Expenses | \$ 2,478.10 |
| Office Postage | \$ 458.87 |
| Office Supplies | \$ 1,747.43 |
| Outside Services | \$ 7,039.95 |
| Permits & Licensing | \$ 750.00 |
| Posting & Announcements | \$ 150.00 |
| Repairs & Maintenance | \$ 33,228.38 |
| Supplies | \$ 4,082.19 |
| Uniforms | \$ 295.44 |
| TOTAL OPERATING EXPENSES | \$ 68,124.11 |
| Utilities - Electric & Gas | \$ 9,595.49 |
| Utilities - Waster Removal & Recycling | \$ 5,022.60 |
| Utilities - Water & Sewer | \$ 5,001.13 |
| Utilities Propane | \$ 662.11 |
| Utilities Telephone | \$ 461.28 |
| TOTAL UTILITIES | \$ 20,742.61 |
| Wifi Subscriptions | \$ 2,644.00 |
| Wifi Webhosting & Services | \$ 2,610.53 |
| TOTAL WIFI & INTERNET EXPENSES | \$ 5,254.53 |
| TOTAL EXPENSES | \$ 258,638.69 |
| NET OPERATING PROFIT | \$ (101,072.97) |
| Tax Proceeds Received - Del Norte County | \$ 50,776.15 |
| ADJUSTED PROFIT | \$ (50,296.82) |
| Equipment - Forklift - Loan Payments | \$ 2,243.12 |
| TOT Tax Expense | \$ 116.53 |
| TOTAL OTHER EXPENSES | \$ 2,359.65 |
| ADJUSTED NET PROFIT | \$ (52,656.47) |

**CRESCENT CITY HARBOR DISTRICT
OPEN AP AS OF 08-12-2022**

| VENDOR | OPEN BALANCE |
|---------------------------------------|----------------------|
| 4IMPRINT | \$ 2,029.62 |
| ACCONTEMPS | \$ 7,051.20 |
| ARAMARK INC | \$ 152.32 |
| C RENNER PETROLEUM INC | \$ 206.99 |
| CRESCENT ACE HARDWARE | \$ 1,081.31 |
| DISH NETWORK | \$ 926.58 |
| DN CHAMBER OF COMMERCE | \$ 93.50 |
| DN OFFICE | \$ 136.33 |
| ENGLUND MARINE | \$ 110.95 |
| GEOENGINEERS INC | \$ 8,339.50 |
| INDUSTRIAL STEEL & SUPPLY | \$ 201.76 |
| INFINITE CONSULTING SERVICES | \$ 9,159.86 |
| KILLOPS LAND SURVEYING 1 | \$ 922.03 |
| LAI TRUST | \$ 2,464.89 |
| MAIL ROOM | \$ 24.00 |
| MARINESYNC CORPORATION | \$ 7,459.63 |
| MENDES SUPPLY CO | \$ 864.77 |
| NORTHCOAST HEALTH SCREENING | \$ 90.00 |
| O'REILLY AUTO PARTS | \$ 83.40 |
| PACIFIC AFFILIATES CONSULTING | \$ 2,400.00 |
| PACIFIC POWER | \$ (1,238.05) |
| PROGRESSIVE INSURANCE | \$ 1,665.80 |
| R.A. KIRKLAND INC. | \$ 5,833.33 |
| ROTO ROOTER INC | \$ 861.51 |
| SPECTRUM (CHARTER) | \$ 229.98 |
| THERMO FLUIDS INC | \$ 827.14 |
| TOPPER | \$ 65,721.97 |
| US CELLULAR | \$ 450.43 |
| WOODS PLUMBING | \$ 375.00 |
| TOTAL OPEN AP AS OF 08-12-2022 | \$ 118,525.75 |

**CRESCENT CITY HARBOR DISTRICT
OPEN INVOICES AS OF 08-12-2022**

| Due Date | Num | Name | Open | COA |
|----------|------------|------------------------------|-------------|--|
| 08/13/22 | 23000514 | 4IMPRINT | \$ 2,029.62 | COGS GOFT SHOP: 501 |
| 08/04/22 | 60481586 | ACCOUNTEMPS | \$ 3,796.80 | PROFESSIONAL SERVICES ACCOUNTING: 101 |
| 09/09/22 | 60497445 | ACCOUNTEMPS | \$ 3,254.40 | PROFESSIONAL SERVICES ACCOUNTING: 101 |
| 09/10/22 | 5090013592 | ARAMARK INC | \$ 76.16 | UNIFORMS: 72 |
| 09/10/22 | 5090017076 | ARAMARK INC | \$ 76.16 | UNIFORMS: 72 |
| 09/02/22 | 119816 | C RENNER PETROLEUM INC | \$ 206.99 | FUEL EXPENSES: 62 |
| 08/10/22 | 927355 | CRESCENT ACE HARDWARE | \$ 34.19 | REPAIR AND MAINTENANCE: 68 |
| 08/02/22 | 927785 | CRESCENT ACE HARDWARE | \$ 376.75 | REPAIR AND MAINTENANCE: 68 |
| 09/10/22 | 927868 | CRESCENT ACE HARDWARE | \$ 65.97 | REPAIR AND MAINTENANCE: 68 |
| 08/10/22 | 927970 | CRESCENT ACE HARDWARE | \$ 62.73 | REPAIR AND MAINTENANCE: 68 |
| 08/10/22 | 927969 | CRESCENT ACE HARDWARE | \$ 41.12 | REPAIR AND MAINTENANCE: 68 |
| 09/10/22 | 928602 | CRESCENT ACE HARDWARE | \$ 21.20 | REPAIR AND MAINTENANCE: 68 |
| 09/10/22 | 928714 | CRESCENT ACE HARDWARE | \$ 411.00 | REPAIR AND MAINTENANCE: 68 |
| 09/10/22 | 929055 | CRESCENT ACE HARDWARE | \$ 16.43 | REPAIR AND MAINTENANCE: 68 |
| 09/10/22 | 929056 | CRESCENT ACE HARDWARE | \$ 51.92 | REPAIR AND MAINTENANCE: 68 |
| 08/19/22 | 44792 | DISH NETWORK | \$ 926.58 | WI-FI CONNECTION AND SERVICES: 76 |
| 08/18/22 | 1127 | DN CHAMBER OF COMMERCE | \$ 93.50 | CONTRIBUTIONS & SUPPORT: 61 |
| 08/16/22 | 660553 | DN OFFICE | \$ 136.33 | OFFICE EXPENSE SUPPLIES: 64 |
| 08/31/22 | 691290/5 | ENGLUND MARINE | \$ 20.61 | SUPPLIES OPERATIONS: 69 |
| 08/31/22 | 691351/5 | ENGLUND MARINE | \$ 6.69 | SUPPLIES OPERATIONS: 69 |
| 08/31/22 | 691427/5 | ENGLUND MARINE | \$ 4.19 | SUPPLIES OPERATIONS: 69 |
| 08/31/22 | 691458/5 | ENGLUND MARINE | \$ 16.02 | SUPPLIES OPERATIONS: 69 |
| 08/31/22 | 691573/5 | ENGLUND MARINE | \$ 8.30 | SUPPLIES OPERATIONS: 69 |
| 08/31/22 | 904761/5 | ENGLUND MARINE | \$ 46.42 | SUPPLIES OPERATIONS: 69 |
| 09/30/22 | 691740/5 | ENGLUND MARINE | \$ 8.72 | SUPPLIES OPERATIONS: 69 |
| 08/12/22 | 181547 | GEOENGINEERS INC | \$ 8,339.50 | OUTSIDE SERVICES DREGING: 78 |
| 06/11/22 | 393075 | INDUSTRIAL STEEL & SUPPLY | \$ 93.74 | REPAIR AND MAINTENANCE: 68 |
| 08/27/22 | 396819 | INDUSTRIAL STEEL & SUPPLY | \$ 108.02 | REPAIR AND MAINTENANCE: 68 |
| 07/21/22 | 9947 | INFINITE CONSULTING SERVICES | \$ 2,161.77 | PROFESSIONAL SERVICES IT SUPPORT: 105 |
| 08/16/22 | 10023 | INFINITE CONSULTING SERVICES | \$ 4,700.00 | PROFESSIONAL SERVICES IT SUPPORT: 105 |
| 08/16/22 | 988 | INFINITE CONSULTING SERVICES | \$ 1,787.10 | PROFESSIONAL SERVICES IT SUPPORT: 105 |
| 08/26/22 | 10050 | INFINITE CONSULTING SERVICES | \$ 510.99 | PROFESSIONAL SERVICES IT SUPPORT: 105 |
| 08/31/22 | 1231 | KILLOPS LAND SURVEYING 1 | \$ 922.03 | PROFESSIONAL SERVICE - SURVEYS FOR LEASES: 108 |

**CRESCENT CITY HARBOR DISTRICT
OPEN INVOICES AS OF 08-12-2022**

| Due Date | Num | Name | Open | COA |
|----------|---------------------|-------------------------------|---------------|---|
| 08/20/22 | 17044 | LAI TRUST | \$ 2,464.89 | AUTO EXPENSES & LEASE PAYMENTS: 71 |
| 06/13/22 | 241791 | MAIL ROOM | \$ 24.00 | OFFICE EXPENSES POSTAGE: 64 |
| 02/21/22 | 6303 | MARINESYNC CORPORATION | \$ 6,857.77 | IMPROVEMENTS ELECTRICAL METERS MARINA: 303 |
| 04/04/22 | 6305 | MARINESYNC CORPORATION | \$ 601.86 | IMPROVEMENTS ELECTRICAL METERS MARINA: 303 |
| 08/24/22 | M232681 00 01 | MENDES SUPPLY CO | \$ 141.48 | REPAIR AND MAINTENANCE: 68 |
| 09/01/22 | M233060 00 00 | MENDES SUPPLY CO | \$ 723.29 | REPAIR AND MAINTENANCE: 68 |
| 08/31/22 | 10679 | NORTHCOAST HEALTH SCREENING | \$ 90.00 | OFFICE EXPENSE - EMPLOYEE SCREENING: 64 |
| 08/28/22 | 3140-291365 | O'REILLY AUTO PARTS | \$ 3.41 | AUTO EXPENSES & LEASE PAYMENTS: 71 |
| 09/02/22 | 3140-292091 | O'REILLY AUTO PARTS | \$ 62.68 | AUTO EXPENSES & LEASE PAYMENTS: 71 |
| 09/04/22 | 3140-292499 | O'REILLY AUTO PARTS | \$ 17.31 | AUTO EXPENSES & LEASE PAYMENTS: 71 |
| 09/05/22 | 27639 | PACIFIC AFFILIATES CONSULTING | \$ 2,400.00 | OUTSIDE SERVICES DREGING: 78 |
| 06/13/22 | 051222-060322 CCHD | PACIFIC POWER | \$ 330.57 | UTILITIES ELECTRIC & GAS: 73 |
| 08/30/22 | 5/12/2022 | PACIFIC POWER | \$ (1,568.62) | UTILITIES ELECTRIC & GAS: 73 |
| 08/15/22 | Sep-22 | PROGRESSIVE INSURANCE | \$ 1,665.80 | INSURANCE - AUTO: 63 |
| 08/27/22 | 650549 | R.A. KIRKLAND INC. | \$ 5,833.33 | OUTSIDE SERVICES - LANDSCAPING: 65 |
| 08/31/22 | 66265982S040 | ROTO ROOTER INC | \$ 861.51 | REPAIR AND MAINTENANCE: 68 |
| 08/01/22 | 1.19347E+14 | SPECTRUM (CHARTER) | \$ 229.98 | WI-FI CONNECTION AND SERVICES: 76 |
| 09/09/22 | 89553687-2110240119 | THERMO FLUIDS INC | \$ 161.74 | WASTE REMOVAL & OIL DISPOSAL: 75 |
| 09/10/22 | 89553688-2110240120 | THERMO FLUIDS INC | \$ 665.40 | WASTE REMOVAL & OIL DISPOSAL: 75 |
| 06/10/22 | 22.0135 | TOPPER | \$ 65,721.97 | IMPROVEMENTS MARINA NEW SECURITY DOORS: 303 |
| 09/02/22 | 521447660 | US CELLULAR | \$ 450.43 | UTILITIES TELEPHONE: 79 |
| 08/27/22 | CA-9157 | WOODS PLUMBING | \$ 375.00 | REPAIR AND MAINTENANCE: 68 |



3. New Business

- a. Presentation from Chris Dufour of Redwoods Leavitt Insurance Agency on Harbor Insurance Coverage Breakdown.**

Public Comment?



Renewal Proposal

Prepared for:

Crescent City Harbor District

Presented by: Chris Dufour

Redwoods Leavitt Insurance Agency

785 E Washington Blvd., #4

Crescent City, CA 95531

Phone: (707)465-6508

Fax: (707)465-5422

License #0C66788



Date Prepared: June 17, 2022

This proposal is solely an estimate of premium, based on the information provided, and all amounts are subject to change. This proposal does not bind or provide actual coverage and is not an offer of insurance. Specific terms of coverage, exclusions, and limitations are contained solely in a completed insurance policy for which a premium has been paid. This proposal may vary from your original request for coverage. Please review the proposal carefully for any variances. The terms, conditions and premiums included in this proposal contemplate the sale or renewal of all the quoted insurance lines. Electing to buy or renew only some of the lines of coverage may result in changes to the terms, conditions and premiums.

Redwoods Leavitt Insurance Agency Service Team

Your peace of mind is our priority, and achieving that comes from both your comfort level with our service team and consistency with requests. We believe you deserve top quality individuals and expertise from our support staff, and that is the foundation on which we have built our teams.

ACCOUNT EXECUTIVE

Chris Dufour

chris-dufour@leavitt.com

Responsibilities: Your Account Executive is responsible for your overall account supervision and coordination of services including negotiations with the insurance company, assisting with problem and dispute resolution and coverage questions.

ACCOUNT MANAGER

Vanessa Schaub

vanessa-schaub@leavitt.com

Responsibilities: Your Account Manager handles your questions and is the main point of contact on a day to day basis. Your Account Manager can handle technical questions, billing, audit, policy changes and detailed information as it pertains to your account.

Premium Summary

Insured: Crescent City Harbor District

Premium Comparison

| Line of Business | Expiring Term 2021-2022 | Renewal Quote 2022-2023 |
|--|----------------------------|----------------------------|
| Package – Marina Liability, Vessels, Equipment, & Docks | \$59,893.80 | \$67,680.00 |
| Commercial Property | \$24,122.20 | \$10,970.00 |
| Public Officials Management & Employment Practices Liability | \$7,123.14 | \$7,123.14 |
| Commercial Auto (6 month term) | \$8,353.44 (annual) | \$14,413.68 (annual) |
| Total Premium | \$99,492.58 | \$100,186.82 |

Subject to a minimum earned premium of 25% in the event the policy is cancelled for any reason.

Expiring Policy Mid Term Changes:

- Added 2022 GMC Sierra Effective 5/10/2022
- Added Two 2022 Ford Rangers Effective 4/18/2022
- Added GMC 2022 Sierra Effective 2/28/2022
- Deleted Travel Lift Effective 3/23/2022

Payment Options – Marina Package & Public Officials

| Down Payment | Check Payable to | # of Installments | Installment Amounts |
|--------------|-----------------------------------|-------------------|---------------------|
| \$17,107.50 | Redwoods Leavitt Insurance Agency | 9 | \$5,896.04 |
| \$7,123.14 | Redwoods Leavitt Insurance Agency | Full Pay | N/A |

Payment Options-Direct Bill – Commercial Property & Auto

| Carrier | Down Payment | Additional Installments | Installment Service Fee |
|--|--------------|-------------------------|-------------------------|
| Nationwide Option 1 – Monthly 12 Pay | \$1,688.00 | 11 | Yes |
| Nationwide Option 2 – Monthly 9 Pay | \$2,531.00 | 8 | Yes |
| Nationwide Option 3 - Quarterly | \$2,531.00 | 3 | Yes |
| Nationwide Option 4 – Semi-Annual 2 Pay | \$5,063.00 | 1 | Yes |
| Nationwide Option 5 – Full Pay | \$10,125.00 | 0 | No |
| Progressive – Monthly 5 Pay | \$1,689.60 | 4 | Yes |
| Progressive – Full Pay (discounted for Full Pay) | \$8,322.80 | 0 | No |

Requirements Needed to Bind Coverage:

- Signed Terrorism Rejection/Acceptance Form
- Signed CA D-1
- Signed Premium Finance Agreement (if financing)
- Chosen Nationwide Payment Plan

Policy Number: 22/23 PKG SUBMISSION
Line of Business: Package
Effective/Expiration: 07/01/2022 - 07/01/2023
Writing Company: Markel Insurance Company
Premium Quote \$67,680.00

Line of Business

| Line of Business | Description | Writing Company |
|-------------------|--|--------------------------|
| Commercial Fire | Docks | Markel Insurance Company |
| General Liability | Marina Operators Liability & Lessor's Risk | Markel Insurance Company |
| Inland Marine | Vessels & Equipment | Markel Insurance Company |

Named Insured and Locations

First Named Insured

| Firm Name | Dec Name App | Entity Type |
|-------------------------------|-------------------------------|-------------|
| Crescent City Harbor District | Crescent City Harbor District | Other |

Location Schedule

| Loc # | Bldg # | Address | City | State | Zip Code | Description |
|-------|--------|-------------------------|---------------|-------|----------|--------------------|
| 00001 | | Citizens Dock Area | Crescent city | CA | 95531 | Docks |
| 00002 | | Fashion Blacksmith Dock | Crescent City | CA | 95531 | Dock |
| 00003 | 00001 | 161 Starfish Way | Crescent City | CA | 95531 | Albers |
| 00004 | 00001 | 151 Starfish Way | Crescent City | CA | 95531 | Pacific Choice |
| 00005 | 00001 | 121 Starfish Way | Crescent City | CA | 95531 | Fashion Blacksmith |
| 00006 | 00001 | 101 Citizens Dock Rd | Crescent City | CA | 95531 | District Office |
| 00007 | 00001 | 160 Marine Way | Crescent City | CA | 95531 | |
| 00008 | 00001 | 128 Anchor Way | Crescent City | CA | 95531 | |
| 00009 | 00001 | 141 Starfish Way | Crescent City | CA | 95531 | |
| 00010 | 00001 | 170 Anchor Way | Crescent City | CA | 95531 | Crescent Seafood |
| 00011 | 00001 | 150 Marine Way | Crescent City | CA | 95531 | Coast Guard Aux |
| 00012 | 00001 | 159 Starfish Way | Crescent City | CA | 95531 | RV Park |

General Liability

General Coverage Information

Coverage Type Commercial General Liability
Occurrence/Claims Made Occurrence

General Liability Coverages/Limits

| Coverage | Limit |
|----------------------------------|-----------|
| Fire Damage | 50,000 |
| General Aggregate | 3,000,000 |
| Medical Expense | 2,500 |
| Personal & Advertising Injury | 3,000,000 |
| Products/Completed Ops Aggregate | 3,000,000 |
| Hired Auto | 1,000,000 |
| Non-owned Auto | 1,000,000 |
| HNOA Aggregate | 1,000,000 |
| Each Occurrence | 3,000,000 |

Schedule of Hazards

| Loc # | Prem Code | Class Code | Classification | Exposure |
|-------|-----------|------------|---|-------------|
| 00001 | S | 10105 | Primary \$1,000,000.00 - Boat moorage, storage, hauling, launching and services | 525,000 |
| 00001 | S | 61217 | Primary \$1,000,000.00 - Rents, concessions, grants, assessments and other revenue plus Wharfingers legal liability | 800,000 |
| 00001 | C | 61217 | \$2,000,000.00 Excess \$1,000,000.00 | Flat Charge |
| 00001 | C | 61217 | Lessor's Risk - Policy Level | Flat Charge |
| 00012 | S | 10331 | Campground RV Park - 120 spaces | 420,000 |

Prem (premium) Code: A = Area, C = Total Cost, G = Gallons, M = Admissions, P = Payroll, S = Gross Sales, T = Other, U = Unit

Commercial Inland Marine

Equipment Floater

Type of Operation Harbor District
Territory of Operation Harbor area

Equipment Summary

| Loc # | Category | Coverage | Deductible | Amount of Insurance |
|-------|-----------------------------------|--------------|------------|---------------------|
| 00001 | Marina Operator's Legal Liability | Special form | 1,500 | 154,548 |

Scheduled Equipment

| Year | Make | Model | Description | Serial # | Amount of Insurance |
|------|-------------|---------|-------------------|----------|---------------------|
| 2017 | Hyster | H6XT | Forklift | | 27,293 |
| 2004 | Caterpillar | 420D | Backhoe | FDP24810 | 54,500 |
| 2015 | | HH80 SD | Pump 3" High Head | | 52,000 |

Scheduled Vessels

| Year | Make | Description | Serial # | Amount of Insurance |
|------|------|-------------------------------|--------------|---------------------|
| | | 36' Landing Craft | 36VP6437 | 10,455 |
| | | 20' McGee Fiberskiff w/ Motor | CFZ4118X1000 | 7,210 |
| | | 16' Steel Skiff w/ Motor | | 52,000 |

Docks Property

Premises-Underwriting Information

| Loc # | Bldg # | Address | Description |
|-------|--------|--------------------|-------------|
| 00003 | | Citizens Dock Area | |

Premises-Subject of Insurance

| Loc # | Bldg # | Subject of Insurance | Amount | Valuation | Co-Ins % | Cause of Loss | Deductible |
|-------|--------|----------------------|-----------|------------------|----------|---------------|------------|
| 00003 | | Docks | 2,750,000 | Replacement Cost | 90 | Full Form | 25,000 |
| 00003 | | Business Income | 121,480 | Follows Loss | | Full Form | |

Refer to actual policy for actual limits, deductibles, conditions, exclusions and details.

Policy Number: 22/23 PROP SUBMISSION
Line of Business: Commercial Fire
Effective/Expiration: 07/01/2022 - 07/01/2023
Writing Company: Nationwide Mutual Insurance Company
Premium Quote \$10,125.00

Line of Business

| Line of Business | Description | Writing Company |
|---------------------|--|-------------------------------------|
| Commercial Property | Buildings, Business Personal Property, Business Income | Nationwide Mutual Insurance Company |

Named Insured and Locations

First Named Insured

| Firm Name | Dec Name App | Entity Type |
|-------------------------------|-------------------------------|-------------|
| Crescent City Harbor District | Crescent City Harbor District | Other |

Location Schedule

| Loc # | Bldg # | Address | City | State | Zip Code | Description |
|-------|--------|------------------------|---------------|-------|----------|--------------------|
| 00001 | 00001 | 161 Starfish Way | Crescent City | CA | 95531 | Albers |
| 00002 | 00001 | 151 Starfish Way | Crescent City | CA | 95531 | Pacific Choice |
| 00003 | 00001 | 121 Starfish Way | Crescent City | CA | 95531 | Fashion Blacksmith |
| 00004 | 00001 | 101 Citizens Dock Road | Crescent City | CA | 95531 | District Office |
| 00005 | 00001 | 150 Marine Way | Crescent City | CA | 95531 | Coast Guard Aux |
| 00006 | 00001 | 101 Starfish Way | Crescent City | CA | 95531 | Maint. Bays |
| 00006 | 00002 | 101 Starfish Way | Crescent City | CA | 95531 | Maint. Storage |
| 00007 | 00001 | 170 Marine Way | Crescent City | CA | 95531 | Crescent Seafood |
| 00008 | 00001 | 245 Anchor Way | Crescent City | CA | 95531 | MM Diving |
| 00009 | 00001 | 201 Citizens Dock Rd | Crescent City | CA | 95531 | Old Englund Marine |

Property

Premises-Underwriting Information

| Loc # | Bldg # | Address | Description |
|-------|--------|------------------------|--------------------|
| 00001 | 00001 | 161 Starfish Way | Albers |
| 00002 | 00001 | 151 Starfish Way | Pacific Choice |
| 00003 | 00001 | 121 Starfish Way | Fashion Blacksmith |
| 00004 | 00001 | 101 Citizens Dock Road | District Office |
| 00005 | 00001 | 150 Marine Way | Coast Guard Aux |
| 00006 | 00001 | 101 Starfish Way | Maint. Bays |
| 00006 | 00002 | 101 Starfish Way | Maint. Storage |
| 00007 | 00001 | 170 Marine Way | Crescent Seafood |
| 00008 | 00001 | 245 Anchor Way | MM Diving |
| 00009 | 00001 | 201 Citizens Dock Rd | Old Englund Marine |

Premises-Subject of Insurance

| Loc # | Bldg # | Subject of Insurance | Amount | Valuation | Co-Ins % | Cause of Loss | Deductible |
|-------|--------|----------------------------|-----------|------------------|----------|---------------|------------|
| 00001 | 00001 | Building | 2,859,100 | Replacement Cost | 90 | Special form | 25,000 |
| 00001 | 00001 | Business Personal Property | 5,885 | Replacement Cost | 90 | Special form | 25,000 |
| 00001 | 00001 | BI w/ Extra Expense | 77,785 | Replacement Cost | 90 | Follows loss | 25,000 |
| 00002 | 00001 | Building | 2,702,000 | Replacement Cost | 90 | Special form | 25,000 |
| 00002 | 00001 | Business Personal Property | 5,855 | Replacement Cost | 90 | Special form | 25,000 |
| 00002 | 00001 | BI w/ Extra Expense | 41,725 | Replacement Cost | 90 | Follows loss | 25,000 |
| 00003 | 00001 | Building | 1,754,300 | Replacement Cost | 90 | Special form | 25,000 |
| 00003 | 00001 | Business Personal Property | 22,258 | Replacement Cost | 90 | Special form | 25,000 |
| 00003 | 00001 | BI w/ Extra Expense | 51,000 | Replacement Cost | 90 | Follows loss | 25,000 |
| 00004 | 00001 | Building | 440,900 | Replacement Cost | 90 | Special form | 25,000 |
| 00004 | 00001 | Business Personal Property | 8,900 | Replacement Cost | 90 | Special form | 25,000 |
| 00004 | 00001 | BI w/ Extra Expense | 8,800 | Replacement Cost | 90 | Follows loss | 25,000 |
| 00005 | 00001 | Building | 267,100 | Replacement Cost | 90 | Special form | 25,000 |
| 00006 | 00001 | Building | 302,200 | Replacement Cost | 90 | Special form | 25,000 |
| 00006 | 00001 | Business Personal Property | 6,700 | Replacement Cost | 90 | Special form | 25,000 |
| 00006 | 00002 | Building | 200,700 | Replacement Cost | 90 | Special form | 25,000 |
| 00007 | 00001 | Building | 667,000 | Replacement Cost | 90 | Special form | 25,000 |
| 00007 | 00001 | BI w/ Extra Expense | 10,800 | Replacement Cost | 90 | Follows loss | 25,000 |
| 00008 | 00001 | Building | 685,100 | Replacement Cost | 90 | Special form | 25,000 |
| 00009 | 00001 | Building | 598,200 | Replacement Cost | 90 | Special form | 25,000 |

Refer to actual policy for actual limits, deductibles, conditions, exclusions and details.

Additional Property Coverages/Limits

| Coverage | Limit 1 | Limit 2 | Deductible | Type | Applies | Rate |
|-----------------------|---------|---------|------------|------|---------|------|
| Ordinance Law Cov 2-3 | 250,000 | | | | | |

Policy Number: 22/23 PUBLIC OFFICIALS
Line of Business: Employer Practice Liability
Effective/Expiration: 07/01/2022 - 07/01/2023
Writing Company: Indian Harbor Insurance Company
Premium Quote \$7,123.14

Line of Business

| Line of Business | Writing Company |
|--|---------------------------------|
| Public Officials Management & Employment Practices Liability | Indian Harbor Insurance Company |

Named Insured and Locations

First Named Insured

| Firm Name | Dec Name App | Entity Type |
|-------------------------------|-------------------------------|-------------|
| Crescent City Harbor District | Crescent City Harbor District | Other |

Public Officials & Employment Practices

General Coverage Information

Public Officials & Employment Practices Coverages/Limits

| Coverage | Limit | Retention |
|--|-----------|-----------|
| Public Official Management | 1,000,000 | 10,000 |
| Employment Practices Liab Ins | 1,000,000 | 25,000 |
| Aggregate | 1,000,000 | |
| Non-Monetary Coverage - Defense Only | 50,000 | 10,000 |
| Non-Monetary Coverage - Defense Only Aggregate | 100,000 | |
| Crisis Management | 25,000 | 5,000 |
| FLSA/Wage & Hour Defense Coverage | 50,000 | 25,000 |

Policy Number: 02320327-4
Line of Business: Business Auto
Effective/Expiration: 07/01/2022 - 01/01/2023
Writing Company: United Financial Casualty Co
Premium Quote \$8,448

Line of Business

| Line of Business | Description | Writing Company |
|------------------|-------------|------------------------------|
| Business Auto | | United Financial Casualty Co |

Named Insured and Locations

First Named Insured

| Firm Name | Dec Name App | Entity Type |
|----------------------|----------------------|-------------|
| Crescent City Harbor | Crescent City Harbor | Other |

Location Schedule

| Loc # | Bldg # | Address | City | State | Zip Code | Description |
|-------|--------|---------|------|-------|----------|-------------|
| 00001 | | | | | 95531 | |

Business Auto

Business Auto Coverages/Limits

| Coverage | Limit |
|--|-----------|
| Combined single limit | 2,000,000 |
| Uninsured motorist combined single limit | 2,000,000 |
| Medical payments | 5,000 |

The coverage symbols on a business automobile policy are used to identify which autos qualify as covered autos for each of the coverage being purchased. It is important to make sure that the appropriate symbol has been chosen for each of the coverage desired. A coverage symbol must appear by a coverage shown on the policy declarations page in order for coverage to apply.

Liability & Physical Damage Covered Auto Symbols

| | |
|----------------------------|---|
| Liability | 7 |
| Personal Injury Protection | |
| Property Protection | |
| Medical Payments | 7 |
| Uninsured Motorist | 7 |
| Underinsured Motorist | 7 |
| Comprehensive | 7 |
| Sp Causes of Loss | |
| Collision | 7 |
| Towing and Labor | |

Auto Symbol/ Description

- 1 Any Auto
- 2 Owned Autos Only
- 3 Owned Private Passenger Autos Only
- 4 Owned Autos Other Than Private Passenger
- 5 Owned Autos Subject to No-Fault
- 6 Owned Autos Subject to Compulsory Uninsured Motorist Law
- 7 Specifically Described Autos
- 8 Hired Autos Only
- 9 Non-Owned Autos Only

Vehicle Schedule

| Veh # | Year | Make | Model | Vehicle Identification | Cost New | LIA | PIP | Med Pay | UM/ UIM | Comp Ded | Coll Ded |
|-------|------|--------|-----------------|------------------------|-------------|-----|-----|---------|---------|----------|----------|
| 00001 | 2004 | Ford | F350 Super Duty | 1FDSF34L14ED01426 | \$8,850.00 | X | | X | X | | |
| 00002 | 1997 | Ford | F350 | 1FTHF36GXVED04051 | | X | | X | X | | |
| 00003 | 1999 | Ford | Ranger | 1FTYR14V7XPA18971 | | X | | X | X | | |
| 00004 | 2000 | Nissan | Frontier | 1N6ED26T3YC376660 | | X | | X | X | | |
| 00005 | 2007 | Ford | Ranger | 1FTYR10DX7PA90227 | | X | | X | X | | |
| 00006 | 2009 | Cargo | Trailer | 5NHUBL6209T422025 | \$10,000.00 | X | | | | | |
| 00007 | 2022 | GMC | Sierra C3500/K3 | 1GT38PE74NF171570 | | X | | X | X | 500 | 500 |
| 00008 | 2022 | Ford | Ranger | 1FTER1EH5NLD32912 | \$28,302.00 | X | | X | X | 500 | 500 |
| 00009 | 2022 | Ford | Ranger | 1FTER1EH6NLD32093 | | X | | X | X | 500 | 500 |
| 00010 | 2022 | GMC | Sierra C1500/K1 | 3GTNHAED6NG527205 | | X | | X | X | 500 | 500 |

X-Indicates Coverage Blank-No Coverage

Continued on next page.....

Driver Information

| Driver # | Name | Please Advise if any Drivers Need to be Added/Removed |
|----------|--------------------|---|
| 0001 | Charlie Helms | |
| 0002 | Richard Salvaressa | |
| 0003 | Justin Hanks | |
| 0004 | Billy Newport | |
| 0005 | William Regis | |
| 0006 | Salvat Iribarne | |
| 0007 | Christopher Foulke | |
| 0008 | Stephen Thompson | |
| 0009 | Robert Josey | |
| 0010 | Liam Heckman | |
| 0011 | Levi Prince | |
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Crescent City Harbor District
101 Citizens Dock Rd
Crescent City, CA 95531

REDWOODS LEAVITT INS AGENCY
c/o Chris Dufour
Quote ID # 802172739
Quote Date: 6/21/2022

State Compensation Insurance Fund

State Fund has operated for 100 years and is California's leading provider of workers' compensation Insurance. State Fund offers comprehensive workers' compensation products and services that provide a strong and stable option for employers and injured employees with fast, reliable claims service and medical and indemnity benefits. State Fund's loss prevention services and return to work programs—provided to policyholders at no additional cost—ultimately help save money for employers.

Workers' Compensation Quote Summary

| | |
|---|--------------------|
| Base Premium | \$28,790.10 |
| Standard Premium | \$28,790.10 |
| Estimated Annual Premium | \$26,766.00 |
| Mandatory Surcharges | \$1,587.70 |
| Estimated Premium & Surcharges | \$28,353.70 |

Coverage Period: 7/1/2022 at 12:01 a.m. to 7/1/2023 at 12:01 a.m.

Please be advised, this quote is good until 7/11/2022. To begin coverage, the required payment is due before quote expiration. This quote is not an insurance policy.

The estimated annual premium is primarily based on the payroll for your employees, and the type of work they perform, which was provided by you or your broker. Please review the information to confirm the payroll is accurate and assigned to the correct job classification.

This quote is based upon information provided to State Fund. All information supplied by you is subject to verification (before or after bind). Material change or misrepresentation of information discovered during the verification process may result in re-pricing, rescission, or cancellation of the policy.



Estimated Base Premium Calculation

7/1/2022 - 7/1/2023

| Location Number | Number of Full-Time Employees | Number of Part-Time Employees | Class Code | Description | Base Rate | Estimated Payroll | Estimated Base Premium |
|-----------------------------------|-------------------------------|-------------------------------|------------|-------------------------------|-----------|-------------------|------------------------|
| 1 | 2 | 3 | 7721-2 | SECURITY GUARD/PATROL SERVICE | 7.68 | \$140,000.00 | \$10,752.00 |
| 1 | 4 | 1 | 8810-1 | CLERICAL OFFICE EMPLOYEES | 0.55 | \$238,200.00 | \$1,310.10 |
| 1 | 1 | 0 | 8740-3 | BUILDING OPER-N.O.C.-SUPVS | 1.88 | \$60,000.00 | \$1,128.00 |
| 1 | 7 | 0 | 9015-1 | BUILDING OPER-N.O.C.-OTHER | 7.80 | \$200,000.00 | \$15,600.00 |
| Total Before Modifications | | | | | | \$638,200.00 | \$28,790.10 |

Class Code and Rate Summary

Class Code & Rate Summary
 Coverage Period
 07/01/2022 - 07/01/2023

| Class Code | Base Rate | Interim Billing Rate |
|------------|-----------|----------------------|
| 7721-2 | 7.68 | 7.14 |
| 8740-3 | 1.88 | 1.75 |
| 8810-1 | 0.55 | 0.51 |
| 9015-1 | 7.80 | 7.25 |

The interim billing rate is the estimated class code base rate after any modifications and discounts have been applied. Final billing rates will be based on the actual payroll reported and subject to audit.



Modifications and Premium Calculations

7/1/2022 - 7/1/2023

| | | |
|---------------------------------|---|--------------------|
| Estimated Base Premium | | \$28,790.10 |
| Experience Modification | N/A | |
| Standard Premium | | \$28,790.10 |
| Rating Plan Modifier | 1.02600 | |
| Premium Discount | 0.90613 | |
| Estimated Annual Premium | | \$26,766.00 |
| Mandatory Surcharges | | \$1,587.70 |
| | Estimated Premium and Surcharges | \$28,353.70 |

All policies are subject to surcharges mandated by California law in rates approved by the Department of Insurance. This quote reflects the currently published surcharges and rates. If new surcharges or rates applicable to this policy are published by the Department of Insurance, they will be applied to your policy and reflected in your premium billing statement.



Coverage

Proposed Coverage Period: 7/1/2022 to 7/1/2023
Employer's Liability Limit: \$1,000,000.00
Entity: Incorporated Public Agency

Officers/Partners:

| Officer Name | Title | Status |
|---------------------|-----------------|---------------|
| Timothy Petrick | Officer - Other | Included |

Volunteers are not covered by your policy.

Your coverage includes the following endorsements:

| | |
|------------------|---|
| Endorsement 0750 | Full Salary Benefits Not Insured |
| Endorsement 2065 | Certificate Holders' Notice 60 days |
| Endorsement 3015 | Executive Officers - Minimum/Maximum Limits \$55,900.00 / \$144,300.00 |

Trade Name(s)

Crescent City Harbor District



Payment Plan

| | |
|-------------------------------------|-------------------|
| Billing Type: | Recurring Billing |
| Frequency: | Monthly |
| Deposit Premium: | \$0.00 |
| Mandatory Surcharges: | \$1,587.70 |
| First Installment: | \$2,230.50 |
| Total Due to Begin Coverage: | \$3,818.20 |

To accept this quote and begin coverage, please click the link in the email or notification that delivered this quote to you. If you are mailing a payment, please send it to:

State Compensation Insurance Fund
PO BOX 51092
LOS ANGELES, CA 90051-5392

If sending by Certified mail, Express mail, or overnight delivery, please send it to:

Lockbox Services: #0107441
ATTN: STATE COMPENSATION INSURANCE FUND
3440 FLAIR DRIVE
EL MONTE, CA 91731-2823

In order for coverage to begin on 7/1/2022, payment for the above amount must be received by 7/11/2022. (If this date falls on a legal holiday, payment is due the following business day.) Submission after this date will require a re-assessment of the terms.

Your bills are based on your Estimated Annual Premium (EAP), which may be adjusted to reflect current payroll information. Your EAP must be accurate to avoid an unexpectedly large premium bill. Notify State Fund in the event you have an increase or decrease in payroll at any time during the policy term.

Twelve (12) premium payments, each in the amount of \$2,230.50, must be submitted during the policy year. The first premium payment and the deposit are required to begin coverage. Payments for the eleven (11) subsequent premium bills must be submitted on a monthly basis.

You will be required to submit two payroll reports: (1) an interim payroll report to cover the first six months, due after the sixth month, and; (2) a final payroll report, due after the policy year.

Failure to submit payroll reports or premium payments when due may result in cancellation of your policy.

The minimum premium is \$1,585.00 and is **not subject to proration or refund.**



Important Information about Your Quote

Estimated Premium Disclaimer: This quote was prepared using information provided by you and/or your insurance broker, applying current underwriting guidelines and factors. The quoted premium amount to obtain coverage is an estimate. The final premium will be based on the actual premium basis, proper classifications, rates and applicable modifications at the end of your policy period. Final premium can also be affected by changes to the policy authorized by law, or the regulating governmental agency. If the final premium is more than the premium you paid us, you must pay the balance. If the final premium is less, we will issue a refund.

State Fund periodically files revisions to our rating plan, including rating factor updates that may apply to your quote or policy. This quote may include rates that are pending the authorization of the Insurance Commissioner. Any authorized rates that apply to your policy will be reflected in your premium billing statement.

The Workers' Compensation Insurance Rating Bureau (WCIRB) periodically makes updates to classification descriptions and wage thresholds. This quote reflects the classification rules in effect at the time of quoting. Subsequently published updates to these WCIRB-mandated rules may apply to your policy. Any WCIRB update that affects the pricing of the policy will be reflected in your premium billing statement.

Medical Provider Network: State Fund's Medical Provider Network (MPN) helps employers manage their medical costs through a diverse network of qualified physicians, specialists, and providers that specialize in the treatment of occupational injuries. The State Fund MPN is made up of a group of select physicians and other medical service providers within California:

- Many of the MPN physicians and providers primarily treat occupational injuries.
- Other MPN providers specialize in general areas of medicine.
- If necessary, the MPN will provide specialists to treat the injury or illness.

Using the MPN helps keep medical treatment costs in check while ensuring quality medical treatment for injured employees.

Short-Rate Cancellation: If you cancel during the policy term, final premium may be more than pro rata. Under the policy for which you've applied, final premium may be increased by the short-rate cancellation table. This penalty may be 5% to 100% depending on the length of time the policy was active.



3. New Business

b. Breakdown of Attorney Bills from BB&K Law Firm.

Public Comment?

| | | |
|---------------------------|----|-----------|
| EMPLOYMENT LAW | \$ | 3,969.60 |
| ENVIRONMENTAL LAW | \$ | 4,092.40 |
| FIRE DISTRICT ASSESSMENT | \$ | 5,947.62 |
| GENERAL COUNSEL SERVICES | \$ | 34,388.84 |
| GENERAL LITIGATION | \$ | 10,709.80 |
| PENSION ADVICE | \$ | 503.20 |
| PRA - GENERAL | \$ | 1,008.00 |
| UNLAWFUL DETAINER ACTIONS | \$ | 98,153.48 |

TOTAL FEES & EXPENSES \$ 158,772.94

01/01/22 THRU 06/30/22

**CRESCENT CITY HARBOR DISTRICT
BBK LEGAL FEES THRU 06/30/22**

| AREA | JAN | FEB | MARCH | APRIL | MAY | JUNE | TOTAL |
|--|-------------|--------------|--------------|--------------|--------------|--------------|---------------|
| GENERAL COUNSEL SERVICES | 6,866.60 | \$ 2,120.00 | \$ 6,077.70 | 8,197.70 | \$ 3,525.44 | \$ 7,601.40 | \$ 34,388.84 |
| PRA - GENERAL | 1,008.00 | \$ - | \$ - | - | \$ - | \$ - | \$ 1,008.00 |
| EMPLOYMENT LAW | - | \$ - | \$ - | - | \$ 1,014.60 | \$ 2,955.00 | \$ 3,969.60 |
| ENVIRONMENTAL LAW | 247.00 | \$ 1,073.00 | \$ - | 1,073.00 | \$ - | \$ 1,699.40 | \$ 4,092.40 |
| GENERAL LITIGATION | 480.00 | \$ 4,273.40 | \$ 297.00 | 4,570.40 | \$ 132.00 | \$ 957.00 | \$ 10,709.80 |
| FIRE DISTRICT ASSESSMENT | 92.00 | \$ 1,163.00 | \$ 1,429.21 | 2,592.21 | \$ 125.80 | \$ 545.40 | \$ 5,947.62 |
| PENSION ADVICE | - | \$ - | \$ - | - | \$ 503.20 | \$ - | \$ 503.20 |
| UNLAWFUL DETAINER ACTIONS | - | \$ 7,254.90 | \$ 14,044.29 | 21,299.19 | \$ 25,153.95 | \$ 30,401.15 | \$ 98,153.48 |
| | \$ 8,693.60 | \$ 15,884.30 | \$ 21,848.20 | \$ 37,732.50 | \$ 30,454.99 | \$ 44,159.35 | \$ 158,772.94 |
| TOTAL LEGAL FEES & REIMBURSABLE EXPENSES | | | | | | | |

| AREA | JAN | FEB | MARCH | APRIL | MAY | JUNE | TOTAL |
|-----------------------------|---------|-----------|-----------|-------------|-------------|-------------|-------------|
| GENERAL COUNSEL SERVICES | 3.10 | \$ - | \$ - | - | \$ 3.74 | \$ - | \$ 6.84 |
| PRA - GENERAL | - | \$ - | \$ - | - | \$ - | \$ - | \$ - |
| EMPLOYMENT LAW | - | \$ - | \$ - | - | \$ - | \$ - | \$ - |
| ENVIRONMENTAL LAW | - | \$ - | \$ - | - | \$ - | \$ - | \$ - |
| GENERAL LITIGATION | - | \$ 131.40 | \$ - | - | \$ - | \$ - | \$ 131.40 |
| FIRE DISTRICT ASSESSMENT | - | \$ - | \$ 246.71 | - | \$ - | \$ 94.00 | \$ 340.71 |
| PENSION ADVICE | - | \$ - | \$ - | - | \$ - | \$ - | \$ - |
| UNLAWFUL DETAINER ACTIONS | - | \$ 863.90 | \$ 113.39 | 2,100.52 | \$ 1,174.55 | \$ 931.45 | \$ 5,183.81 |
| | \$ 3.10 | \$ 995.30 | \$ 360.10 | \$ 2,100.52 | \$ 1,178.29 | \$ 1,025.45 | \$ 5,662.76 |
| TOTAL REIMBURSABLE EXPENSES | | | | | | | |

| AREA | JAN | FEB | MARCH | APRIL | MAY | JUNE | TOTAL |
|---------------------------|-------------|--------------|--------------|--------------|--------------|--------------|---------------|
| GENERAL COUNSEL SERVICES | 6,863.50 | \$ 2,120.00 | \$ 6,077.70 | 8,197.70 | \$ 3,521.70 | \$ 7,601.40 | \$ 34,382.00 |
| PRA - GENERAL | 1,008.00 | \$ - | \$ - | - | \$ - | \$ - | \$ 1,008.00 |
| EMPLOYMENT LAW | - | \$ - | \$ - | - | \$ 1,014.60 | \$ 2,955.00 | \$ 3,969.60 |
| ENVIRONMENTAL LAW | 247.00 | \$ 1,073.00 | \$ - | 1,073.00 | \$ - | \$ 1,699.40 | \$ 4,092.40 |
| GENERAL LITIGATION | 480.00 | \$ 4,142.00 | \$ 297.00 | 4,570.40 | \$ 132.00 | \$ 957.00 | \$ 10,578.40 |
| FIRE DISTRICT ASSESSMENT | 92.00 | \$ 1,163.00 | \$ 1,182.50 | 2,592.21 | \$ 125.80 | \$ 451.40 | \$ 5,606.91 |
| PENSION ADVICE | - | \$ - | \$ - | - | \$ 503.20 | \$ - | \$ 503.20 |
| UNLAWFUL DETAINER ACTIONS | - | \$ 6,391.00 | \$ 13,930.90 | 19,198.67 | \$ 23,979.40 | \$ 29,469.70 | \$ 92,969.67 |
| | \$ 8,690.50 | \$ 14,889.00 | \$ 21,488.10 | \$ 35,631.98 | \$ 29,276.70 | \$ 43,133.90 | \$ 153,110.18 |
| TOTAL LEGAL FEES | | | | | | | |



3. New Business

- c. Discuss and vote to approve the Harbormasters attendance at the Annual Training Conference held by the California Association of Harbormasters and Port Captains Association.**

Public Comment?

Creating a
SUSTAINABLE Future

50th

ANNIVERSARY

Fiftieth Annual MRA Educational Conference + Trade Show
In Partnership with CAHMPC

About the Event

The Marine Recreation Association's 50th Annual Educational Conference and Trade Show, in partnership with the California Association of Harbor Masters and Port Captains embarks on October 18, 2022 at the Hilton Santa Barbara Beachfront Resort in Santa Barbara, California, overlooking the picturesque coastline of the Pacific Ocean.

The 2022 MRA Educational Conference theme will be "Creating a Sustainable Future", reflecting the marine industry's progression into a new world of possibilities and potential. By focusing our passion and people on shared purposes we can all create a steady path to successfully navigate the challenges ahead.

This year's Conference will feature a broad prospectus of industry experts and information covering key marine industry management, operations, and marketing concerns, focused on team building and improving guest services and operations to enhance customer satisfaction while meeting the challenges of regulatory compliance and optimizing fiscal results. The marine Trade Show will feature the latest technology, products, and services from leading industry vendors and contractors focused on industry growth and profitability. The three-day event will provide all participants with the ideal opportunity to network with other industry professionals and share effective strategies for successfully dealing with an ever-evolving business environment.

Hotel Rates

Special Rates for Attendees

Mountain / Garden View Single
or Double Occupancy

- 10/13 – 10/15 - \$399 + tax
- 10/16 – 10/20 - \$229 + tax
- 10/21 – 10/23 - \$379 + tax

Check-in time: 4:00 pm

Check-out time: 12:00 noon

Marina Operations

Seminar

Sessions will run from 9:00 am
to 4:00 pm on Tuesday, October
18th at the Hilton Santa Barbara
Beachfront Resort



4. Unfinished Business

a. Long-term tenants Relocation Update

Public Comment?



4. Unfinished Business

b. Solar/PPL Update

Public Comment?



4. Unfinished Business

c. Dredge Update

Public Comment?



4. Unfinished Business

d. Social Media Update

Public Comment?



Social Media

and the Harbor's 10-Year Strategic Plan:

- Promote Economic Development (*Strategic Plan: Goal II*)
- Increase Tourism (*Strategic Plan: Goal IV*)
- Community Engagement (*Strategic Plan: Core Value 4*)



FACEBOOK performance

3.59K
CURRENT AUDIENCE

29.3K, up 15.2%
28-DAY REACH

240, up 64.4%
PAGE AND PROFILE VISITS

50, up 127%
NEW LIKES AND FOLLOWERS

5,127
POST REACH

50
NEW PAGE LIKES

46
COMMENTS

74
SHARES

150
CHECK =INS

6,722
POST ENGAGEMENT

954
LIKES AND REACTIONS

32
REACTIONS

922
LIKES

INSTAGRAM performance

287
ACCOUNTS REACHED

212
CONTENT INTERACTIONS

103
ACCOUNTS ENGAGED

25
TOTAL FOLLOWERS

6
SAVES

2
SHARES

341
POST REACH

50
PROFILE ACTIVITY

43
COMMENTS

49
PROFILE VISITS

150
CHECK =INS

902
IMPRESSIONS

16
POSTS

157
LIKES

62
STORIES

30
REELS



Post Insights

MOST ENGAGING

RECENT

MOST ENGAGING POSTS

| | | |
|--|---|-------------------------------|
| | Down at the fish cleaning station Ja... August 2 | Reach 1.6K Engagements 480 |
| | Artist of month for August is our very... August 5 | Reach 2K Engagements 435 |
| | Thanks Krista, Here is another int... July 30 | Reach 988 Engagements 144 |
| | Always beautiful down at the beach. August 1 | Reach 1.1K Engagements 125 |
| | Down at the farmers market in the Harbor July 30 | Reach 589 Engagements 98 |
| | What did you say? Starfish got your t... August 4 | Reach 671 Engagements 84 |
| | Beat the heat. The surf is good here,... | Reach 57 Engagements 73 |

Facebook Page Likes

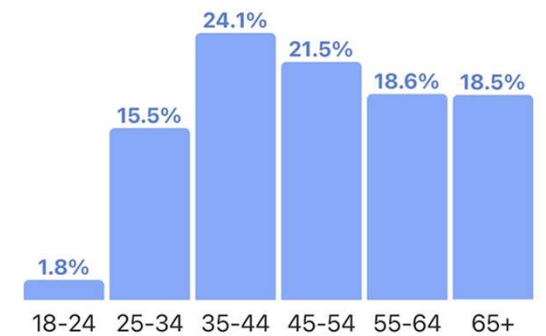
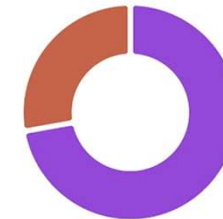


3,587

Instagram Followers

24

Age & gender





Top Post by highest Reach



A Family Art Experience

Post • Aug 1, 2022

| Reach | Reactions | Comments | Shares |
|-------|-----------|----------|--------|
| 2,587 | -- | -- | -- |



Artist of month for August is our very own Tiffany Brown @oneloveartspar...

Post • Aug 5, 2022

| Reach | Reactions | Comments | Shares |
|-------|-----------|----------|--------|
| 1,999 | 250 | 46 | 5 |



Down at the fish cleaning station James Stark caught this giant ling co...

Post • Aug 2, 2022

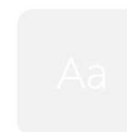
| Reach | Reactions | Comments | Shares |
|-------|-----------|----------|--------|
| 1,601 | 143 | 32 | 10 |



Always beautiful down at the beach.

Post • Aug 1, 2022

| Reach | Reactions | Comments | Shares |
|-------|-----------|----------|--------|
| 1,148 | 69 | 8 | 10 |



Thanks Krista, Here is another interesting fact;

Post • Jul 30, 2022

| Reach | Reactions | Comments | Shares |
|-------|-----------|----------|--------|
| 990 | 43 | 3 | 5 |



Some fog rolling out and locals chilling.

Post • Aug 10, 2022

| Reach | Reactions | Comments | Shares |
|-------|-----------|----------|--------|
| 833 | 44 | 5 | 4 |



Engaging with our youth and raising the profile of the Harbor District

- 95% of youth follow a brand via social media *(survey participants ages 18-24)*
- Average of 4 social media accounts per user, Instagram is #1 *(survey ages 12-24)*
- Visual content is 40x more likely to be shared on social media

Attractions: fishing, social media games, shopping, dining

- - Meeting our youth on their terms - -

Business Benefits of Social Media

Brand building – Social media boosts brand visibility among potential customers

Business growth – Social interaction between businesses & customers increases sales and improves brand loyalty.

(revenue sharing with the Harbor District !!)

Web traffic and search ranking -

Social media links help search engines discern that a site is reputable, and improves ranking in Google's algorithm



4. Unfinished Business

e. Grant Update

- i. Presentation from Moffatt & Nichol on the Benefits of the Crescent City Harbor Opportunities Evaluation.**
- ii. Update from Mike Bahr on Grant Status and benefits of Opportunities Evaluation from a grant writing perspective.**
- iii. Consider Crescent City Opportunities Evaluation Proposal and vote to approve.**

Public Comment?



1300 Clay Street, Suite 350
Oakland, CA 94612

(510) 645-1238
www.moffattnichol.com

July 11, 2022

Tim Petrick
Crescent City Harbor District
101 Citizens Dock Road
Crescent City, CA 95531

Subject: Crescent City Harbor Opportunities Evaluation

Dear Mr. Petrick,

As a follow-up to our discussions in June and July 2022, Moffatt & Nichol (M&N) is pleased to submit the attached proposal to support the Crescent City Harbor District (CCHD) identify opportunities to utilize the harbor in new ways as a result of potential future regional activities in the maritime market, including but not limited to the offshore wind (OSW) industry, small scale cruise, and University-Research expansions.

The purpose of this assignment is to identify and explore various harbor modification and opportunities while retaining the essential fishing operations of the harbor. Our team is well qualified for this assignment. We are working with several harbors and ports in California to provide similar studies. We recently completed a Maritime Master Plan for the California State University Maritime Academy and are in discussions with California State University, Humboldt for a similar study. We are working for several federal/state agencies and port/harbor districts to evaluate California ports and harbors for infrastructure upgrades required to support the OSW industry.

We propose for the initial study phase a “Pre-Master Plan” is developed that includes:

1. Understanding of existing and future fishing fleet requirements.
2. Harbor physical characteristics and general condition. (navigational widths, depths, dredging requirements, wave protection, seawall, piers, docks, geotechnical information, etc.)
3. Existing harbor facilities characterization (size, ownership, depths, dredging requirements, zoning, uses, etc)
4. Identification of opportunities and constraints – harbor and selected properties
5. Two Layouts of new slips, berth, piers, marina slips, breakwaters, channels,
6. Identification of required wave protection or seawall/shoreline modifications
7. Concept-Level Costs

This study will help to identify options for development and serve as a good starting point to attract industry interest and funding. We look forward to the opportunity to support CCHD on this important assignment. Please contact me at 510-788-8959 or mtrowbridge@moffattnichol.com at any time if you have questions or require clarification.

Sincerely,
MOFFATT & NICHOL

A handwritten signature in black ink that reads 'Matthew Trowbridge'.

Matthew Trowbridge, PE, SE
Project Manager

SCOPE OF WORK

Task 1: Project Management & Meetings

The Project Manager will oversee the project, monitor work progress, and be responsible for its ultimate completion. The Project Manager will coordinate the work execution internally to ensure timely completion of tasks and will be the key point of contact for the CCHD. The Project Manager is responsible to chair a kickoff meeting, 2 progress-stakeholder meetings, and a final review meeting (4 meetings). All meetings will be held virtually and will be documented with meeting notes sent via email.

Deliverable:

- Meeting notes

Task 2: Data Review

For this study, M&N will rely upon existing information made available by the CCHD and other agencies and stakeholders. Any required documents not currently in hand will be requested. M&N will request the following information to support the study:

- Identification of sites that are or may become available for industry use
- Ownership information for identified sites
- Zoning for all properties
- Lease boundaries
- Navigation channel limits (widths, depths, etc.)
- Available geotechnical data including documents that identify bedrock elevation
- Bathymetric and topographic surveys
- As-built / record drawings of existing facilities (including AutoCAD .dwg files)
- Site inspection reports
- Available site utilities and service connection points
- Prior site remediation efforts or reports
- Site zoning
- Site and use limitations or restrictions (AULs)
- Fishing industry information (catch, revenue, costs, fleet size and changes in fleet count)

No new site investigation, survey, field investigations or inspection is included or proposed at this time. Additional site data collection can be completed later or as needed.

Task 3: Identification of Opportunities and Constraints – Concept Layouts

Develop a list of Opportunities and Constraints within the Harbor and immediate upland areas for various Maritime opportunities. This will include required site area, site loading capacity, berth length, berth depth, design vessel parameters, and navigation channel width and depth requirements. Develop up to two conceptual layouts for harbor use at CCHD. The layouts will consider uses for both with and without construction of additional protected harbor. The conceptual layouts will identify the following requirements:

- Upland areas
- Dredging and/or channel improvements (if required)
- Required dock or wharf structures
- Required breakwater structures



- Overwater fill area(s)

Deliverable:

- Conceptual Layout Sketches

Task 4: Conceptual Presentation Slides

M&N will summarize the output from the study in a set of PowerPoint slides. High level cost estimates will be prepared for the two conceptual options to an ACE Class 5 Estimate accuracy level (-30% / +50%) to provide a high-level assessment of the investment required. The estimating approach will make general assumptions to help provide a quick assessment of budgetary costs. If a more detailed estimate is requested, that can be completed with additional effort.

Deliverable:

- Conceptual PowerPoint Presentation Slides

PROJECT SCHEDULE

The study can be delivered within 8 weeks from notice to proceed.

- Notice to proceed / executed agreement (NTP)
- Kickoff Meeting: within 1 week of NTP
- Data Review: within 2 weeks of NTP
- Opportunities and Constraints: within 4 weeks of NTP
- Conceptual Site Layouts: within 5 weeks of NTP
- Draft PowerPoint Slides: within 6 weeks of NTP
- Final PowerPoint Slides: within 8 weeks of NTP

FEE ESTIMATE

M&N proposed to complete these tasks for a fixed fee of \$25,000.

ASSUMPTIONS

The following assumptions have been made to develop the scope of work and fee included in this proposal:

1. CCHD will coordinate stakeholder meetings and outreach.
2. M&N is not responsible for identifying any property lines, site easements or other restrictions that may limit site use. These will be supplied by the CCHD.
3. M&N will not perform detailed engineering as a part of this study.
4. M&N will use existing geotechnical, topographic, and bathymetric surveys for the analysis. No new surveys will be performed. The accuracy of the analysis will be based on the quantity and quality of the existing information provided. The level of geotechnical information provided will directly affect the ability of M&N to identify the structural capacity of the existing soils and if any soil improvements will be required. The accuracy of the estimated quantity of dredge required will be directly affected by the available site bathymetric data.
5. No environmental exploration or sampling of site materials will be performed as a part of this scope. Any risk of contaminated or other environmental risks that may affect budgetary estimates shall be furnished by the District.
6. If project schedule extends beyond the proposed timeline, for reasons outside consultant control, additional budget may be required.



August 8, 2022

To: Crescent City Harbor District

Re: Grant and Business Opportunities Study Discussion

Greetings,

Attached is a list of grants we have applied for and upcoming grants we are applying for.

Not on this list are the new grants in the infrastructure bill which have not been announced yet. Those announcements are expected late August through October.

I was asked to comment on whether a study to identify business development opportunities in the Harbor would be helpful when applying for grants.

I have put together the following list with comments to assist with that discussion. The word "Project" in my comments is used as the generic term for whatever the item is we are applying for a grant for.

Items which make grant applications competitive

- 1) **Need for Project:** We have data for this part of our applications.
- 2) **Threatened jobs if Project is not undertaken:** We have data for this part of our applications: commercial fisheries, commercial fisheries serving businesses and tourism serving businesses.
- 3) **Future construction jobs from doing the Project:** We have estimated data for this part of our applications.
- 4) **Future non-construction full time and part time jobs resulting if the Project is completed:** We do not have any data for this part of our applications. Having specific business development opportunities for this section of a grant application would be useful.
- 5) **Economic and Community Development Opportunities if Project is completed:**
 - We have data for the current situation.
 - We do not have data for future opportunities. Having specific business development opportunities for this section of a grant application would be useful.
- 6) **Project readiness:**
 - For technical studies application – CCHD is ready to proceed once awarded technical studies grants.
 - For construction grants - CCHD is not ready to proceed as technical reports; environmental and permitting must be undertaken to 20% -80% level depending on the grant requirements before construction grant process can start,
 - Cost range to get to ready to proceed is \$300,000 - \$1,500,000. We have applied and are applying for grants for this part of the process.

Thank you,

Michael Bahr

Crescent City Harbor District Potential Grants to Apply For

APPLIED FOR

| Grant Name | Grant Funder | Eligible Projects | Project Amount | Grant Amount Requested | Cost Sharing/Match Requirement | Preapplication Submission Date | Application Submitted | Award Date | Final Obligation Date | Project Timeline | Notes | Link to Grant Page | Eligible Entities | Expected Number of Awards |
|--|-----------------------------------|---|-----------------|------------------------|--------------------------------|--------------------------------|-----------------------|---------------------|-----------------------|--|---|---|--|---------------------------|
| 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 | \$1,841,641.40 (20% required) | Yes | 16-May-22 | Nov 2022 - Jan 2023 | 30-Sep-25 | Completed within 5 years of obligation | Can apply for either planning grant or construction grant | https://cms.marad.dot.gov/PIDPg-rants | A port authority, a commission or its subdivision or agent under existing authority, other government entities | 50 - 100 |
| Harbor Mitigation Grant Program (HMGP) | FEMA and Cal OES | Technical Reports; Design & Engineering; NEPA/CEQA; Construction Permits required for Seawall Construction Grant | \$ 1,500,000.00 | \$ 1,125,000.00 | \$ 375,000.00 | Yes | April 8, 2022 | Nov 2022 - Jan 2023 | 30-Sep-24 | Completed within 5 years of obligation | | https://www.caloes.ca.gov/cal-oes/divisions/recovery/disaster-mitigation-technical-support/404-hazard-mitigation-grant-program | Harbor Districts | 50 - 100 |
| Port Economic Recovery Grant | California State Lands Commission | Technical Reports required for Seawall Construction Grant | \$ 415,000.00 | \$ 300,000.00 | \$ 115,000.00 | No | 18-Jul-22 | Nov-22 | 30-Jun-23 | Dec-23 | Unspent "Covid-19 Fiscal Recovery Funds" | https://slc.ca.gov/content-types/covid-19-fiscal-recovery-funds/ | Harbor Districts | 20-Oct |

WORKING ON

| Grant Name | Grant Funder | Eligible Projects | Total Project Cost | Min /Max Amount | Cost Sharing/Match Requirement | Preapplication Due Date | Application Due Date | Est. Award Date | Final Obligation Date | Project Timeline | Notes | Link to Grant Page | Eligible Entities | Expected Number of Awards |
|---|------------------------------|--|--------------------|---|---|-------------------------|---|-----------------|-----------------------|------------------|--|---|---|---|
| NOAA Federal Marine Debris Grants | NOAA | 1) Development and implementation of marine debris assessment, removal of large debris, and 2) prevention projects that benefit coastal habitat, waterways, and marine resources. | | 1) \$1,000,000 - \$15,000,000 2) \$100,000 - \$1,000,000 | No specific amount - but cost sharing is required | No preapplication | September 30, 2022, 11:59 p.m. ET | 1-Jan-23 | 12/31/2025 | 3 years | | https://blog.marinedebris.noaa.gov/now-open-bipartisan-infrastructure-law-grant-opportunity-marine-debris-removal?utm_medium=email&utm_source=GovDelivery | State, local, tribal, and territory governments who regulate marine resources | \$56,000,000 available - 10 awards |
| CA Community Economic Resilience Fund (CERF) | CA Governor's Office | Investments that diversify the economy, and develop or grow sustainable industries that create accessible, well-paying jobs, especially for disinvested communities. Infrastructure construction projects qualify. | | TBD | | | Program Details will be released 4th Quarter 2022 | Q2 2023 | 2026 | | | https://opr.ca.gov/economic-development/just-transition/cerf.html | Local Governments and Nonprofits, Workforce entities | Provide approximately \$500M in rolling, competitive grants |
| EDA Public Works Program | U.S. EDA | Infrastructure Construction Projects | | \$3,000,000 | | | First month of each Quarter - 4 application rounds per year | | | | Construction projects must be at the 80% design, environmental and permit stage to apply | | | |
| Continuing Authorities Program (CAP) | U.S. Army Corps of Engineers | Navigation improvements: (1) Feasibility Study; (2) Preparation of Plans and Specifications; (3) Project Construction | | Feasibility Study: \$100,000+; Construction: \$10,000,000 | Non-Federal cost is 10 percent up-front during construction and 10 percent over a 30-year period for harbors with a design depth of 20 feet or less. For design depths of 20 to 45 feet the up-front share increases to 25 percent, and over 45 feet to 50 percent. | | Continuous | | | | All projects in this program include a feasibility phase and an implementation phase. The feasibility phase is initially Federally funded up to \$100,000. | https://www.nae.usace.army.mil/missions/public-services/continuing-authorities-program/ | | |



5. Communications and Reports

a. CEO/ Harbormaster Report

Building tear down has finally begun! The dilapidated South Beach Bathrooms and Crab Shack were removed on Wednesday and Friday last week and as of this meeting hopefully Kim's and the yacht club will be gone as well. Scraping of the old unsafe buildings is the first step toward a new and reinvigorated harbor.

The harbor has brought on a part time employee to help us run a social media push. Jackie has already gotten the harbor up and active on Facebook, Instagram, and TikTok and the posts have had hundred or even thousands of views and likes. Welcome to the team Jackie.

While I was out the team did a great job keeping things moving smoothly. Mike was thrown straight into the fire and didn't miss a step. We've already started to see dividends from Thomas and Mike working together in the improvements to our billing and collection processes, notices going out, legal and professional issues we can now handle in house.

The transfer of the old abalone building back to the harbor was completed at the beginning of August. Minor repairs were needed to bring it to a move in ready state and can be completed mostly in house affordably over time. We hope to have the first unit ready to move in within a few weeks.

After review by State Lands Commission staff our grant application for Port Economic Relief Funds was actually raised from \$300,000 to \$321,195. This indicates that they are likely to approve the funding which is excellent news.

Public Comment?



5. Communications and Reports

b. Harbor Commissioner Reports

Pursuant to the Brown Act, this item allows the Commissioners to briefly discuss activities engaged in since the previous public meeting.

Commissioner Wes White

Commissioner Brian Stone

Commissioner Gerhard Weber

Commissioner Harry Adams, Secretary

Commissioner Rick Shepherd, President

6. Adjourn to Closed Session

CLOSED SESSION

a. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

(Gov. Code section 54956.9(d)(2).): One matter.

b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Government Code section 54956.9(d)(2))

Significant Exposure to Litigation: One case based on correspondence with Fashion Blacksmith regarding claim for damages.

7. Adjourn Closed Session

8. Report out of Closed Session



9. ADJOURNMENT

Adjournment of the Board of Harbor Commissioners will be until the next meeting scheduled for Tuesday, September 6, 2022, 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 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.

