

# Board Of Harbor Commissioners

## Crescent City Harbor District

17 May 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, May 17, 2022

**Time:** Open Session 2:00 p.m.  
Closed Session following Open 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/82717545424?pwd=aExZeTRuL0VreFVEZGwweUR2TEpldz09>

Please enter passcode: 182536

## **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 May 3, 2022 Regular Meeting.**
- b. Approval of the Warrant List from April 28, 2022 through May 11, 2022.**

**2. Financial Reports**

- a. Account Balances, Accounts Receivable Report**

**3. New Business**

- a. Review and vote to approve proposal by Topper Industries, LLC for security gates on the docks.**
- b. Review and vote to approve Resolution 22-08 for the Ordering an Election, Requesting County Elections to Conduct the Election, and Requesting Consolidation of the Election.**

**4. Unfinished Business**

- a. Dredge Update**
- b. Long-term tenants Relocation Update**
- c. Solar/PPL Update**

**5. Communications and Reports**

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

**6. Adjourn to Closed Session**

## CLOSED SESSION

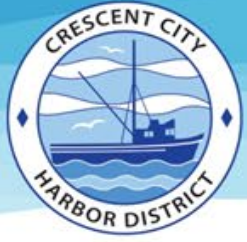
- a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(Gov. Code section 54957(b)(1).)  
Title: CEO/Harbormaster
  
- b. CONFERENCE WITH REAL PROPERTY NEGOTIATOR  
(Gov. Code section 54956.8.)  
Property: 437 Vance Avenue, Crescent City, CA 95531  
District negotiator: CEO/Harbormaster  
Under negotiation: Price
  
- c. CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(Government Code section 54956.8.)  
Property Address: 245 Anchor Way, Crescent City Harbor, CA 95531  
District negotiator: Tim Petrick, Harbormaster  
Negotiating parties: Vic Markytan, M&M Diving Owner  
Under negotiation: Lease Negotiations
  
- d. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION  
(Gov. Code section 54956.9(d)(1).)  
Case Names Unspecified: (disclosure would jeopardize settlement negotiations)

**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, June 21, 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.*



## **1. Consent Calendar**

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- a. Approval of the Meeting Minutes of the May 3, 2022 Regular Meeting.**
- b. Approval of the Warrant List from April 28, 2022 through May 11, 2022.**

***Public Comment?***



<b>Regular Meeting Minutes of the Board of Harbor Commissioners of the Crescent City Harbor District</b>	
Harbor District Office, 101 Citizens Dock Road Crescent City, CA 95531	May 3, 2022 2:00 p.m.

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

### MINUTES

*Regular Meeting, Tuesday May 3, 2022 at 2:00 P.M.*

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

**ROLL CALL:**

<i>PRESENT:</i>	<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:** The following individuals addressed the Board regarding subject matters not on the meeting agenda:

A member of the public, who did not identify herself, recounted a disturbing encounter while walking her two dogs in the marina area. Two other dogs (unleashed) attacked her and her dogs, although she did not report any injuries to either herself or her dogs. CEO/Harbormaster Tim Petrick advised the speaker to provide additional information so that the owner of the attacking dogs might be identified.

No other members of the public commented. President Shepherd then moved the discussion to the next agenda item.



## 1) CONSENT CALENDAR

***(1A) Approval of the Meeting Minutes of the April 5, 2022 Regular Meeting.***

***(1B) Approval of the Warrant List from April 15, 2022 through April 27, 2022.***

***(1C) Approval of Resolution No. 2022-07 Making Findings and Determinations Under AB 361 for Continued Virtual Meetings.***

The Board reviewed various entries on the warrant list, and received clarification from CEO/Harbormaster Tim Petrick. Commissioner White **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 moved the discussion back to the Board.

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

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

*Absent:* NONE / *Abstain:* NONE

## 2) FINANCIAL REPORT: Account Balances

The Board reviewed account balances. CEO/Harbormaster Tim Petrick reported that a large check had just been received from the County and was not yet reflected on the account balances. The total amount of the check was approximately \$156,000, consisting of approximately \$132,000 from property taxes, and a \$24,000 refund for County overcharges. Commissioner Stone inquired concerning the transfer of COVID-19 grant funds from the Harbor's operating account into the LAIF interest bearing account. The transfer was expected to be completed shortly. President Shepherd then opened up public comment. No members of the public commented. President Shepherd then moved the discussion to the next agenda item.

## 3) NEW BUSINESS

***(3A) Review and vote to approve Abatement Proposal from Infinity Abatement Services to remove and dispose of asbestos materials in three sites within the Crescent City Harbor District***

President Shepherd inquired as to whether Infinity Abatement Services was offering the most competitive pricing available. CEO/Harbormaster Tim Petrick explained that the Harbor would be receiving a discount from typical pricing. This was because Infinity Abatement Services was already planning to perform work in the Harbor for Alex Lemus, a Harbor lessee. By coordinating the two jobs, Infinity would avoid having to make two separate trips, and avoid having to set up its crew and equipment twice. The savings would be passed on to the Harbor District. The discount was reflected in the quote under consideration.

Commissioner Adams **moved** to approve the proposal from Infinity Abatement Services. Commissioner Stone **seconded** the motion. Commissioner White advised CEO/Harbormaster Petrick to ask Infinity Abatement Services to look into changing the disposal site from Anderson, CA, to Medford, OR. If possible, this would almost certainly reduce the disposal costs. President Shepherd then 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:* WHITE, STONE, WEBER, ADAMS, SHEPHERD / *Nays:* NONE

*Absent:* NONE / *Abstain:* NONE

#### **4) UNFINISHED BUSINESS**

##### ***(4A) Solar Update.***

CEO/Harbormaster Tim Petrick presented solar power generation figures and an analysis of cost savings. The Harbor was paying approximately 15% less by using solar power as opposed to conventional electricity provided by Pacific Power. Year-to-date savings totaled approximately \$115,000.

Mr. Petrick then reported on the status of an ongoing audit of past billing from Pacific Power that had revealed rampant overcharging. In some cases, the Harbor's meters appeared to be billed at twice the permitted rate, over a period of many years. The random nature of the billing irregularities suggested the root cause was mismanagement and carelessness on the part of Pacific Power. Nothing uncovered so far suggested intentional overcharging. Although the exact totals across all of the Harbor's meters were still being calculated, the Harbor could anticipate a large settlement check from Pacific Power. Commissioner Stone inquired as to whether the California Public Utilities Commission (CPUC) had been engaged on the issue to exercise its regulatory oversight of the mismanagement from Pacific Power. Mr. Petrick replied in the affirmative.

President Shepherd then opened up public comment. No members of the public commented. President Shepherd then moved the discussion to the next agenda item.

#### **5) COMMUNICATIONS AND REPORTS**

##### ***(5A) CEO/Harbormaster Report***

President Shepherd referred to the written bimonthly report prepared by the CEO/Harbormaster and submitted to the Board (see: <https://www.ccharbor.com/board-of-commissioners>). The Board accepted the report. CEO/Harbormaster Tim Petrick added to his report by stating that he had just received word of a grant award, of approximately \$300,000, to fund a mobile fish processing trailer to be located within the Harbor. He expected this news would be very well received by the local fisherman.

President Shepherd inquired concerning the MarineSync wireless electric metering system. CEO/Harbormaster Petrick replied that the system was functioning well, and the first billing statements to marina tenants at the boat docks had been sent out. The total amount billed for all of the boat docks was approximately \$6,000 for the first month. President Shepherd then opened up public comment. No members of the public commented. President Shepherd then moved the discussion to the next agenda item.

***(5B) Commissioner Reports.***

(a) Commissioner White: inquired on the status of security gate installations at the docks. CEO/Harbormaster Petrick replied that an RFP was set to close next week, and proposals from contractors would be brought to the Board for consideration at the next meeting.

(b) Commissioner Stone: inquired concerning grant applications for seawall replacement. CEO/Harbormaster Tim Petrick reported that Todd Garrett and Mike Bahr were finalizing a grant application under the Port Infrastructure Development Program with the Maritime Administration (U.S. Dept. of Transportation).

Commissioner Stone then moved the discussion to security gates at the docks. He commented that they had not been popular with some fisherman in the past, and they had been vandalized. Commissioner Stone suggested that video cameras might be worth considering. CEO/Harbormaster Petrick replied that there appeared to be good public support for the security gates, and in particular, a consensus among fisherman expressing support for the gates. Several fishermen had even requested the gates at public meetings. Mr. Petrick commented that dock security gates were standard at most harbors. Commissioner Stone suggested that an explanatory letter should be sent out to fisherman prior to the gates being installed. It might help with the gates being accepted as a necessary security measure.

(c) Commissioner Weber: no report for this meeting.

(d) Secretary Adams: expressed satisfaction that portable restrooms had been installed on South Beach. This was very important considering the strong public demand for facilities. Secretary Adams expressed concern over calls he had received from the public regarding key locks not functioning at D Dock. Secretary Adams favored a transition to standard mechanical key locks, or alternatively, combination locks, as opposed to electronic key fob locks.

CEO/Harbormaster Petrick replied that the men's bathroom door lock had been inoperable for a week due to storm damage, but the problem had been resolved. Mr. Petrick favored electronic key fobs over mechanical keys or a combination lock, because individual electronic keys could be deactivated without the need to change a universal combination code or rekey mechanical locks and distribute new keys. Mr. Petrick mentioned that he had received feedback from fisherman that since the installation of new electronic locks, the bathrooms were the cleanest they had ever been. Secretary Adams replied that he would support the use of electronic locks as long as they proved to be reliable long term.

(e) President Shepherd: no report for this meeting

6) **ADJOURNMENT**

*ADJOURNMENT TO THE BOARD OF HARBOR COMMISSIONERS NEXT REGULAR MEETING SCHEDULED FOR TUESDAY, MAY 17, 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

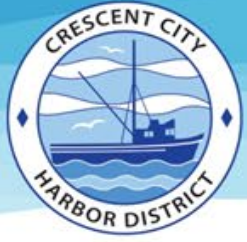
\_\_\_\_\_  
Harry Adams, Secretary

Crescent City Harbor District  
Check Detail  
April 28 through May 11, 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		05/02/2022	US BANK	CREDIT CARD PAYMENT	1040 · CCHD US BANK OPERATING 4766		-9,828.34
Check	ACH	04/30/2022	CALPERS RETIREMENT	EMPLOYEE RETIREMENT	1040 · CCHD US BANK OPERATING 4766		-13,744.28
Check	ACH	05/01/2022	VSP	EMPLOYEE VISION BENEFITS	1040 · CCHD US BANK OPERATING 4766		-61.65
Bill Pmt -Check	ACH	05/01/2022	AMERITAS LIFE INSURANCE CORP.	EMPLOYEE HEALTH BENEFITS	1040 · CCHD US BANK OPERATING 4766		-175.81
Bill Pmt -Check	ACH	05/01/2022	MOLO, INC.	MOLO SERVICES FOR APRIL	1040 · CCHD US BANK OPERATING 4766		-1.19
Check	ACH	05/09/2022	CALPERS HEALTH	EMPLOYEE HEALTH BENEFITS	1040 · CCHD US BANK OPERATING 4766		-16,165.54
Check	ACH	05/09/2022	US BANK	CREDIT CARD PAYMENT	1040 · CCHD US BANK OPERATING 4766		-612.74
Bill Pmt -Check	1422	05/02/2022	CCWATER	WATER SERVICES AT BAYSIDE RV	1047 · BAYSIDE RV PARK 1766		-1,871.82
Bill Pmt -Check	1423	05/02/2022	RECOLOGY DN	TRASH SERVICE FOR BAYSIDE RV	1047 · BAYSIDE RV PARK 1766		-2,299.28
Check	1424	05/02/2022	KENNETH BRUCE DWELLEY	BAYSIDE PAYMENT	1047 · BAYSIDE RV PARK 1766		-4,190.50
Check	1425	05/02/2022	ROBERT J. FRAZIER	BAYSIDE PAYMENT	1047 · BAYSIDE RV PARK 1766		-4,190.50
Bill Pmt -Check	2217	05/02/2022	CCWATER	WATER SERVICES FOR REDWOOD RV	1045 · REDWOOD HARBOR VILLAGE 0707		-1,713.42
Bill Pmt -Check	2218	05/02/2022	SUBURBAN PROPANE	PROPANE FOR REDWOOD RV	1045 · REDWOOD HARBOR VILLAGE 0707		-119.92
Bill Pmt -Check	2219	05/02/2022	RECOLOGY DN	TRASH SERVICE FOR REDWOOD RV	1045 · REDWOOD HARBOR VILLAGE 0707		-2,589.63
Bill Pmt -Check	6392	05/02/2022	BEST BEST & KRIEGER, LLP	ATTORNEY FEES	1040 · CCHD US BANK OPERATING 4766		-21,848.20
Bill Pmt -Check	6393	05/02/2022	CCWATER	WATER SERVICES FOR HARBOR	1040 · CCHD US BANK OPERATING 4766		-1,177.65
Bill Pmt -Check	6394	05/02/2022	R.A. KIRKLAND INC.	LAWN CARE SERVICES	1040 · CCHD US BANK OPERATING 4766		-5,833.33
Bill Pmt -Check	6395	05/02/2022	CRESCENT ACE HARDWARE	JANITORIAL SUPPLIES FOR HARBOR	1040 · CCHD US BANK OPERATING 4766		-266.21
Bill Pmt -Check	6396	05/02/2022	INFINITE CONSULTING SERVICES	IT SERVICES	1040 · CCHD US BANK OPERATING 4766		-27,686.13
Bill Pmt -Check	6397	05/02/2022	CRUSER MITCHELL	LEGAL FEES	1040 · CCHD US BANK OPERATING 4766		-11,670.50
Bill Pmt -Check	6398	05/02/2022	ACCONTEMP	FINANCIAL ADVISOR	1040 · CCHD US BANK OPERATING 4766		-3,200.16
Bill Pmt -Check	6399	05/02/2022	AIRMED CARE NETWORK/CAL ORE	NEW MEMBER FEES	1040 · CCHD US BANK OPERATING 4766		-61.00
Bill Pmt -Check	6400	05/02/2022	FASTENAL	MAINTENANCE SUPPLIES	1040 · CCHD US BANK OPERATING 4766		-22.10

**Crescent City Harbor District**  
**Check Detail**  
April 28 through May 11, 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	6401	05/02/2022	KILLOPS LAND SURVEYING 1	LAND INSPECTION FOR LEASE	1040 - CCHD US BANK OPERATING 4766		-2,360.00
Bill Pmt -Check	6402	05/02/2022	NATIONWIDE LEGAL, LLC	CCHD VS DUTRA LEGAL FEE	1040 - CCHD US BANK OPERATING 4766		-47.90
Bill Pmt -Check	6403	05/02/2022	MM DIVING SERVICES	MAINTENANCE SUPPLIES	1040 - CCHD US BANK OPERATING 4766		-500.00
Bill Pmt -Check	6404	05/02/2022	NAPA	PARTS FOR MOBILE CRANE REPAIR	1040 - CCHD US BANK OPERATING 4766		-102.49
Bill Pmt -Check	6405	05/02/2022	PACIFIC POWER	ELECTRICITY FOR HARBOR	1040 - CCHD US BANK OPERATING 4766		-3,020.06
Bill Pmt -Check	6406	05/02/2022	PROGRESSIVE INSURANCE	INSURANCE FOR HARBOR VEHICLES	1040 - CCHD US BANK OPERATING 4766		-770.76
Bill Pmt -Check	6407	05/02/2022	UMPQUA BANK	FORKLIFT PAYMENT	1040 - CCHD US BANK OPERATING 4766		-2,447.69
Bill Pmt -Check	6408	05/02/2022	LAI TRUST	PAYMENT FOR CHEVY SIERRA	1040 - CCHD US BANK OPERATING 4766		-1,029.86
						TOTAL	\$139,608.66



## **2. Financial Reports**

### **a. Account Balances, Accounts Receivable Report**

***Public Comment?***

**BANK BALANCES AS OF 4.27.22****BANK BALANCES AS OF 5.11.22****DIFFERENCE**

CCHD OPERATING \$484,695.83

CCHD OPERATING \$533,215.62

\$48,519.79

CCHD SAVINGS \$30,021.29

CCHD SAVINGS \$30,021.29

\$0.00

REDWOOD HARBOR \$10,412.67

REDWOOD HARBOR \$7,012.62

-\$3,400.05

BAYSIDE RV PARK \$19,183.47

BAYSIDE RV PARK \$14,024.23

-\$5,159.24

LAIF ACCOUNT \$1,397,710.65

LAIF ACCOUNT \$1,397,710.65

\$0.00

**TOTALS \$1,942,023.91****TOTALS \$1,981,984.41****\$39,960.50**



2:57 PM  
05/10/22

# Crescent City Harbor District A/R Aging Summary

As of April 30, 2022

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
BOAT SLIP D11	269.03	380.00	592.19	776.80	5,035.93	7,053.95
BAYSIDE C12	0.00	385.00	385.00	385.00	2,600.00	3,755.00
BOAT SLIP E15	32.21	35.40	41.29	38.47	242.82	390.19
ART KOON	60.95	0.00	0.00	0.00	2,396.40	2,457.35
BOAT SLIP G26	33.59	0.00	0.00	34.43	1,190.34	1,258.36
BOAT SLIP D13	150.52	153.91	457.84	618.00	471.67	1,851.94
REDWOOD SPACE 56	0.00	0.00	0.00	200.00	0.00	200.00
REDWOOD SPACE 40	0.00	400.00	400.00	400.00	2,800.00	4,000.00
BOAT SLIP B30	0.00	0.00	0.00	201.24	105.00	306.24
REDWOOD SPACE 44	0.00	400.00	400.00	400.00	2,800.00	4,000.00
REDWOOD SPACE 84	0.00	450.00	450.00	0.00	0.00	900.00
BAYSIDE B41	0.00	385.00	385.00	385.00	1,925.00	3,080.00
BOAT SLIP D3	125.56	380.00	0.00	0.00	0.00	505.56
BOAT SLIP D6	181.18	30.00	0.00	0.00	0.00	211.18
BOAT SLIP D22	105.78	128.40	0.00	0.00	226.90	461.08
BOAT SLIP D2	108.21	227.00	100.00	100.00	6,600.00	7,135.21
BOAT SLIP D14	116.99	208.72	860.00	383.01	4,338.53	5,907.25
REDWOOD SPACE 73	0.00	430.00	430.00	430.00	660.00	1,950.00
REDWOOD SPACE 92	0.00	450.00	450.00	450.00	2,700.00	4,050.00
REDWOOD SPACE 90	0.00	430.00	430.00	10.00	5,850.00	6,720.00
BOAT SLIP E12	112.08	0.00	0.00	0.00	529.50	641.58
REDWOOD SPACE 87	0.00	450.00	450.00	0.00	0.00	900.00
PACIFIC CHOICE HOIST #7	2,005.81	1,572.00	0.00	0.00	317.08	3,894.89
PACIFIC CHOICE SEAFOOD	0.00	4,200.83	0.00	0.00	0.00	4,200.83
BOAT SLIP A3	333.21	225.00	0.00	0.00	0.00	558.21
RICHARD BOLEN	0.00	350.00	350.00	350.00	390.00	1,440.00
SAFE COAST SEAFOODS, LLC	541.92	2,452.00	0.00	6,580.00	0.00	9,573.92
REDWOOD SPACE 38	0.00	400.00	400.00	400.00	6,000.00	7,200.00
BOAT SLIP B11	2.43	3,780.00	0.00	0.00	0.00	3,782.43
BOAT SLIP H26	100.00	0.00	0.00	1,497.35	1,082.73	2,680.08
<b>TOTAL</b>	<b>4,279.47</b>	<b>18,303.26</b>	<b>6,581.32</b>	<b>13,639.30</b>	<b>48,261.90</b>	<b>91,065.25</b>



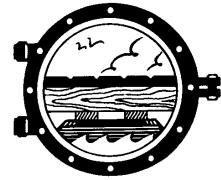
### **3. New Business**

- a. Review and vote to approve proposal by Topper Industries, LLC for security gates on the docks.**

***Public Comment?***

**Proposal / Contract**

WA-TOPPEII121OR  
OR- 128371  
CA-776888



**TOPPER INDUSTRIES I, LLC**

P.O. Box 2390  
Woodland, WA. 98674  
Phone (360) 841-8320 / Fax (360) 841-8021

PROPOSAL SUBMITTED TO Crescent City Harbor District	PHONE (707) 464-6174	DATE 01/26/2022	Customer Class
STREET 101 Citizens Dock Road	FAX	JOB LOCATION Crescent City, California	
CITY, STATE, ZIP CODE Crescent City, California 95531	JOB PHONE ( )	<b>WO#</b>	
CONTACT Tim Petrick, CEO / Harbormaster	EMAIL tpetrick@ccharbor.com		

We hereby submit specifications and estimates for:

Item ID

**Six (6) each Topper Aluminum Security Gates, to include;**

1. One (1) each 4'-0" wide x 6'-8" tall gate door.
2. One (1) each width varies x 8'-0" tall gate door frame.
3. Two (2) each 4'-0" wide x 8'-0" tall side wing panels each gate.
4. 3/4" x .125" expanded aluminum metal mesh infill.
5. Mill finish.
6. Sill plate.
7. One (1) each 1'-0" x 4'-0" x 0.250" kick plate both sides of door.
8. Commercial grade door closer suitable for outdoor marine environment.
9. Topper heavy duty hinges with Nylatron bushings.
10. Door pull – both sides.
11. Access control equipment to be provided by owner for factory installation by Topper.
12. Drawings for review / approval.
13. Stamped California engineering calculations.
14. Freight – FOB job site truck, Crescent City, California.....\$83,832.00 \*

\*Resale certificate required for sales tax exemption. Environmental / building permits excluded.

**We Propose** hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

Eighty Three Thousand Eight Hundred Thirty Two and 00/100 dollars (\$83,832.00).

Payment to be made as follows:

Terms: 20% down payment, 50% upon approved submittals, 30% net 20 days delivery.

**INTEREST OF 1-1/2% PER MONTH WILL BE CHARGED ON ACCOUNTS PAST DUE**

**Acceptance of Proposal** – The above prices, specifications and conditions are satisfactory. The conditions of this contract printed on the back of this form have been read and understood and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

TOPPER  
Authorized  
Signature \_\_\_\_\_

Signature \_\_\_\_\_

**Note:** This proposal may be withdrawn by us if not accepted within 10 days.

Date of Acceptance: \_\_\_\_\_





### **3. New Business**

- b. Review and vote to approve Resolution 22-08 for Ordering an Election, Requesting County Elections to Conduct the Election, and Requesting Consolidation of the Election.**

***Public Comment?***



*The County of Del Norte*

**Registrar of Voters**

981 H Street, Suite 160  
Crescent City, CA 95531  
707-464-7216

**Alissia D. Northrup**

**Memorandum**

To: Del Norte County Special District & Governing Agencies  
From: Alissia D. Northrup, Registrar of Voters  
Date: May 2, 2022  
Subject: Resolution to Consolidate with November 08, 2022 Statewide General Election

This memo is being written to remind you, if your district or government agency plans on consolidating your November 2022 election with the Statewide General Election to be held on November 08, 2022 there are a few things that your agency needs to do. Please find the enclosed resolution which will need to go before your council/board for approval. You can use the enclosed resolution or create your own. Once the resolution has been adopted, passed and signed accordingly, please return the original to the County Clerk's office, and please keep a copy for your records. The original should reach the County Clerk's office by July 8, 2022, to allow time for our office to process and plan accordingly for the upcoming November election. Also please be advised that there will be a cost to the district/agency for conducting any local elections. Keep this in mind when budgeting for the upcoming fiscal year. Due to rising cost and increase in voter registration/turnout your cost could be more than in the past.

Please feel free to contact me with any questions or concerns.

Please return to the following address:

Alissia D. Northrup, Registrar of Voters  
981 H Street, Suite 160  
Crescent City, CA 95531

Sincerely,

Alissia D. Northrup  
Registrar of Voters

## Resolution No. 22-08

### Resolution Ordering an Election, Requesting County Elections to Conduct the Election, and Requesting Consolidation of the Election

#### Crescent City Harbor District

Name of City or Special District  
Exactly As It Will Appear on the Ballot

**WHEREAS**, pursuant to Elections Code Section 10002, the governing body of any city or district may by resolution request that the Board of Supervisors of the county permit the county elections official to render specified services to the city or district relating to the conduct of an election; and

**WHEREAS**, the resolution of the governing body of the city or district shall specify the services requested; and

**WHEREAS**, pursuant to Elections Code Section 10002, the city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district; and

**WHEREAS**, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

**WHEREAS**, pursuant to Elections Code Section 10400, such election for cities and special districts may be either completely or partially consolidated; and

**WHEREAS**, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot, acknowledging that the consolidation election will be held and conducted in the manner prescribed in Section 10418. Upon such request, the Board of Supervisors may order the consolidation; and

**WHEREAS**, pursuant to Elections Code Section 10418, if consolidated, the consolidated election shall be held and conducted, election boards appointed, voting precincts designated, candidates nominated, ballots printed, polls opened and closed, voter challenges determined, ballots counted and returned, returns canvassed, results declared, certificates of election issued, recounts conducted, election contests presented, and all other proceedings incidental to and connected with the election shall be regulated and done in accordance with the provisions of law regulating the statewide or special election, or the election held pursuant to Section 1302 or 1303, as applicable.

**WHEREAS**, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

**WHEREAS**, various district, county, state and other political subdivision elections may be or have been called to be held on November 8, 2022;

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED THAT THE** governing body of the

Crescent City Harbor District  
(Name of City/District)

hereby orders an election be called and consolidated with any and all elections also called to be held on November 8, 2022 insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of Del Norte County  
(Political Jurisdiction)

and requests the Board of Supervisors of the County of Del Norte to order such consolidation under Elections Code Sections 10401, 10403 and 10418.

**BE IT FURTHER RESOLVED AND ORDERED** that said governing body hereby requests the Board of Supervisors to permit the Del Norte County Elections Department to provide any and all services necessary for conducting the election and agrees to pay for said services, and

**Check the following that apply:**

**BE IT FURTHER RESOLVED AND ORDERED** that the Del Norte County Elections Department conduct the election for the following offices on the November 8, 2022 ballot:

<u>SEATS OPEN</u>	<u>OFFICE</u>	<u>TERM</u>	<u>DIST/DIV (if app.)</u>
Rick Shepherd	Harbor Commissioner	4 Years	Harbor District
Gerhard Weber	Harbor Commissioner	4 Years	Harbor District

**BE IT FURTHER RESOLVED AND ORDERED** that the Del Norte County Elections Department shall conduct the election for the following MEASURE(S) to be voted on at the November 8, 2022 election:  
(Attachment of 75-word ballot question here)

**BE IT FURTHER RESOLVED AND ORDERED THAT** Del Norte County Elections Department is requested to: [Check one of the following if City/District is placing a measure on the ballot]

- Print the attached measure text exactly as filed or indicated on the filed document in the Voter's Information Pamphlet section of the Sample Ballot for the November 8, 2022 election. Cost of printing and distribution of the measure text will be paid for by the city/district.
- Not to print the measure text in the Voter's Information Pamphlet of the Sample Ballot but send a copy to voters upon request at the cost of said city/district.



**BE IT FURTHER RESOLVED AND ORDERED THAT** in accordance with section 9313 of the California Elections Code, the County Counsel or District Attorney is hereby directed to prepare an impartial analysis of this measure.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2020 by the following vote:

**AYES:**

**NOES:**

**ABSTENTIONS:**

**ABSENT:**

\_\_\_\_\_  
**Rick Shepherd, President**

Attested: \_\_\_\_\_

**Harry Adams, Secretary**

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**IMPORTANT: To assist us in keeping our records up to date, please provide us with current information regarding your district as well as a list of all your current board member's/council member's names and addresses.**

## **Contact Information/Incumbent Roster**

**Name of District/City:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Incumbents Name/Address**

**Date Elected/Appointed**

**Term of Office**



## DEL NORTE COUNTY – ELECTION COST ALLOCATION

### CATEGORY I: DIRECT AGENCY COSTS

These are costs which can be specifically attributed to a particular entity and no other, and only involve costs which that entity incurred simply because of their presence on the ballot.

#### CATEGORY I: COSTS

- A. Legal Publications
- B. Candidate Filing Forms
- C. Signature Verification
- D. Computer Programming (needed for each district)
- E. Sample, Official and Absentee Ballot Printing (needed for each district)
- F. Other

### CATEGORY II: GENERAL COSTS OF THE ELECTION

These are costs of the election, which would have been incurred regardless of the number of jurisdictions on the ballot and will be divided equally between the County of Del Norte (if applicable), and other local entities or special districts on the ballot.

#### CATEGORY II; COSTS

- A. Postage
- B. Rent of Polling Places
- C. Poll Workers Salaries
- D. Sample Ballot Labeling
- E. Data Processing Run Charges
- F. Computer Programming (needed for each election)
- G. Election Employees Salary
- H. Precinct Supplies
- I. Delivery of Election Equipment
- J. Sample, Official and Absentee Ballot Printing (needed for each election)
- K. Election Equipment Lease

### CATEGORY III: INDIRECT COSTS OF THE ELECTION

These are costs that are indirectly incurred because of the election. The costs are divided between the County of Del Norte (if applicable) and other local entities or special districts on the ballot, based on the number of voter decisions each entity has.

#### CATEGORY III: COSTS

- |                              |                            |
|------------------------------|----------------------------|
| A. Phone Charges             | D. Mileage                 |
| B. General Election Supplies | E. Election Dept. Overhead |
| C. In House Printing         | F. Other                   |



## **4. Unfinished Business**

### **a. Dredge Update**

***Public Comment?***



## **4. Unfinished Business**

### **b. Long-term tenants Relocation Update**

***Public Comment?***



## **4. Unfinished Business**

### **c. Solar/PPL Update**

***Public Comment?***



## 5. Communications and Reports

### a. CEO/ Harbormaster Report

Unfortunately the large Wiggins Forklift has reached the end of its life with the harbor. A late '70s model it was purchased used and has been a workhorse for many years. The cost for repairs and maintenance to keep it operational is beyond it's value and it will need to be surplused.

The harbor is heading to court for the first of the "for cause" evictions this week. We have about 10 that are being entered for default judgement and 5 that we will need to set a court date for.

Thomas Zickgraf has been hired as our new Accounting Manager. We're lucky to have him here. He's moving to Crescent City from San Francisco. He has a long back background as a controller and is going to be a great part of the team.





## 5. Communications and Reports

### a. CEO/ Harbormaster Report

A fishing vessel hit the fiberglass piling at the end of Citizen's Dock during the evening of May 11th. Joe at the Ice House reported the damage when he arrived the next morning. The piling was bent over 4 ft and the 1 ½ inch rod tying the piling to the cement had been ripped out and bent over. Maintenance has ratcheted the piling back into place as a temporary repair.

Lieutenant Colonel (LTC) Kevin Arnett, San Francisco District Commander and Engineer, and Stu Townsley, San Francisco District Deputy Engineer for Projects and Program Management came by the harbor for a visit. LTC Arnett is the new District Commander for the area and needed to get eyes on the ports he oversees. He and Stu Townsley were a wealth of information about past and future USACE projects and will be very beneficial relationships to maintain moving forward.

ICS has begun our hardware and software upgrades. We have experienced occasional outages on some programs and during transitions we may experience more so please bear with us. The outcome will be a much more robust and capable system harbor wide.

***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. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(Gov. Code section 54957(b)(1).)  
Title: CEO/Harbormaster
  
- b. CONFERENCE WITH REAL PROPERTY NEGOTIATOR  
(Gov. Code section 54956.8.)  
Property: 457 Vance Avenue, Crescent City, CA 95531  
District negotiator: CEO/Harbormaster  
Under negotiation: Price
  
- c. CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(Government Code section 54956.8.)  
Property Address: 245 Anchor Way, Crescent City Harbor, CA 95531  
District negotiator: Tim Petrick, Harbormaster  
Negotiating parties: Vic Markytan  
Under negotiation: Lease Negotiations



d. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

(Gov. Code section 54956.9(d)(1).)

Case Names Unspecified: (disclosure would jeopardize settlement negotiations)

**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, June 21, 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.*

